

SEMESTER – I

GIR 3104: English Paper I - Communication Skills in English I

Course Description

To help the students attain proficiency in language skills. To communicate effectively and accurately in English. To use English for international communication. To enhance their ability in listening and speaking. To equip them for competitive examinations and various International English Language Tests.

Course Outcomes:

- Empower learners to communicate effectively and accurately in English.
- Facilitate the use of English for international and public communication.
- Advance learners' skill sets in listening and speaking.
- Equipping learners for competitive examinations and International English language tests.

Syllabus

Module 1: English Sound System

Varieties of modern English – British, American, Indian – basic sounds – deviations in American and other varieties. Phonemic symbols – consonants – vowels – syllables – word stress – strong and weak forms – intonation.

Module 2: Listening Skills

Listening for details – listening and note-taking – listening to sound contents of videos – listening to talks; descriptions; interviews – listening to announcements – listening to news programmes.

Module 3: Speaking Skills

Conversation Skills: – how to begin, interrupt, hesitate and end – how to express time, age, feelings and emotions – how to respond – using language in various contexts/situations greeting – introducing – making requests – asking for / giving permission – giving instructions and directions – agreeing / disagreeing – seeking and giving advice – inviting and apologizing – set expressions in different situations.

Module 4: Non-Verbal Communication

Soft Skills –Body language; Etiquette – In the office; Formal meetings/gatherings – postures – orientation – eye contact – spacing –facial expression – dress – self-concept – self-image – self-esteem – attitudes. Attending an interview – addressing an audience – using audio-visual aids – compering – group discussion –talking about oneself and others.

Course Materials:

Core reading: Kumar, Sanjay, and Pushp Lata. *English for Effective Communication*. Oxford UP, 2013.

Further reading:

1. Kenneth, Anderson, Tony Lynch, Joan MacLean. *Study Speaking*. New Delhi: Cambridge UP, 2008.
2. Lynch, Tony. *Study Listening*. New Delhi: Cambridge UP, 2008.
3. Marks, Jonathan. *English Pronunciation in Use*. New Delhi: Cambridge UP, 2007.
4. Mukhopadhyay, Lina, et al. *Polyskills: A Course in Communication Skills and Life Skills*. Foundation, 2012.
5. O'Connor, J. D. *Better English Pronunciation*. Cambridge UP.