

SEMESTER – II

GIR 3204: English Paper III - Communication Skills in English II

Course Description

To help the students attain proficiency in language skills. To make students competent in advanced reading and writing skills. To identify various text types and comprehend them. To apply reading techniques to understand proposal, arguments and suggestions for international relations. To help them master writing techniques for better international relations.

Course Outcomes:

- Empower learners to be proficient in English communication skills.
- Facilitate understanding of various texts, reading techniques, and writing strategies.
- Advance learners' skill sets in reading and writing.
- Equipping learners for competitive examinations and International English language tests.

Module 1

Introducing students to different text types – fictional/nonfictional/Scientific/biographical and autobiographical –newspaper and magazine articles – reviews – legal language – business communication

Module 2

Various types of dictionaries – how to use them – enrichment of vocabulary – application of scanning and skimming passages – reading for pleasure and knowledge. Activities/exercises for reading comprehension

Module 3:

Mechanics of writing – drafting – revising – editing – computer as an aid – keyboard skills – word processing – desk top publishing–Writing for specific purposes – international and business writing

Module 4:

Writing models – letter writing – personal letters–formal letters – CV – surveys – questionnaire –e-mail – fax – job application – report writing – agenda, minutes – copy editing – accuracy. Symposium – presenting different aspects of a topic of international relevance

Course Materials:

Core reading:

Kumar, Sanjay, and PushpLata. *English for Effective Communication*. Oxford UP, 2013.

Further reading:

1. Barraas, Robert. *Students Must Write*. London: Routledge, 2006.
2. Glendinning, Eric H., and Beverly Holmstrom. *StudyReading*. South Asian Edition. Cambridge UP, 2008.
3. Hamp-Lyons, Liz, and Ben Heasley. *Study Writing*. 2nd Edition. Cambridge UP, 2008.
4. McCarthy, Michael et al. *English Collocation in Use*. Cambridge UP, 2007.
5. McCarter, Sam, and Norman Whitby. *WritingSkills*. Macmillan India, 2009.
6. Mukhopadhyay, Lina, et al. *Polyskills: A Course in Communication Skills and Life Skills*. Foundation, 2012.
7. Wainwright, Gordon. *How to Read Faster and Recall More*. Macmillan India, 2008.