

FACULTY OF ARTS**DEPARTMENT OF ENGLISH****AENGVAC01 - Speaking and Writing English Effectively - A Practical Course****Learning Objectives**

This course aims to prepare students to communicate effectively in both speaking and writing in various professional contexts. In order to achieve this, students will be given intensive training to acquire the forms and proper register for telephone communication, greetings and introductions, and formal and informal presentations, and to master the forms and proper register for writing emails, reports, and formal proposals, business letters, research papers and articles and the preparation of letters of introduction to accompany Curriculum Vitae for job applications.

Course Outcomes

At the end of the course, the student will be able to:

- Improve their language skills and competence level of sentence structures
- Enhance their vocabulary and enrich their communication and language skills
- Familiarize with different rhetorical functions of the language
- Write meaningful sentences, effective paragraphs, and thought-provoking essays

Unit I

Learning the Sounds of English Production of Speech Characteristics of Voice Organization of Speech (from Speaking English Effectively by Krishna Mohan & N.P. Singh)

Unit II

Modes of Delivery Speeches for Special Occasion Motivation and Personality Development Pronouncing individual sounds (from Speaking English Effectively by Krishna Mohan & N.P. Singh) Acquiring the right intonation (Practice Material by course teacher) Developing conversational ability (Practice Material by course teacher)

Unit III

Public Speaking and Oral Presentation (from Developing Communication Skills by Krishna Mohan & Meera Banerji) Role Play (Practice Material by course teacher) Welcome Address – Vote of Thanks – Inaugural address – Speeches based on situations – Immortal speeches by various personalities (Models chosen by course teacher)

Unit IV

Correct English Usage Tests: Building Blocks – Spotting Errors – Sentence Improvement Vocabulary Tests: Building Blocks – Test of Synonyms – Test of Antonyms – Test of Analogy (From Objective English by Edgar Thorpe & Showik Thorpe)

Unit V

English Proficiency Tests: One Word Substitutions – Idioms and Phrases – Idiomatic Use of Verbs – Cloze Tests (From Objective English by Edgar Thorpe & Showik Thorpe) Written Communication: Business Correspondence – Job Applications with Letters of introduction and Curriculum Vitae – Technical Proposals – Research Paper and Articles – Advertising and Job Description (from Developing Communication Skills by Krishna Mohan & Meera Banerji)

Text Books:

Mohan, Krishna, Banerji and Meera. Developing Communication Skills. New Delhi, Trinity Press, 2015.

Mohan, Krishna and Banerji, Meera. Speaking English Effectively. New Delhi, Trinity Press, 2015.

Thorpe, Edgar, Thorpe and Shovik. Objective English. 6th Edition. New Delhi: Pearson, 2016.