FACULTY OF ARTS
Value Added Elective Course
VAAR - 012- Speaking and Writing English Effectively:
A Practical Course

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.

Speaking Skills

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)

**Writing Skills**

**Unit – IV**

**Unit – V**

Text Books: