FACULTY OF ARTS
Value Added Elective Course
VAAR - 013 - English for Effective Communication

Objectives

- To improve the four essential skills of mastering the English Language
- To enhance the communication skills of the learners in English
- To make them listen, speak, read, and write effectively

Unit – I (Effective Listening)

Active Listening
Introduction
Reasons for Poor Listening
Traits of a Good Listener
Listening Modes
Types of Listening
Barriers to Effective Listening
Listening for General Content and Specific Information
Exercises

Unit – II (Effective Speaking)

Effective Speaking
Introduction
Basic Sounds of English
Word Stress
Sentence Stress
Intonation

Unit – III (Effective Speaking)

Achieving Confidence, Clarity, and Fluency
Vocal Cues
Exercises
Conversations and Dialogues
Introduction
Conversations
Telephonic Conversations and Etiquette
Dialogue Writing
Exercises

**Unit – IV (Effective Reading)**

**Reading Comprehension**
- Introduction
- Improving Comprehension Skills
- Techniques for Good Comprehension
- Predicting the Content
- Understanding the Gist
- SQ3R Reading Technique
- Study Skills
- Exercises

**Unit – V (Effective Writing)**

**Vocabulary Development**
- Using the Dictionary and Thesaurus
- Changing Words from One Form to Another, Word Formation: Prefixes and Suffixes
- Synonyms and Antonyms, Idioms, Confusables, One-word Substitutes, Homonyms
- Homophones, Eponyms
- Elements of Effective Writing
- Introduction
- Rights Words and Phrases
- Sentences
- Writing for the Web
- Exercises
- The Art of Condensation
- Introduction
- Steps to Effective Precis Writing
- Guidelines
- Samples
- Exercises

**Text Book:**

**Reference:**