

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

Right Words and Phrases

Sentences

Writing for the Web

Exercises

The Art of Condensation

Introduction

Steps to Effective Precis Writing

Guidelines

Samples

Exercises

Text Book:

Raman, Meenakshi and Sharma, Sangeeta. *Technical Communication: Principles and Practice*. New Delhi: Oxford UP, 2015. Third Edition.

Reference:

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

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

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