

OPEN ELECTIVES

Course Code: ENG- OE- 1

Course Title: English for Communication

Credits: 02

Course Type: Open Elective

Objectives: This course is designed to introduce students to various kinds of technical and professional writing. During the course, you will become familiar with technologies of business communication, receive feedback from and provide feedback to others on writing drafts and revisions, discover the role good writing and speaking skills plays in effective technical communication. The students will learn and experience ways to communicate effectively, particularly audience awareness and communication through technology and also learn ways to groom their personality.

Unit-I

Communication

Basics of Communication :

Elements of communication

Communication Process

Types of communication.

Interpersonal communication

Barriers to communication.

Speaking & Listening

Phonetics definition and scope

Sounds: English vowels and consonant sounds

English in real life situations:Requests, Permissions,Compliments, Apologies,Advice and Suggestion.

Group discussions, Multi-perspective debates, presentation skills.

Telephone etiquette.

Listening Skills

Unit-II

Technical communication

Technical communication: nature, origin and development of technical communication, salient features.

Writing Skills

Paragraph writing, developing perspective, CODER

Business correspondence purpose, layout , form and types of letters

Report writing: structure, style and drafting of different types of reports.

E-mail etiquette

Suggested Reading:

Battacharaya, Indrajit. *An Approach to Communication Skills*. New Delhi: Dhanpat Rai and Co,

2002. Print.

Chaturvedi, P.D and Mukesh Chaturvedi. *Business Communication*. Delhi: Pearson Education,

2006. Print.

Day, Richard R, Ed. *New Ways in Teaching Reading*. Illinois: TESO, 1993. Print.

Guerin, Wilfred. et al. *MLA Handbook for Writers of Research Papers*. New York: Harper, 1966.

Print.

Kumar, Sanjay and Pushp Lata. *Communication Skills*. India: OUP, 2011. Print.

Mohan, Krishna and Meera Banerji. *Developing Communication Skill*. Delhi: Macmillian, 1990.

Print.

O'Connor, J.D. *Better English Pronunciation*. London: Cambridge University Press, 1985. Print.

Prasad, LM. *Organisational Behaviour*. New Delhi: Sultan Chand & Sons, 1984. Print.

Raman, Meenakshi and Sangeeta Sharma. *Technical Communication: Principles and Practice*.

India: OUP, 2011. Print.

Roach, Peter. *English Phonetics and Phonology*. London: Cambridge University Press, 2000. Print.

Sasikumar V. et al. *A Course in Listening and Speaking (I & II)*. Bangalore: Foundation Books, 2006. Print.

Seely, John. *Writing and Speaking*. Delhi: OUP, 2004. Print.

Sood, S C., et al. *Developing Language Skill*. Delhi: Manohar, 1998. Print.

Taylor, Shirley. *Communication for Business*. New Delhi: Pearson Education, 1988. Print.

Trimble, Louis. *English for Science and Technology*