

Objectives and Syllabus of CEC English Communication Skills

C-EC English Communication Skills

This paper is specifically prepared as a CBCP option for the VI Semester College students who want to improve their English communication skills to be better prepared to enter the workforce after Graduation. In the present global scenario, the English language has emerged as the world's lingua franca and the demand is high for qualified and competent professionals with effective communication. We can add further that in this highly competitive and complex world, effective communicative ability is a vital factor not only in the workplace but also in all aspects of an individual's career prospects where the difference between success and failure is often the ability to communicate clearly and effectively or not. Grounded on this belief, this paper will present the students with materials on the principles and domains of communication skills. And the practical component will enable them to integrate the skills as a natural element of their personal and professional transactions. As some of the components have already been taken up in the Applied Language Skills components of General English and Alternative English, this paper will seek to reinforce what is already learnt and to enhance their skills in wider areas that comprise the arena of Communication Skills.

Course Structure:

Credits: 3

Total Marks: 100 (70/30 Theory & Practical)

Course Objectives:

At the end of this course, students should be able to:

- Have a thorough understanding of the principles and domains of communication skills
- Improve in fluency in different communicative contexts (both professional and everyday usage).
- Improve in communication skills and function more efficiently at the workplace and in interpersonal relationships.
- Attain a high level of confidence to achieve professional success.

SYLLABUS:

Unit – I: Introduction to English Communication Skills. (14 Marks)

- a) Definition and Concepts of Communication
- b) The Domains of Communicative English
- c) Language Skills and Language Learning Strategies

Unit – II: The Language Competencies (14 Marks)

- a) Effective Listening
- b) Reading – Kinds and Strategies

- c) The Mechanics of Writing
- d) Phonetics of English

Unit – III: ENGLISH FOR ACADEMIC PURPOSES (14 Marks)

- a) The Varieties of English: British English, American English, Indian English
- b) Note Taking, Assignment and Report Writing
- c) Letter Writing and CV Writing
- d) Presentation Strategies
- e) Interviews and Group Discussions

Unit – IV: ENGLISH FOR SOCIAL PURPOSES. (14 Marks)

- a) English in Situations – Etiquette, Formal and Informal
- b) Conversational English
- c) Meeting Proceedings

Unit – V ENGLISH FOR CREATIVE PURPOSES (14 Marks)

- a) Preparation and Delivery of Speeches
- b) As Host, Anchor and Compere
- c) Participation in Literary Activities
- d) English for Media

Reading List:

1. Balusubramaniam, T. 2012. *A Textbook of English Phonetics for Indian Students*, Macmillan Publishers India, Delhi
2. Cohen, A. 1998. *Strategies in Learning and Using a Second Language*. Longman, Harlow, Essex
3. Cohen, A. 2011. *Strategies in Learning and Using a Second Language (2nd edition)*. Longman, Harlow, UK
4. Deevito, J. A. 2014. *Essential Elements of Public Speaking*. Pearson Education, USA
5. Ellis, R. 1994. *The Study of Second Language Acquisition*. Oxford University Press, Oxford
6. Gimson, A.C. 1989. *An Introduction to the Pronunciation of English*. Hodder Arnold, London
7. Grant, T. 2001. *English Conversation Practice*. McGraw Hill Education Private Limited, New Delhi
8. Green, D. 2010. *Contemporary English Grammar*. Laxmi Publications, New Delhi
9. Jones, D. 1956. *The Pronunciation of English*. Cambridge University Press, Cambridgeshire
10. Jones, D. 1997. *English Pronouncing Dictionary*. Cambridge University Press, Cambridgeshire
11. Khrishna, M. & Banerji, M. 2000. *Developing Communication Skills*. Laxmi Publications, New Delhi
12. Leech, G. & Svartvik, J. 2003. *A Communicative Grammar of English*. Routledge, London
13. Madhukar, R K. 2012. *Business Communication*. Vikas Publishing, New Delhi
14. Raman, M. & Sharma, S. 2015. *Technical Communication. Principles and Practice*. Oxford University Press, New Delhi
15. Reid, J. (Ed.). 1995. *Learning Styles in the ESL/EFL Classroom*. Heinle & Heinle, Boston



NAGALAND UNIVERSITY
(A Central University Estd. By the Act of Parliament No.35 of 1989)
Headquarters : Lumami - 798627

No. F.2-12/ACAD/2009/(Vol-IV)

Dated Lumami, the 19th December 2014

To

✓ The Principal
C-Edge College
College of Arts & Commerce
Dimapur.

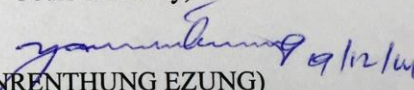
Sub:- Syllabus for CBCP "C-EC English Communication Skills"- Reg.

Madam,

With reference to the subject cited above, I am directed to convey herewith the approval of the Syllabus "C-EC English Communication Skills" for CBCP during 6th Semester on the recommendation of the BUGS (English). The approval is being issued subject to approval of the said syllabus by the School Board of Humanities and Education and ratification by the Academic Council.

Enclosed : As above

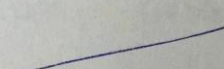
Yours faithfully,


(YANRENTHUNG EZUNG)
Deputy Registrar (Acad.)

No. F.2-12/ACAD/2009/(Vol-IV) - 4170
Copy to,

Dated Lumami, the 19th December 2014

1. The Secretary to VC, NU, Lumami for information of the VC.
2. The Dean, Humanities and Education, NU, Kohima for information.
3. The Controller of Examination, NU, Lumami for information.
4. The Chairman, BUGS, Department of English, NU, Kohima for information.
5. Office file.


(YANRENTHUNG EZUNG)
Deputy Registrar (Acad.)