

**Name of Course: ENGLISH COMMUNICATION SKILLS (ECS)**

**Semester: BA IV Semester w.e.f 2023-24**

**Total Marks: 50 Pass Marks: 40%**

**Credits: 3**

## **OBJECTIVES**

This paper is specifically prepared for the students who want to improve their English communication skills towards personal growth and to be prepared for entry into the workforce with greater confidence. This paper will present the students with materials on the principles and domains of communication skills. There is a practical component in each Unit and sub-unit which will enable them to integrate the skills as a natural element of their personal and professional transactions.

## **EXPECTED COURSE OUTCOMES**

ECO1: Have a thorough understanding of the principles and domains of communication skills

ECO2: Improve in fluency and competency in different communicative contexts (both professional and everyday usage).

ECO3: Improve in communication skills and function more efficiently at the workplace and in interpersonal relationships.

ECO4: Attain a high level of confidence to achieve professional success.

## **COURSE CONTENT**

### **UNIT I: INTRODUCTION TO COMMUNICATION & LANGUAGE COMPETENCIES**

- 1.1 Concept of Communication and the Domains of Communicative English
- 1.2 Language Skills and Language Learning Strategies
- 1.3 Effective Listening
- 1.4 Phonetics of English
- 1.5 Reading: Kinds and Strategies
- 1.6 The Mechanics of Writing

### **UNIT 2: ENGLISH FOR ACADEMIC PURPOSES**

- 2.1 The Varieties of English: British English, American English, Indian English
- 2.2 Presentation Strategies
- 2.3 Preparing and Facing an Interview
- 2.4 Strategies for Group Discussion

### **UNIT 3: ENGLISH FOR SOCIAL AND CREATIVE PURPOSES**

- 3.1 English in Situations, Etiquette, Formal and Informal
- 3.2 Conversational English
- 3.3 Meeting Proceedings
- 3.4 As Host, Anchor and Compere
- 3.5 Participation in Literary Activities
- 3.6 English for Media

**Textbook:**

- Chubatola Aier & Wapanginla Ao (Eds), 2019, A Textbook on CEC English Communication Skills (Second Edition), Woods Publisher, Kohima.

**Reading references:**

1. Balusubramaniam, T. 2012. *A Textbook of English Phonetics for Indian Students*, Macmillan Publishers India, Delhi
2. Cohen, A. 2011. *Strategies in Learning and Using a Second Language (2nd edition)*. Longman, Harlow, UK
3. Grant, T. 2001. *English Conversation Practice*. McGraw Hill Education Private Limited, New Delhi
4. Madhukar, R. K. 2012. *Business Communication*. Vikas Publishing, New Delhi
5. Raman, M. & Sharma, S. 2015. *Technical Communication. Principles and Practice*. Oxford University Press, New Delhi
6. Deevito, J. A. 2014. *Essential Elements of Public Speaking*. Pearson Education, USA