

Comprehension and Communication Skills in English

Course Code: LN 103

(w.e.f. Session 2015-2016)

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2 (1+1)

Theory:

Comprehension: Text for Comprehension, “War Minus the Shooting –The Sporting Spirit” by George Orwell

I (a) Reading Comprehension

(b) Vocabulary : Synonyms , Antonyms , Often Confused Words

(c) Two exercises to help the students in the enrichment of vocabulary based on TOEFL and GRE and other competitive examinations.

“A Dilemma - A Layman Looks at Science” by Raymond B. Fosdick

II (a) Reading Comprehension

(b) Vocabulary :Homonyms and Homophones

(c) Exercises on Figurative language & Idiomatic language (E.g.: dust and ashes, doorstep of doom, boundaries of knowledge, apple of one's eye, in a fix, etc).

III (a) Reading Comprehension

(b) Language Study, Functional Grammar, Agreement of Verb with Subject

“You and Your English –Spoken English and Broken English” by G.B. Shaw

Written Skills: Mechanics of writing a good letter, Effective official correspondence, Personal Correspondence.

Preparation of Curriculum Vitae and Job applications.

Precis writing and Synopsis writing

Interviews: Types of interviews, Purpose, Different settings as Interviewer-Interviewee, Physical makeup and manners, Appearance, Poise, Speech, Self-reliance.

Grammar: Use of Articles, Prepositions, Tenses, Vocabulary, Synonyms, Antonyms, One- word substitutions, Idioms and Phrases.

Practical:

Listening Comprehension: Listening to short talks, lectures, speeches (scientific, commercial and general in nature)

Practical: Listening to at least two tapes featuring recorded conversations aimed at testing the listening comprehension of students

Communication: Spoken English, Oral Communication, Importance of Stress and Intonation.

Practical: Spoken English practice by using audio-visual aids, the essentials of good conversations, oral exercises in conversation practice

Pronouncing words with Stress

Speaking phrases and sentences with Intonation

Situational Conversation - In a Classroom, At a Bank, At a Friend's place, At a Doctor's Clinic, At a Restaurant, At the Market

Oral Presentation of Reports, Seminars and Conferences, Features of Oral presentation, Regulating speech, physical appearance, body language, posture, eye contact, voice, audience, preparation of visual aids.

Practical: One presentation by individual on the given topic related to agriculture like W.T.O, Developing new technologies in Agriculture, Biofertilizers, etc.

Evaluation of a Presentation: evaluation sheet, other strategies to be considered for evaluating a presentation

Practical: Mock evaluation of a presentation; Dyadic communication, face- to- face conversation

Telephonic conversation: rate of speech, clarity of voice, speaking and listening politeness, telephone etiquettes

Practical: Practice of Telephonic conversation;

Reading skills, using Dictionary, reading dialogues, rapid reading, intensive reading, improving reading skills;

Group Discussions and Debates on Current topics; Practical Examination.

Reference Books:

1. N. Krishnaswamy and T. Sriraman, *Current English for Colleges*, Macmillan India Ltd., Madras, 1995.
2. Wren and Martin, *High School English Grammar & Composition*, S. Chand and Co. Publication.
3. Robbin SP, *Organizational Behaviour*, Pearson Prentice Hall
4. Bolton, David & Goodey, Noel .*English Grammar in Steps*, Orient Black Swan.
5. Sethi, J. *Standard English And Indian Usage: Vocabulary and Grammar*, PHI Learning Pvt. Ltd . -2011
6. Bhaskaran, M. P. & Horsburgh, D .*Strengthen Your English*, Oxford University -1973
7. Board of Editors. *Written and Spoken Communication in English*, University Press-200
8. Gairns, R. & Radman, S. *Working with Words: A Guide to Teaching and Learning Vocabulary Building*. Cambridge: Cambridge University Press-1986
9. Lata , Pushp & Kumar, Sanjay .*Communicate or Collapse :A Handbook of Effective Public Speaking , Group Discussions and Interviews*, PHI Learning Pvt. Ltd -2011
10. Laws, Anne- *Presentations*, Orient Black Swan-2011
11. O'Connor, J. D. *Better English Pronunciation*, Universal Books Stall-1991
12. Anderson, Marilyn, Nayar, Pramod K. & Sen, Madhuchhanda .*Critical Thinking, Academic Writing and Presentation Skills*, Pearson-2009