

# **Effective Professional Communication**

**Course Code: LN403**

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

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## **UNIT – I: FUNCTIONAL SKILLS IN LANGUAGE (6 hours)**

Articles, Preposition, Degree of Comparison, Verbs: Its Kinds & Uses, Tenses, Subject-Verb Agreement, Question-framing, Syllable, Stress & Intonation

## **UNIT – II: ESSAYS (6 hours)**

Bertrand Russell – The Effect of the Scientific Temper on Man  
Aldous Huxley – The Language of Literature and Science  
Moody E. Prior – The Aims of Science and the Humanities

## **UNIT –III: LANGUAGE & TECHNOLOGY (6 hours)**

Technology & Communication  
Web Pages & Writing for the Web  
Graphics: Tables, Charts, Drawings

## **UNIT – IV: ORAL PRESENTATION & SHORT DISSERTATION (6 hours)**

Basic Structure of a Dissertation  
How to write a dissertation  
Preparation for Presentation  
Two Oral Presentations

## Books Recommended:

1. Quirk , Randolph & Greenbaum ,Sidney .*A University Grammar of English*,Pearson-2013
2. Bolton, David & Goodey, Noel .*English Grammar in Steps*, Orient Black Swan.
3. Sethi, J. *Standard English And Indian Usage: Vocabulary and Grammar*, PHI Learning Pvt. Ltd. -2011
4. Bhaskaran, M. P. & Horsburgh, D .*Strengthen Your English*, Oxford University -1973
5. Greenbaum, Sidney. *The Oxford English Grammar* ,Oxford University Press, New York -1996
6. Arora, V. N. & Chandra, Lakshmi. *Improve Your Writing: From Comprehensive to Effective Writing*, Oxford University Press-2010 (For the prescribed essays- “The Effect of the Scientific Temper on Man” by Bertrand Russell &“The Aims of Science and Humanities” by Moody E. Prior)
7. Pfeiffer, William Sanborn & Padmaja, T. V. S.*Technical Communication: A Practical Approach*,Pearson-2012
8. Gairns, R. & Radman, S. *Working with Words: A Guide to Teaching and Learning Vocabulary Building*. Cambridge: Cambridge University Press-1986
9. Lewis, M. H. *Words Power Made Easy*, Goyal Publishers and Distributors Pvt. Ltd-1979
10. Anderson, Marilyn, Nayar, Pramod K. & Sen, Madhuchhanda .*Critical Thinking, Academic Writing and Presentation Skills*, Pearson-2009
11. Laws, Anne- *Presentations*, Orient Black Swan-2011