

PG Open Elective

BUILDING LANGUAGE SKILLS

Course Code: 21 HST 801

Credits : 3 (2L + 1T)

Objectives:

1. To enhance students' English language competence through intensive practices of listening, speaking, reading, and writing exercises
2. To enhance students' reading skills, such as guessing meaning from context, scanning, skimming, identifying main ideas, inferring, and developing reading fluency
3. To increase students' vocabulary to enable them to cope with written texts of different levels of complexity and to actively take part in discussions.
4. Students will do extensive readings, learn the terminology and strengthen their English vocabulary, grammar and structure. They will also discuss theme-based materials and literary texts.
5. The course reviews applied English in a practical sense, including case based studies, data interpretation, basics of writing research papers, and enhancement of reading and listening skills through interactive methods.

Syllabus:

Drafting paragraphs, using reader-centred organisational patterns for presenting information. Studying literary passages and responding to questions based on different aspects of the passage.

Précis writing and Summarizing. Note-making and Note-taking.

Writing a Job Application, Résumé, Curriculum Vitae.

Drafting a Memo, Notice, Agenda and Minutes.

Case-based teaching including Case Studies and Business Problems.

Data interpretation and narrativizing that data.

Basics of writing a Research Paper, Dissertation, Thesis in association with the parent Dept./Supervisor. Basics of style and documentation in a Research Paper.

Creating and delivering effective oral Presentations, conducting Group Discussions, developing Negotiation Skills, strategies for handling JAM sessions, facing Interviews.

Articulating Business Problems, summarizing Solutions, following Verbal Instructions. Using Elevator Pitch, communicating one's USP.

Presenting the same content in different forms e.g. Blog writing, White paper, Presentation, Travelogue, Journal writing, etc.

Vocabulary expansion – Word-list, commonly confused words, Synonyms and Antonyms, Foreign words and phrases, One-word substitution.

Focus on Body Language through Role-play, enactment of Skits and Street plays, making Videos.

Enhancement of listening and speaking skills through TED Talks, News Broadcast on the Radio.

Assessment: Through practical exercises and tests, both verbal and written, to assess the understanding of the conventions of the use of English in different contexts, both formal and informal.

Suggested Reading and References:

1. *Technical Communication: A Reader-Centred Approach*. 6thed. By Paul V. Anderson. Thomson Wadsworth, 2007.
2. *Using English in Science and Technology* by R.K. Singh. 3rd ed. Prakash Book Depot, Bareilly, 2010.
3. *Technical Communication* by Daniel G. Riordan. Cengage Learning, 2005.
4. *Effective Business Communication* by Murphy, Hildebrandt & Thomas. Tata McGraw-Hill, 2008.
5. *Skills Development* by Kevin Gallagher. Oxford Univ. Press, 2010.
6. *Advanced Technical Communication* by Kavita Tyagi & Padma Misra. PHI Learning, 2011.
7. *Communication Skills for Engineers and Scientists* by Sangeeta Sharma and Binod Mishra, PHI Learning, 2009.
8. *Handbook for Technical Writing* by McMurrey & Buckley. Cengage Learning, 2008.

Online Resources:

1. *Online Writing Lab at Purdue University (OWL)*: Writing resources and instructional material
2. *Study.com* : For enhancing language skills.
3. TED Talks