

UG Open Elective

ENGLISH FOR COMMUNICATION (ADVANCED)

Level – VII Semester and higher

Course Code: HST 405

Credits: 3 (2L+1T)

Objectives: The structure of this course involves a sequence from theory and skills to application. The primary objectives of this course are:

1. To develop the competence of the students to use both spoken & written language for effective technical communication.
2. To teach them professional writing skills and tools focusing on all the essential aspects of communication.
3. To train them to use language effectively to face interviews, group discussions, public speaking.
4. To enable them to learn better pronunciation through stress on word accent, intonation, and pronunciation.
5. To teach the students good linguistic competence- through accuracy in grammar and vocabulary.

Syllabus:

1. Structure of English –

Determiners, Modals, Reported Speech, Phrasal Verbs, Possessive, Personal and Reflexive Pronouns, Relative Pronouns and Clauses, Adjectives and Adverbs, Comparative and Superlative Degree, Punctuation

2. Writing – Note Taking, Paraphrasing, Reviews of Articles and Books, Abstracts

Letters – Complaints, Adjustment, Sales Promotion

3. Reading – Comprehension and Analysis, Active Reading

4. Study Skills – Use of Dictionary & Thesaurus, Vocabulary Building Exercises

5. Oral practice – Improving Articulation, Pronunciation and Intonation using Language

Laboratory Software, Practice in Speaking for Formal or Informal Purposes through

Classroom Exercises

6. Listening Comprehension using Language Laboratory Software

Assessment: Through term-tests, assignments, critical reviews, practice exercises for oral and written proficiency, presentations, group discussions.

Suggested Reading and References:

1. *A Student's Grammar of the English Language*, Randolph Quirk and Sidney Greenbaum, Longman, 1990.
2. *Rediscover Grammar* (2ndEdn.), David Crystal, Longman, 2004.
3. *Practical English Usage* (3rdEdn.), Michael Swan, Oxford University Press, 2005.
4. *A Practical English Grammar*, Thomson and Martinet. New Delhi: Oxford University Press, 1986.
5. *A Communicative Grammar of English*, Leech, Geoffrey & Jan Svartvik. London: Longman, 2003.
6. *Living English Structure*, W. Stannard Allen. Hyderabad: Orient Longman, 1997.
7. *Study Skills in English: A Course in Reading Skills for Academic Purposes*, Michael J. Wallace, Cambridge University Press, 2004.
8. *Cambridge English Pronouncing Dictionary* (17thEdn.), Cambridge University Press, 2006.