

FACULTY OF ARTS  
Value Added Elective Course  
VAAR - 012- Speaking and Writing English Effectively:  
A Practical Course

Objectives:

This course aims to prepare students to communicate effectively in both speaking and writing in various professional contexts. In order to achieve this, students will be given intensive training to acquire the forms and proper register for telephone communication, greetings and introductions, and formal and informal presentations, and to master the forms and proper register for writing emails, reports, and formal proposals, business letters, research papers and articles and the preparation of letters of introduction to accompany Curriculum Vitae for job applications.

**Speaking Skills**

**Unit – I**

Learning the Sounds of English

Production of Speech

Characteristics of Voice

Organization of Speech

(from *Speaking English Effectively* by Krishna Mohan & N.P. Singh)

**Unit – II**

Modes of Delivery

Speeches for Special Occasion

Motivation and Personality Development

Pronouncing individual sounds

(from *Speaking English Effectively* by Krishna Mohan & N.P. Singh)

Acquiring the right intonation (Practice Material by course teacher)

Developing conversational ability (Practice Material by course teacher)

**Unit – III**

Public Speaking and Oral Presentation (from *Developing Communication Skills* by Krishna Mohan & Meera Banerji)

Role Play (Practice Material by course teacher)

Welcome Address – Vote of Thanks – Inaugural address – Speeches based on situations – Immortal speeches by various personalities (Models chosen by course teacher)

## **Writing Skills**

### **Unit – IV**

Correct English Usage Tests: Building Blocks – Spotting Errors – Sentence Improvement  
Vocabulary Tests: Building Blocks – Test of Synonyms – Test of Antonyms – Test of Analogy (From *Objective English* by Edgar Thorpe & Showik Thorpe)

### **Unit – V**

English Proficiency Tests: One Word Substitutions – Idioms and Phrases – Idiomatic Use of Verbs – Cloze Tests (From *Objective English* by Edgar Thorpe & Showik Thorpe)  
Written Communication: Business Correspondence – Job Applications with Letters of introduction and Curriculum Vitae – Technical Proposals – Research Paper and Articles – Advertising and Job Description (from *Developing Communication Skills* by Krishna Mohan & Meera Banerji)

#### Text Books:

Mohan, Krishna and Banerji, Meera. *Developing Communication Skills*. New Delhi, Trinity Press, 2015.

Mohan, Krishna and Banerji, Meera. *Speaking English Effectively*. New Delhi, Trinity Press, 2015.

Thorpe, Edgar and Thorpe, Shovik. *Objective English. 6<sup>th</sup> Ed.* New Delhi: Pearson, 2016.