

AENGVAC02 - English for Effective Communication

Learning Objectives

By introducing the course, it is intended to:

- LO1: Improve the four essential skills of mastering the English Language
- LO2: Enhance the communication skills of the learners' in English
- LO3: Make them listen, speak, read, and write effectively

Course Outcomes

At the end of the course, the students will be able to:

- Read diligently and communicate effectively
- Improve their language skills and competence level of sentence structures
- Enhance their vocabulary and enrich their communication and language skills
- Familiarize with different rhetorical functions of the language
- Write meaningful sentences, effective paragraphs, and thought-provoking essays

Unit I Effective Listening

Active Listening Introduction Reasons for Poor Listening Traits of a Good Listener Listening Modes Types of Listening Barriers to Effective Listening for General Content and Specific Information Exercises

Unit II Effective Speaking

Effective Speaking Introduction Basic Sounds of English Word Stress Sentence Stress Intonation

Unit III Effective Speaking

Achieving Confidence, Clarity, and Fluency Vocal Cues Exercises
Conversations and Dialogues Introduction Conversations Telephonic
Conversations and Etiquette Dialogue Writing

Unit IV

(Effective Reading) Reading Comprehension Introduction Improving
Comprehension Skills Techniques for Good Comprehension Predicting the
Content Understanding the Gist SQ3R Reading Technique Study Skills
Exercises

Unit-V

(Effective Writing) Vocabulary Development Using the Dictionary and
Thesaurus Changing Words from One Form to Another, Word Formation:
Prefixes and Suffixes Synonyms and Antonyms, Idioms, Confusables, One-
word Substitutes, Homonyms Homophones, Eponyms. Elements of Effective
Writing Introduction Rights Words and Phrases Sentences Writing for the
Web Exercises. The Art of Condensation. Introduction Steps to Effective
Precise Writing Guidelines- Samples Exercises

Text Book:

Raman, Meenakshi and Sharma, Sangeeta. Technical Communication:
Principles and Practice. New Delhi: Oxford UP, 2015. Third Edition.

References:

- Mohan, Krishna, Banerji and Meera. Developing Communication Skills. New
Delhi, Trinity Press, 2015.
- Mohan, Krishna, Banerji and Meera. Speaking English Effectively. New
Delhi, Trinity Press, 2015.
- Thorpe, Edgar, Thorpe and Shovik. Objective English. 6th Ed. New Delhi:
Pearson, 2016.