

**DEPARTMENT OF ENGLISH****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.