

## **AEC-170: COMMUNICATIVE ENGLISH**

**(Contact Hours-45, Credits-3)**

### **Course Objectives:**

- \*To know about the fundamentals of Communicative English and communication skills in general.
- \*The use of body language as non-verbal cues in communication (gestures)
- \*Developing active listening and speaking skills
- \*To teach students to identify the nuances of phonetics and intonation
- \*To enhance pronunciation skills for better communication
- \*To build English vocabulary and language proficiency
- \*To encourage teamwork in making basic presentations
- \*To orient students in e-learning in Communicative English

### **Course Outcomes:**

- \*Learn the basics of good language and speaking proficiency.
- \*Write accurately on what is expected.
- \*Personality development.

*Marks have been distributed as per the skill components in the respective units:*

**Unit-I 10 marks, Unit II 30 marks:** *Listening Skill 10 marks (5X2); Spoken Skill 20 marks (4X5).*

**Unit III 35marks:** *Reading Skill 10 marks; Writing Skill 25 (Introduction to Writing 10; Written Composition 5X3=15; Business writing 5 marks, Formal letters 5 marks)*

## **UNIT I: COMMUNICATION**

1.1 Introduction, Meaning, Definition, Objectives and its Importance: Print and Digital

1.2 Types of Communication: Verbal, Non-Verbal, Spoken and Written

1.3 Barriers to Communication: Physical, Physiological, Psychological, Language and Cultural Barriers

## **UNIT II : LANGUAGE SKILLS: LISTENING AND SPEAKING**

### **LISTENING SKILLS**

2.1 Effective Listening: Introduction

2.1.1 Intensive & Extensive Types of Listening

2.1.2 Hearing vs Listening

2.1.3 Process of Listening: Receiving, Understanding, Evaluating, and Responding

2.1.4 Listening Strategies: eye-contact, paraphrasing, supportive body language, unspoken messages and attentive listening.

### **SPEAKING SKILLS**

2.2 Speech sounds and Phonetic Symbols: Consonants and Vowels

2.3 Dialogues and Monologues

2.4 Conversation Skills

2.4.1 Types of Conversations: Formal & Informal

2.4.2 Factors Influencing Conversations: Setting, Topic, Attitude & Language

2.5 Basic Presentation Skills

2.5.1 Coordinating, Organising and Making a Presentation

2.6 Vocabulary Building and Situation-Specifics

## **UNIT III: LANGUAGE SKILLS: READING AND WRITING SKILLS**

### **READING SKILLS:**

3.1 Introduction

3.2 Types of Reading: Loud Reading and

## Silent Reading

### 3.3 Types of Silent Reading: Intensive and Extensive

#### 3.4 Reading Techniques: Skimming & Scanning

### 3.5 Reading Comprehension: Unseen Passages

## **WRITING SKILLS**

### 3.6 Introduction to Writing: Print and Digital

#### 3.6.1 **Written Composition**

#### 3.6.2 Passage Writing: Expansion of a Sentence; Short Passage and a Story-line, Pictorial Analysis

#### 3.6.3 Precis Writing

#### 3.6.4 Content Writing for Social Media: Reviews, Emails, Infographics, Press Releases, Marketing and Creating Memes

### 3.7 **Communication Practice:**

#### 3.7.1 Business Writing

Memoranda, Announcements, Circulars, Notices, Agenda, Minutes, Reports

#### 3.7.2 Formal Letters

Writing Applications, Letters to the Editor, Letters lodging formal Complaint

#### 3.7.3 Informal Ways of Communication: WhatsApp, SMS, Messenger

## **Suggested Reading**

Aarts, Bas. *Oxford Modern English Grammar*. Oxford University Press. 2011.

Bamon, T.K. *Spoken English and the Non-Native Speaker*. Bookland. Guwahati.

Brown, Kristine and Susan Hood. *Writing Matters*. CUP, 1989.

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Collins, Sandra D. *Listening and Responding*. Ed. James S. O'Riurke, IV, South-Western, CENGAGE Learning. Dwivedi, R. K. and A. Kumar. *Macmillan Foundation English*.

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Narayanaswami, V.R. *Strengthen Your Writing*. Hyderabad: Orient Longman Pvt. Ltd 2002.

Nesfield, J.C. *English Grammar, Composition and Usage*. Chennai: Macmillan India Ltd 2002.

O'Brien, Terry. *Effective Speaking Skills*. Rupa. 2011.

O'Brien, Terry. *Modern Writing Skills*. Rupa. 2011.

Seeley, John. *The Oxford Guide to Writing and Speaking*. Oxford:OUP 2002.

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Oxford University Press. 2019.

Swan Michael and Catherine Walter. *Oxford English Grammar Course(Intermediate)*. Oxford University Press. 2019.

Swan, Michael. *Practical English Usage*. Oxford University Press. 4th ed. 2016.

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Wren and Martin. *High School English Grammar and Composition*. Revised edition by Dr. N D. V. Prasada Rao. S. Chand Publishing. 2017.

Woodhead, Chris, Ann Miller and Pat O' Shea. *Writing and Responding: A Course for English Language Examinations*. Oxford University Press. 1987.

Yates, Jean. *English Conversation (Practice Makes Perfect)*. McGraw-Hill Education. 3rd Ed. 2020.