

Course Type	Course Code	Name of Course	L	T	P	Credit
IC	NHSA101	Communication Skills	1	0		1

Course Objective

This course has been designed to provide a foundation in effective communication in English. The focus of the course is to improve the language proficiency of the students by emphasizing on the LSRW (Listening, Speaking, Reading, and Writing) skills.

Learning Outcomes

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

- Use English Language effectively in spoken and written forms.
- Comprehend the given texts and respond appropriately.
- Communicate confidently in formal and informal contexts.

Unit No.	Topics to be Covered	Lecture Hours	Learning Outcome
1	English Grammar: A Revisiting 1 Articles; Prepositions Modal verbs; Subject-verb agreement;	1	To help students to refresh and revise the grammar
2	English Grammar: A Revisiting 2 Uses of Tenses; Conditionals; Types of sentences; Phrases and Clauses	1	To help students to refresh and revise the grammar
3	Importance of vocabulary building & Lexical aspects Word- Form- Meaning Synonyms & Antonyms Word formation Idioms and phrases/ Phrasal verbs Collocations Words as metaphors and images	1	To help students to build their vocabulary
4	Pronunciation/ Phonetics Articulation of sounds (consonants& vowels) Syllable and consonant cluster Stress and Intonation Indian English pronunciation Received Pronunciation	1	To help the students to improve their pronunciation
5	Developing Listening Skills Types of listening: active, passive, interpretive & critical Role of listening in communication	1	To develop students' listening comprehension skills
6	Reading Comprehension (literary texts) Types of reading: close reading, reading between the lines, skimming & scanning Summarizing & paraphrasing analysis and interpretation	1	To develop students' reading comprehension of literary texts

	textual reading contextual reading (underpinning ideas on history/politics/economic condition/knowledge/power structure etc.		
7	Reading non-literary texts Difference between scientific and literary discourses Objective vs. subjective; Fact vs fiction Brevity in expression& Linearity in discourse	1	To develop students' reading comprehension of non-literary and general texts
8	Oral Communication Communication, the two-way process Channels of communication Importance of listening in verbal discourses Importance of intonation in verbal discourses Sensitivity/ Aptness of words in articulating one's thought; Barriers to Communication	1	To develop students' speaking skills
9	Oral Presentation India and the World with Shashi Tharoor, Conversations with History (YouTube uploaded by univ of California, 2015)	1	To develop students' oral presentation skills
10	Group Discussions The Argumentation and Debate Process Body language	1	To develop students' discussion skills
11	Developing Writing Skills Different elements of the writing process (pre-writing, drafting, revising and editing) Types of writing (expository, descriptive & persuasive) Preparing an outline Sentence structure/ clusters, coherence & Sense of paragraph Use of Linking devices; grammatical device	1	To develop students' Written Communication skills
12	Punctuation Capitalization; apostrophe; colon; semi-colon; comma; hyphen; parentheses; Dash; Ellipses; quotation marks & inverted commas	1	To help students develop their skills to use punctuation marks effectively
13	Rhetorical Functions in Academic Writing Intro: For whom one is writing and the purpose for which one is writing- to Argue, Inform, Persuade, Explain, Convince etc. Laboratory Reports, Book Reviews, Research Proposals, etc. Description; reporting; narration; comparison & contrast; explanation	1	To develop students' academic writing skills
14	Writing & Rhetoric Writing about sports; food; fashion; film (in the form of review)	1	To develop students' writing

			skills for different purposes
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EVALUATION POLICY

- **Classwork/Assignment**
- **Mid-Semester**
- **End-Semester**
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SUGGESTED READING:

1. Bailey, Stephen. *Academic Writing: A Handbook for International Students*. Routledge. 2011.
2. Doron, L. & Soffos, C. *Teaching for Deep Comprehension*. Portland, 2005.
3. Frey, N. & Fisher, D. *Rigorous Reading: Five Access Points for Comprehending Complex Texts*. Thousand Oaks, CA: Corwin. 2013.
4. Garner, Bryan A. *Modern English Usage*. OUP, 2016.
5. Gerson S J & Gerson S M (2002). *Technical Writing*, 3/e Pearson Education Asia.
6. Green, David. *Contemporary English Grammar—Structures and Composition*. MacMillan India. 2014.
7. Huckin T. N. & Olesan. *Technical Writing and Professional Communication*, McGraw-Hill, Inc.
8. Kortepeter, Paul. *Writing & Rhetoric Series*
9. Laminack, L. & Wadsworth, R. *Learning under the influence of Language and Literature: Making the Most of Read-alouds Across the Day*. Portsmouth, NH: Heinemann. 2006.
10. Lebauer, R. S. *Learn to listen, listen to learn: Academic listening and note-taking*. (2nd edn.). White Plains: NY: Pearson Education. 2000.
11. Lewis, Norman. *Word Power Made Easy*. Penguin India. 2015 (Print)
12. Pease, Allen & Barbara Pease. *The Definitive Book of Body Language*. Read Books, 2004.
13. Rost, M. *Introducing Listening*. London: Penguin books. 1994.
14. Solomon, Philip Sunil. *Word Power: Vocabulary Builder*. Oxford University Press. 2017 (Print)
15. Trimble, Louis. *English for Science and Technology: A Discourse Approach*. CUP. 1985.