

Course Type	Course Code	Name of Course	L	T	P	Credit
IC	HSP002	English -II	3	1	0	11

Course Objective

This is an introductory, a need based and skills-oriented course for students who have limited or no experience in formal communication skills in the academic professional context. The course emphasizes improvement in communication skills, particularly writing skills, conversation skills, presentation skills.

Learning Outcomes

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

- Incorporate general principles of effective composition, applying these principles in the writing in English. Training in basic techniques and hints to produce effective writing in English.
- Perceive the rhetorical principles underlying the writing style and learn conventions of writing in the sciences, such as maintaining objectivity, avoiding jargon but using terminology, using the passive voice appropriately, handling equations, and integrating illustrations into the text.
- Develop the ability to organize, draft, and revise one's own writing in a second language.
- Enhance the participants' awareness of their strengths and limitations in communication skills.
- Help the participants master effective communication skills required of a successful professional.
- Develop a systematic and positive approach to team communication and technical presentations.

Unit No.	Topics to be Covered	Lecture Hours	Tutorial Hours	Learning Outcome
1.	Clause and Joining Sentences: Sentence analysis, Structure: Simple, Complex and Compound Sentences, Joining and Transformation of sentence	5	1	To aid a better grasp of transformation of sentences involving simple, compound and complex sentences
2.	Paragraph Writing and Essay Writing Paragraph: Topic Sentence, Supporting Sentences, Concluding Sentence Basic Structure of Essay, Thesis Sentence, Note Making - Outlining, Organization of Information	7	2	To develop basic writing skill
3.	Rhetorical functions: Writing instructions; Formal & Informal reporting, describing, Defining, Explaining	7	3	To introduce rhetorical functions of writing skills
4.	Professional Writing: Writing Reports, Professional Letters, Memo writing, Resume and Cover Letter	7	3	To develop professional writing skills
5.	Oral Communication Skills Pronunciation practice; Listening Comprehension; Purpose and characteristics of good conversation; Developing conversation skills with a sense of stress, intonation and meaning; Spoken language idioms; Use of question tags	9	3	To develop speaking skill and oral communication
6.	Presentation Skills Characteristics of good presentation; Assessing the audience and its needs; Planning a presentation; Visual aids and their development and use; Rehearsing and delivering; Body language and gestures; Handling questions	7	2	To develop formal presentation skills
TOTAL		42	14	

Text Books:

1. Bailey, Stephen. (2006). *Academic Writing: A Handbook for International Students*. **Routledge**
2. Zemach, Dorothy E and Lisa A Rumisek. (2005). *Academic Writing: From Paragraph to Essay*. Macmillan.
3. Rizvi, M.A. (2005). *Effective Technical Communication*, New Delhi: Tata Mcgraw Hill.

Reference Books:

1. Emden, Joan van and Lucinda Becker. (2004). *Presentation Skills for Students*. Palgrave Macmillan.
2. Kane, Thomas S. (1988). *The Oxford Essential Guide to Writing*. OUP.
3. Mohan, Krishna and N. P. Singh. (2001). *Speaking English Effectively*, New Delhi: Macmillan India Ltd.
4. Oshima, Alice and Ann Hogue. (2007). *Introduction to Academic Writing*. Pearson Longman.
5. Taylor, Grant. (1999). *English Conversation Practice*. New Delhi: Tata McGraw Hill.