

Rajarshi Shahu Mahavidyalaya, Latur (Autonomous)

Syllabus

Communicative English

Under Choice Based Credit System (CBCS)

2021-2024

(Ability Enhancement Compulsory Course)

UG First year

Semester I

(Semester Pattern)

(MCQ + Theory)

1. Introduction

English communication skill plays a vital role in the smooth functioning of an organization. The need to impart communicative skills has assumed great importance. A realization of this need by our college has led the Dept. of English to play a multidisciplinary role. English is taught and learnt in many different ways so to cover various views. Communicative English is introduced compulsorily to first and second year UG classes of Arts, Commerce, Science, Bio-technology and Information and Communication Technology (IT) streams. In Communicative English, for the first year of UG classes, the content of the course is a judicious combination of Phonetics and Grammar aiming to imparting written communication skills. Communicative English refers to English which helps us to communicate effectively with people using language functions. Proficiency in English is accepted to be an essential requirement for communication at national as well as international levels. **Under Choice Based Credit System (CBCS)**, the department is given 5 **MODULES** in each semester, out of which as per likings student can select 4 Modules for their course.

2. Title of Course

Communicative English I

Objectives:

1. To train and prepare the students to seek and find employment in the corporate, media, English language teaching and content writing sectors
2. To develop communicative competence in students
3. To impart knowledge, ideas and concepts in the technicalities of proper pronunciation, structure, appropriate use and style of the English Language as well as the application areas of English communication
4. To expose the students to the employment opportunities, challenges and job roles.
5. To enable the students to conduct independent surveys, collect and analyze data, prepare and present reports and projects
6. To guide the students to establish self-employment strategies

Course Outcomes:

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

- CO 1 Understand the learning of basic language skills.
- CO 2 Know how to read aloud a text with proper stress and intonation.
- CO 3 Learn how to interact on a specific situation with proper contextual language markers and turn taking.
- CO 4 Learn to Speak independently on a given topic.
- CO 5 Do preparation to make effective communication.

Module I

Communication: Theory and Type I

- 1 Meaning of Communication
- 2 Characteristics of Communication
- 3 Need of Communication
- 4 Objectives of Communication
- 5 Process of Communication

Module II:

Remedial Grammar I

1. Parts of Speech
2. Use of Tense
3. Direct and Indirect
4. Active and Passive
5. Degrees of Comparison

Module III:

Applied Phonetics I

1. Introduction to linguistics and speech sounds
2. Introduction to phonetic symbols, phonology & minimal pairs
3. Speech Mechanism and Speech Organs
4. Description and classification of vowels
5. Description and classification of Consonants

Module IV:

Conversational English I

- 1 Greeting
- 2 Introducing oneself
- 3 Introducing others and responding to introduction
- 4 Taking leave of others
- 5 Wishing others on various occasions

Module V:

Business Communication I

1. Business letters
2. Writing notice
3. Writing CV
4. Writing project proposals
5. Writing project report

Readings:

- A Textbook of English Phonetics for Indian Students – T. Balasubhramanian- Macmillan Publications

- The Phonetics and Phonology of English: A Handbook – D Thakur – Bharati Bhawan Publication

- Better English Pronunciation – J.D. Connor – Cambridge University Press

- English Phonetics and Phonology – Peter Roach – Cambridge University Press

- Pronunciation Practice Activities – Martin Hewings – Cambridge University Press

- An Outline of English Phonetics- Daniel Jones

- English Pronouncing Dictionary- Daniel Jones

- A Course in Phonetics- Peter Ladefoged

- English Pronunciation in Use- Martin Hewings- Cambridge University Press

Publications

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- English Pronunciation in Use- Martin Hewings- Cambridge University Press

- Intonation in Context- Barbara Bradford & David Brazil

A Practical English Grammar – A.J. Thomson, A.V. Martinet – Oxford University Press

- A Handbook of English Grammar and Usage – D. Thakur – Bharati Bhawan Publication

- Function in English- Jon Blundell et al- OUP
- Oxford Practice Grammar – John Eastwood – Oxford University Press
- A Remedial English Grammar – F.T. Woods
- Word Power Made easy- Norman Lewis- Penguin Publishers
- Intermediate English Grammar- Raymond Murphy- Cambridge University Press
- Advanced Grammar in Use- Martin Hewings- Cambridge University Press

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Syllabus

Communicative English

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UG First year

Semester II

(Semester Pattern)

(MCQ + Theory)

1. Introduction

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2. Title of Course

Communicative English II

Objectives:

1. To train and prepare the students to seek and find employment in the corporate, media, English language teaching and content writing sectors
2. To develop communicative competence in students
3. To impart knowledge, ideas and concepts in the technicalities of proper pronunciation, structure, appropriate use and style of the English Language as well as the application areas of English communication
4. To expose the students to the employment opportunities, challenges and job roles.
5. To enable the students to conduct independent surveys, collect and analyse data, prepare and present reports and projects
6. To guide the students to establish self-employment strategies

Course Outcomes:

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

CO 1 Reproduce the learning of basic language skills.

CO 2 Read aloud a text with proper stress and intonation.

CO 3 Enact a dialogue on a specific situation with proper contextual language markers and turn taking.

CO 4 Speak independently on a given topic.

CO 5 Make effective communication.

Module I

Communication: Theory and Type II

1. Forms of Communication
2. Rules for Effective Communication
3. Differences between Formal and Informal Communication
4. Differences between Verbal and Non-verbal Communication
5. Differences between Oral and Written Communication

Module II:

Remedial Grammar II

1. Phrases
2. Clauses

3. SVOCA structure
4. Types of Sentence
5. Punctuation

Module III:

Applied Phonetics II

- 1 English speech patterns: stress and intonation, intonation and meaning
2. Syllabic system and stress pattern: English syllabic structures
3. Content words and stress
4. Intonation: intonation groups, structure of the tone unit; functions of intonation: attitudinal function, accentual function, grammatical function, discourse function.
5. Transcription of Words and Sentences

Module IV:

Conversational English I

1. Congratulating
2. Thanking and responding to thanks
3. Regretting and responding to regret
4. Offering and accepting
5. Expressing likes and dislikes

Module V:

Business Communication II

1. Common errors
2. Placement interview
3. Presentation skills
4. Group Discussion
5. Mock interview

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