

AECC: English Communication

Course Objective:

The purpose of this course is to introduce students to the theory, fundamentals and tools of communication and to develop in them vital communication skills which should be integral to personal, social and professional interactions. The present course hopes to address some of the aspects of effective communication skills through an interactive mode of teaching-learning process. The various dimensions of communication skills that will be focused in the course include language of communication, speaking skills such as personal communication, social interactions and communication in professional situations such as interviews, group discussions and office environments, important reading skills as well as writing skills such as report writing, note taking etc.

Syllabus:

1. Introduction:

Theory of Communication
Types and modes of Communication
Effective Communication/ Mis- Communication
Barriers and Strategies

2. Language of Communication:

Verbal and Non-verbal (Spoken and Written)
Personal, Social and Business
Intra-personal, Inter-personal and Group communication

3. Speaking Skills

Dialogue
Group Discussion
Interview
Public Speech
Role Play/Extempore Presentations

4. Reading and Understanding

Close Reading

Comprehension, Analysis and Interpretation

Summary Paraphrasing

Translation (from Indian language to English and vice-versa)

Literary/Knowledge Texts

5. Writing Skills

Making notes

Documenting

Report Writing

Writing Letters - job applications, CV and Resume

Academic Writing

Writing a Proposal

Readings:

1. Fluency in English - Part II, Oxford University Press, 2006.
2. Business English, Pearson, 2008.
3. Language, Literature and Creativity, Orient Blackswan, 2013.
4. Language through Literature (forthcoming) ed. Dr. Gauri Mishra, Dr Ranjana Kaul, Dr Brati Biswas