Programme: GENERAL ENGLISH

(1 & 2 Semesters)

w.e.f. AY 2023-24

COURSE STRUCTURE

<table>
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<tr>
<th>Semester</th>
<th>Course Number</th>
<th>Course Name</th>
<th>No. of Hrs/Week</th>
<th>No. of Credits</th>
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<tr>
<td>Semester-I</td>
<td>1</td>
<td>A Course in Communication and Soft Skills</td>
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<td>Semester-II</td>
<td>2</td>
<td>A Course in Reading &amp; Writing Skills</td>
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Objectives & Outcomes

By the end of the course the learner will be able to:

- Understand the importance of listening and practice effective listening.
- Use grammar effectively for accuracy in writing and speaking.
- Use relevant vocabulary in everyday communication.
- Acquire ability to use Soft Skills in professional and daily life.
- Confidently use the skills of communication.

I. UNIT: Listening Skills
   a. Importance of Listening
   b. Types of Listening
   c. Barriers to Listening
   d. Effective Listening

II. UNIT: Phonetics
    a. Sounds of English: Vowels and Consonants
    b. Syllable
    c. Word Stress
    d. Intonation

III. UNIT: Grammar
     a. Concord
     b. Articles
     c. Prepositions
     d. Tenses
     e. Question tags

IV. UNIT: Speaking Skills
    a. Greetings & Introduction
    b. Asking and Giving Information
    c. Yes, We Can
    d. Agreeing/Disagreeing
    e. A Leader Should Know How to Manage Failure

V. UNIT: Soft Skills
   a. SWOC
   b. Attitude
   c. Emotional Intelligence
   d. Netiquette
   e. Interpersonal Skills
References:
1. Soft Skills, Dr. Alex (New Delhi: S. Chand &Company Ltd) 2009.
2. Interpersonal Skills Training, Philip Burnard (New Delhi: Viva Books Private Ltd)
5. A Text Book of English Phonetics for Indian Students, Balasubramanian
6. A Handbook for English Language Labor, E. Suresh Kumar, P. Sreehari

Activities:
Make the students listen to news excerpts.
Watch interviews and speeches on You Tube.
Role plays on formal and informal conversations.
Objectives & Outcomes

By the end of the course the learner will be able to:

- Use reading skills for effective comprehension.
- Build up a repository of active vocabulary.
- Own writing strategies in academic skills.
- Enable writing skills for future purposes.
- Enhance communicative competence through Reading and Writings skills acquired.

I. UNIT

Poetry: 1. Ulysses
Skills: 2. Vocabulary: Conversion of Words
: 3. One Word Substitutes
: 4. Collocations

II. UNIT

Prose: 1. The Best Investment I Ever Made
Non-Detailed Text: 2. Florence Nightingale
Skills: 3. Skimming and Scanning

III. UNIT

Prose: 1. The Night Train at Deoli
Poetry: 2. Stopping by Woods on a Snowy Evening
Skills: 3. Reading Comprehension (Top Down, Bottom Up and Schema Theory)
: 4. Note Making/Taking

IV. UNIT

Poetry: 1. Night of the Scorpion
Skills: 2. Expansion of Ideas
: 3. Notices, Agendas and Minutes

V. UNIT

Non-Detailed Text: 1. An Astrologer’s Day
Skills: 2. Curriculum Vitae and Resume
: 3. Letters
: 4. E-Correspondence

References:

2. The New Oxford Guide to Writing, Thomas. S. Kane,

**Activities:**
Asking the students to prepare a model resume.
Quiz on one word substitutes.
Collocation pair activity.
Asking the students to read news clippings and make notes.