

Choice Based Credit System

**Gurukula Kangri Vishwavidyalaya
Haridwar, Uttarakhand**

Department of English

**Syllabus
English Communication
BA & B Sc**

**Course Effective from Academic Year
2015-16**

ALL B.A./B.Sc/ B Pharm/ B A Hon English Communication

Code:BEG-A 101

Credits: 4

Preamble:

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. One of the critical links among human beings and an important thread that binds society together is the ability to share thoughts, emotions and ideas through various means of communication: both verbal and non-verbal. In the context of rapid globalization and increasing recognition of social and cultural pluralities, the significance of clear and effective communication has substantially enhanced.

The present course hopes to address some of these aspects through an interactive mode of teaching-learning process and by focusing on various dimensions of communication skills. Some of these are: Language of communication, various 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. While, to an extent, the art of communication is natural to all living beings, into day's world of complexities, it has also acquired some elements of science. It is hoped that after studying this course, students will find a difference in their personal and professional interactions. The recommended readings given at the end are only suggestive; the students and teachers have the freedom to consult other materials on various units/topics given below. Similarly, the questions in the examination will be aimed towards assessing the skills learnt by the students rather than the textual content of the recommended books.

Sem I/II : BEG-A 101/201

English Communication

Unit I.

Verbal and Non-verbal

(Spoken and Written)

Phonetic symbols (consonants, diphthongs, vowels)

Accent

Intonation

Unit II.

Parts of Speech

Subject Verb agreement

Tense

Direct-indirect narration

Unit III

Article

Preposition

Phrasal verb

Antonyms/synonyms

Unit IV

Letter Writing

Report Writing

Job application and preparing CV

Unit V

Group Discussion

Interview

Effective communication

Barriers to communication

Recommended 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
5. Norman Lewis. *Word Power Made Easy*



Shrawan K sharma