

## REVISED FIRST YEAR SYLLABUS 2020-21

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KAS- 154P KAS-254P	ENGLISH LAB	0L:1T:2P	1 Credit
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### Course Objectives:

1. To facilitate software based learning to provide the required English Language proficiency to students.
2. To acquaint students with specific dimensions of communication skills i.e. Reading, Writing, Listening, Thinking and Speaking.
3. To train students to use the correct and error-free writing by being well versed in rules of English grammar.
4. To cultivate relevant technical style of communication and presentation at their work place and also for academic uses.
5. To enable students to apply it for practical and oral presentation purposes by being honed up in presentation skills and voice-dynamics.

### SYLLABUS: PROFESSIONAL COMMUNICATION LAB SHALL HAVE TWO PARTS:

Interactive and Communicative Practical with emphasis on Oral Presentation/Spoken Communication based on International Phonetic Alphabets (LP.A.)

### LIST OF PRACTICALS

1. Group Discussion: Practical based on Accurate and Current Grammatical Patterns.
  2. Conversational Skills for Interviews under suitable Professional Communication Lab conditions with emphasis on Kinesics.
  3. Communication Skills for Seminars/Conferences/Workshops with emphasis on Paralinguistic /Kinesics.
  4. Presentation Skills for Technical Paper/Project Reports/ Professional Reports based on proper Stress and Intonation Mechanics
  5. Official/Public Speaking based on suitable Rhythmic Patterns.
  6. Theme Presentation/ Keynote Presentation based on correct methodologies argumentation
  7. Individual Speech Delivery/Conferencing with skills to defend Interjections/Quizzes.
  8. Argumentative Skills/Role Play Presentation with Stress and Intonation.
  9. Comprehension Skills based on Reading and Listening Practical's on a model Audio
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1. **Computer assisted software based Language Learning:** Software based self-guided learning to provide the required English language proficiency to students from an employability and career readiness standpoint. The software should align to Common European Framework of Reference for Languages (CEFR) and deliver a CEFR level – B2 upon completion.
  2. **Interactive Communication Skills:** Students should practice the language with variety of activities and exercises based on employability skills as startup presentations, GD, Mock interview, Video portfolio, Extempore, Role play, Just A Minute (JAM) etc.

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### Suggested software:

- *Oxford Achiever* by Oxford University Press.
- *Cambridge English Empower* by Cambridge University Press.
- *MePro*. by Pearson India Education Services Pvt. Ltd.
- *New Interactions* by McGraw-Hill India.

### Reference Books:

1. Word Power Made Easy by Norman Lewis, W.R. Goyal Pub. & Distributors, 2009, Delhi.
2. Manual of Practical Communication by L.U.B. Pandey; A.I.T.B.S. Publications India Ltd.; Krishan Nagar, 2013, Delhi.
3. A Course in Phonetics and Spoken English, Sethi & Dhamija., Prentice Hall
4. English Pronouncing Dictionary, Joans Daniel, Cambridge University Press, 2007.
5. English Grammar and Usage by R. P. Sinha, Oxford University Press, 2005, New Delhi.
6. English Grammar, Composition and Usage by N.K. Agrawal & F.T. Wood, Macmillan India Ltd., New Delhi.
7. Effective Communication Skill, Kulbhusan Kumar, RS Salaria, Khanna Publishing House
8. English Grammar & Composition by Wren & Martin, S.Chand & Co. Ltd., New Delhi.
9. Communication Skills for Engineers and Scientists, Sangeeta Sharma et.al. PHI Learning Pvt. Ltd, 2011, New Delhi.
10. Personality Development, Harold R. Wallace & L. Ann Masters, Cengage Learning, New Delhi
11. Personality Development & Soft Skills, Barun K. Mitra, Oxford University Press, 2012 New Delhi.
12. Business Correspondence and Report Writing by Prof. R.C. Sharma & Krishna Mohan, McGraw Hill & Co. Ltd., 2001, New Delhi.
13. Developing Communication Skills by Krishna Mohan, Meera Bannerji- Macmillan India Ltd. 1990, Delhi.
14. Spoken English- A Manual of Speech and Phonetics by R. K. Bansal & J.B.Harrison, Orient Blackswan, 2013, New Delhi.
15. Business English by Ken Taylor, Orient Blackswan, 2011, New Delhi.

### Course outcome: At the end of this course students will demonstrate the ability:

1. Students will be enabled to understand the basic objective of the course by being acquainted with specific dimensions of communication skills i.e. Reading, Writing, Listening, Thinking and Speaking.
2. Students would be able to create substantial base by the formation of strong professional vocabulary for its application at different platforms and through numerous modes as Comprehension, reading, writing and speaking etc.
3. Students will apply it at their work place for writing purposes such as Presentation/official drafting/administrative communication and use it for document/project/report/research paper writing.
4. Students will be made to evaluate the correct and error-free writing by being well-versed in rules of English grammar and cultivate relevant technical style of communication & presentation at their work place and also for academic uses.
5. Students will apply it for practical and oral presentation purposes by being honed up in presentation skills and voice-dynamics. They will apply techniques for developing interpersonal communication skills and positive attitude leading to their professional competence.