

# ESSENTIAL COMMUNICATION SKILLS

## SYLLABUS

### Aims

- To develop confidence to respond in English during situation where the use of English is imperative
- To develop fluency in actual conversation in the English language.
- To develop the speech skills necessary for confident and intelligent participation in group discussion and to make formal, perhaps extempore speeches in English.
- To develop the skills related to teamwork and to take up team leader roles in society as well as in future workplace.
- 

### Objectives On completion of the course:

The students should have better speaking and listening skills. They shall be intelligible in their own speech and shall have acquired the listening skills to comprehend and adequately respond to the English spoken in different parts of the world.

### Course Outline

#### Module I: Oral Communication - 10 Hrs

Ice breaking activities- knowing others and - Confidence building  
Communication- Importance and Process-Types- Barriers to overcome communication  
Vocabulary Building  
Role Play-Thinking creatively- Debating- Public Speaking  
Language Practice

#### Module II: Introduction to Speech sounds -9 Hrs

Introduction to Speech sounds - Stress and Intonation-Accent  
Language Practice

#### Module III: Digital Learning-10 Hrs

E-mail- creating mail id – Etiquettes-composing mail  
Blog-writing own works  
PowerPoint presentations –slide making-presentation style-language expressions for presentations  
Google form

#### Module IV: Professional Skills- 6 Hrs

Professional etiquette, C.V, Resume, Mock Interview, Group Discussion

### **Hour distribution**

\*Each month 6 hours

Module I – June & July

Module II – August & September

Module III – October

Module IV – October & November

November /December Exam

### **Exam Pattern**

Practical – 50

Theory – 30

Internal – 20

**Total -100**

### **Practical Qp Pattern -50**

Listening comprehension -10

Phonetics - 10

Speaking - 10

Presentation - 10

Grammar -10

### **Theory QP Pattern - 30**

Paragraph 10(2\*5)

Short note 10(5\*2)

Objective 5 (5\*1)

Phonetic Transcription 5 (5\*1)