

# 21ENGL101 COMPREHENSION AND COMMUNICATION SKILLS IN ENGLISH

Hours Per Week :

L	T	P	C
1	-	2	2

Total Hours :

L	T	P
15	-	30

## Course Description and Objectives:

This course is aimed at improving the understanding and interpretation of what is read and in effectively communicating the information to intended users

## Course Outcomes:

Upon completion of the course, the student will be able to achieve the following outcomes:

COs	Course Outcomes
1	Improved communication skills by improving writing, listening, speaking and reading talents
2	Well-equipped on display competence, grammatical knowledge and handling of interviews
3	Students will learn about the preparation of curriculum vitae and job applications and synopsis writing
4	Promote various agricultural technologies and farming information through clear and easily understandable presentations

## SKILLS:

- ✓ *Able to speak fluently and confidently*
- ✓ *Able to handle interviews*
- ✓ *Body language and writing skills will be improved*



Source :

<https://images.app.goo.gl/1vhadKqwTDwECxnK7>

**ACTIVITIES:**

- *Short conversation*
- *Role play*
- *Quiz*
- *Elocution*
- *Group discussion*
- *Debate*
- *Team presentation*
- *Essay writings*

**UNIT - 1**

War minus shooting – A lesson from the text book “The Sporting Spirit” by George Orwell - Comprehension pertaining to the textual grammar - Fill in the blanks, matching and vocabulary. Synonyms- List of synonyms - Choose the synonyms - Exercises - Practice and implementation

**UNIT - 2**

Antonyms – Fill in the blanks - Choose the correct antonyms - Exercises Practice and implementation. Verbal ability – A list of words often confused and misused - Practice and Implementation. A Dilemma – A lesson from the text book, “Layman looks at Science” by Raymond- B. Fosdick - Comprehension pertaining to the textual Grammar - Fill in the blanks, matching, vocabulary and reading comprehension

**UNIT - 3**

A Dilemma – A Layman looks at Science - Reading comprehension and answering the questions. Describing a process – Describing an equipment / Parts of a machine & their function. Homonyms - Homonyms are distinct words with quite different meanings using the words in two ways - More words at a glance and exercises related to GRE and TO EFL. Homophones – A list of homophones - Fill in the blanks, underline the correct word and exercises related to GRE and TOEFL

**UNIT - 4**

You and Your English – A lesson from the text book, “A Spoken English and Broken English” by G. B. Shaw – Answering the questions related to the text - Fill in the blanks, matching and vocabulary and reading comprehension. You and Your English – Reading comprehension and answering the questions. Functional Grammar – Tenses - Active voice and passive voice - Degrees of comparison and types of sentences - Direct and indirect speech and agreement of verb with subject functional grammar – Articles – Prepositions - Parts of speech and agreement verb with subject - Glossary

**UNIT - 5**

Gift of the Magi (A short story) by O. Henry – Use of Figurative language – Figurative language associated with literature and with poetry - The figures of speech usually used in writing and conversation. Business correspondence - Principles of Letter writing - Courtesy and consideration - Directness and conciseness – Avoiding verbosity and participial endings - Clarity and precision - Negative and roundabout - Structure and layout of letters - Planning a letter, quotation, orders, tenders, sales letters, claim and adjustment letters, job application letters - Social correspondence – Personal correspondence and curriculum vitae. The style - Importance of professional writing - Choice of words and phrases, clichés - Jargons - Foreign words and phrases - Idiomatic language

## LABORATORY EXPERIMENTS

### LIST OF EXPERIMENTS

1. Effective listening – Top down approach (Exercise: Watch to take notes on Kristie Ebi's Ted Talk, 'How Climate change can make our food less nutritious')
2. Effective listening – Bottom up approach (Exercise: Watch and answer listening comprehension questions on Ranveer Chandra's Ted Talk on 'Data-driven farming could transform agriculture')
3. Effective listening – Applying Top down & Bottom approach (Exercise: Watch and write a detailed summary on Anupam Mishra's Ted Talk on 'The Ancient Ingenuity of Water Harvesting')
4. Vocabulary (100 most commonly used roots, prefixes, suffixes and derivatives).
5. Group discussions (Groups of 5 to 8 members) – Expressing opinions, negotiation and persuasive speech.
6. Oral presentations– JAM (Individual presentations on given topics) – Fluency and clear, articulation
7. Debating skills: Speaking for and against the topic (Teams of 2 x 2 = 4 member)
8. Basics of Phonetics - Vowels & Consonants: monophthongs & diphthongs
9. Basics of Phonetic transcription for dictionary reference
10. Reading skills – Skimming and scanning techniques- Extensive reading - Intensive reading and examples
11. Seminar / Conference skills – Preparing for presentations. (Exercises: 1) Demonstrating / Explaining a machine and its operation, 2) Describing / Explaining a process)
12. Seminar / Conference skills - (Exercise: Presenting reports with support of graphic aids like tables, pie-charts, graphs on the assigned topics using power point and L.C.D)
13. Precise Writing & Summarizing – The essential features of a good precise – Important points while making a precise – Do's & Don'ts
- 14 & 15. Telephonic conversation - Opening & closing a call, observing telephone etiquette

### REFERENCES:

1. Balasubramanian, T. 1989. A Text Book of Phonetics for Indian Student, Orient Longman, New Delhi
2. Balasubramanyam, M. 1985. Business Communication. Vani Education Books, New Delhi
3. Jean Naterop, B. and Rod Revell. 1977. Telephoning in English. Cambridge University Press, Cambridge
4. Krishna Mohan and Meera Banerjee. 1990. Developing Communication Skills. McMillan India Ltd. New Delhi
5. Krishanswamy, N and Sriraman, T. 1985. Current English for Colleges. Mc Millan India Ltd., Madras
6. Narayanaswamy V R. 1979. Strengthen Your Writing. Orient Longman, New Delhi
7. Sharma R C and Krishna Mohan. 1978. Business Correspondence. Tata McGraw Hill Publishing Company, New Delhi

