

## CEBC 1: COMMUNICATION IN ENGLISH

**MAX.MARKS: 100**

**EXTERNAL: 70**

**INTERNAL: 30**

**PASS: 40%**

**Credits: 6**

**Objective:** The main objective of this course is to enhance the learners' proficiency in English language by engaging them in reading short texts of general interest. Besides, practice in various language building blocks like grammar, usage and vocabulary will give them competence to use English language skills and sub skills effectively in their real-life situations. Similarly writing activities and language exercises are provided to facilitate absorption of the rules of syntax and etiquettes of style.

### Section A

#### Unit I: Theme: Nature

- The World Is Too Much with Us by William Wordsworth

#### Unit II: Theme: Animal World

- The Tyger by William Blake

#### Unit III: Theme: Love

- Magic of Love by Hellen Farries

#### Unit IV: Theme: War

- After Blenheim by Robert Southey

#### Unit V: Theme: People and Relationships

- Grief by Anton Chekov

Each reading will be followed by a variety of exercises on the following skills and language components:

1. Reading comprehension (Fill in the blanks, Matching, Cloze tasks, Sequencing sentences, True/False or Not Given)
2. Writing tasks (e-mails, informal letters, notices, Paragraph writing, Short description, Dialogue completion, Development of a Story from the given outline)
3. Speaking tasks (Greetings and goodbye, Thanking Someone and Responding to Thanks, Apologising and Responding to Apology, Making Requests and Responding to Requests)
4. Critical Thinking and Analytical Skills (questions based on the given piece of literary writing)
5. Grammar (Parts of Speech, Punctuation, Transformation of Sentences, Common Errors) 6. Vocabulary (Antonyms and synonyms, Idioms, proverbs and common phrases, collocations, one-word substitutions)

## Section B

### Unit VI: Theme: Hope

- The Last Leaf by O. Henry

### Unit VII: Theme: Women

- The Work of Artifice by Marge Piercy

### Unit VIII: Theme: Languages

- Good Bye Party for Ms. Pushpa T.S by Nissim Ezekiel

### Unit IX: Theme: Self and Society

- I Sit and Look Out by Walt Whitman

### Unit X: Theme: Learning

- Of Studies by Francis Bacon

Each reading will be followed by a variety of exercises on the following skills and language components:

1. Reading comprehension (Fill in the blanks, Matching, Cloze tasks, Sequencing sentences, True/False or Not Given)
2. Writing tasks (e-mails, informal letters, notices, Paragraph writing, Short description, Dialogue completion, Development of a Story from the given outline)
3. Speaking tasks (Greetings and goodbye, Thanking Someone and Responding to Thanks, Apologising and Responding to Apology, Making Requests and Responding to Requests)
4. Critical Thinking and Analytical Skills (questions based on the given piece of literary writing)
5. Grammar (Parts of Speech, Punctuation, Transformation of Sentences, Common Errors)
6. Vocabulary (Antonyms and Synonyms, Common phrases, Collocations, One-word substitutions)

### Suggested Readings:

- Board of Editors, The Poetic Palette. Orient BlackSwan, 2012.
- Dimond, Stephanie. Unlock: Listening and Speaking Skills 2. Published by Cambridge University Press, 2015.
- Kumar, S.P. Language, Literature and Creativity, Orient BlackSwan, 2013. • O'Neill, Richard. Unlock: Reading and Writing Skills 2. Cambridge University Press, 2015.
- Ray, Shefali. Elevate Pre-Intermediate. Oxford University Press, 2017. • Soars, Liz. New Headway Intermediate Student's book, OUP, 2019.

## CEBC II: SOFT SKILLS

**MAX.MARKS: 100**

**EXTERNAL: 70**

**INTERNAL: 30**

**PASS: 40%**

**Credits: 6**

**Objective:** The course aims to bring a basic awareness about the significance of soft skills in professional and inter personal communications and to train the learners in all those important skills that facilitate an all-round development of personality. In the contemporary era, soft skills are vital for a person to be acquired in order to scale new heights, achieve excellence, and derive fulfillment and supreme joy in their lives.

### Section A

#### Unit I:

Introduction, Planning and Goal-Setting, Human Perceptions: Understanding People, Types of Soft Skills: Self-Management Skills.

#### Unit II:

Aiming for Excellence: Developing Potential and Self-Actualisation, Need Achievement and Spiritual Intelligence.

#### Unit III:

Teamwork and Leadership Skills: Concept of Teams; Building effective teams; Concept of Leadership and honing Leadership skills.

#### Unit IV:

Decision-Making and Problem-Solving Skills: Meaning, Types and Models, Group and Ethical Decision-Making, Problems and Dilemmas in application of these skills.

#### Unit V:

Conflict Management: Conflict - Definition, Nature, Types and Causes; Methods of Conflict Resolution.

#### Unit VI:

Habits: Guiding Principles, Identifying Good and Bad Habits, Habit Cycle; Breaking Bad Habits, Using the Zeigarnik Effect for Productivity And Personal Growth, Forming Habits of Success.

### Section B:

#### Unit VII:

Emotional intelligence: importance, concept, theory and measurements.

#### Unit VIII:

Stress Management: strategies for preventing and relieving stress.

#### Unit IX:

Time management: techniques and styles.

#### Unit X:

Interview Skills: Interviewer and Interviewee – in-depth perspectives. Before, During and After the Interview. Tips for Success.

#### Unit XI:

Presentation Skills: Types, Content, Audience Analysis, Essential Tips – Before, During and After, Overcoming Nervousness.

#### Unit XII:

Personality Development – Meaning, Nature, Features, Stages, Models; Learning Skills; Adaptability Skills.

## **Suggested Readings:**

- Dhanavel, S.P. English and Soft Skills. Hyderabad: Orient BlackSwan, 2021. • Koneru, Aruna. Professional Communication. Delhi: McGraw, 2008.
- Krishnan, Malathy, Zinia Mitra and Binayak Roy. Interact: A course in Communicative English. Greater Noida: Cambridge University Press, 2019.
- Mahanand, Anand. English for Academic and Professional Skills. Delhi: McGraw, 2013. Print. • Pease, Allan and Barbara Pease. The Definitive Book of Body Language. New Delhi: Manjul Publishing House, 2005.
- Rani, D Sudha, TVS Reddy, D Ravi, and AS Jyotsna. A Workbook on English Grammar and Composition. Delhi: McGraw, 2016.
- Rizvi, M. Ashraf. Effective Technical Communication. Delhi: McGraw, 2018. • Sharma, R.C. and Krishna Mohan. Business Correspondence and Report Writing. Delhi: McGraw, 2013.
- Tengse, Ajay R. Soft Skills: A Textbook for undergraduates, Orient BlackSwan, 2015.

## CEBC III: EFFECTIVE COMMUNICATION IN ENGLISH

**MAX.MARKS: 100**

**EXTERNAL: 70**

**INTERNAL: 30**

**PASS: 40%**

**Credits: 6**

**Objective:** The course is designed to develop in learners the vital communication skills which should be integral to personal, social and professional interactions. Besides, the awareness to use verbal and non-verbal skills appropriately and with confidence will help them excel in the academics and in their upcoming professional spheres.

### Section A

#### Unit I:

Understanding Human Communication, Constitutive Processes of Communication, Language as a tool of communication, Barriers to Effective communication, Strategies to Overcome the Barriers.

#### Unit II:

Non-Verbal Communication, Importance of Non-Verbal Communication, Non Verbal Communication and Cultural influences, Body language.

#### Unit III:

**Listening Comprehension:** Difference between Hearing and Listening, Barriers to Listening, Effective Listening strategies, Listening in Conversational Interaction, Listening to Structured Talks.

#### Unit IV:

**Speaking Strategies:** The Speech Process, Conversation and Oral Skills, Types of Conversation: Formal and Informal Strategies for Good Conversation, Improving Fluency and Self-expression, Rhythm in Connected Speech, Ways to improve Pronunciation, Developing Voice Quality.

#### Unit V:

**Speaking Skills:** Expressions in different Communicative Functions: Asking Questions; Making Requests and suggestions; Expressing Greetings, Apologies and Gratitude Job Interviews, Group Discussions, Presentation Skills.

### Section B

#### Unit VI:

**Reading Comprehension:** Introduction, Reading Process, Reading different kinds of Texts, Reading Methods- Using KWL for reading comprehension, SQ3R approach.

#### Unit VII:

**Effective Written Communication:** Constituents of Effective Writing, Coherence and Cohesion for effective writing, Paragraph Development, Note Making.

#### Unit VIII:

**Business correspondence-I:** Documenting and Editing Skills. Memo writing.

#### Unit IX:

**Business correspondence-II:** Letter writing, Resume/CV, E mails for Communication.

#### Unit X:

**Business correspondence-III:** Writing Reports, Describing Tables and Charts, Meetings: Agenda and Minutes.

## **Suggested Readings:**

- Koneru, Aruna. Professional Communication. Delhi: McGraw, 2008.
- Mahanand, Anand. English for Academic and Professional Skills. Delhi: McGraw, 2013. Print.
- Rani, D Sudha, TVS Reddy, D Ravi, and AS Jyotsna. A Workbook on English Grammar and Composition. Delhi: McGraw, 2016.
- Rizvi, M. Ashraf. Effective Technical Communication. Delhi: McGraw, 2018. • Pease, Allan and Barbara Pease. The Definitive Book of Body Language. New Delhi: Manjul Publishing House, 2005.
- Sharma, R.C. and Krishna Mohan. Business Correspondence and Report Writing. Delhi: McGraw, 2013.