

#### IV. Ability Enhancement Course Compulsory

##### Paper 1: English/MIL Communication

English Communication – A, B and C

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, in today'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.

The Communicative Language Course in English is a three-tiered structure, addressing different levels of language learning acquired in school. The three streams A, B and C are offered to students who have studied English up to class XII, class X and class VIII respectively.

1. **Introduction:** Theory of Communication, Types and modes of Communication
2. **Language of Communication:**  
Verbal and Non-verbal  
(Spoken and Written)  
Personal, Social and Business

- Barriers and Strategies.  
 Intra-personal, Inter-personal and Group communication
3. **Speaking Skills:**  
 Monologue  
 Dialogue  
 Group Discussion  
 Effective Communication/ Mis- Communication  
 Interview  
 Public Speech
  4. **Reading and Understanding**  
 Close Reading  
 Comprehension  
 Summary Paraphrasing  
 Analysis and Interpretation  
 Translation(from Indian language to English and vice-versa) Literary/Knowledge Texts
  5. **Writing Skills**  
 Documenting  
 Report Writing  
 Making notes  
 Letter writing

**Recommended Readings\*:**

*Business English:* Editorial Board, Department of English, University of Delhi. Pearson, 2008.

\*Other available books relevant to the course may be consulted. These readings may be used for all the three streams, and pitched at different levels to address the three learning levels respectively.

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