

ST. JOSEPH'S COLLEGE FOR WOMEN (AUTONOMOUS) VISAKHAPATNAM
I SEMESTER **GENERAL ENGLISH** Time:4 hrs/wk
LE 1011(3) **A COURSE IN COMMUNICATION & SOFT SKILLS** Marks:100
w.e.f 2023-2024 (Admitted batch) **HIGHER ENGLISH**

COURSE: There are three components in this course

A. Intensive Reading B. Extensive Reading C. Written Communicate Objectives:

The learner will be able to:

- Grasping the meaning of words and phrases in context.
- Distinguishing statements of facts from beliefs, hypotheses, expressions of probabilities, uncertainties, etc...
- Understanding the logical relationships between statements.

Outcomes:

- Use relevant vocabulary in everyday communication.
- Acquire the ability to use Soft Skills in professional and daily life.
- Confidently use the Skills of Communication

I. UNIT: Listening Skills

- a. Importance of Listening
- b. Types of Listening
- c. Barriers to Listening
- d. Effective Listening

II. UNIT: Phonetics

- a. Sounds of English: Vowels and Consonants
- b. Syllable
- c. Word Stress
- d. Intonation

III. UNIT: Grammar

- a. Concord
- b. Articles
- c. Prepositions
- d. Tenses
- e. Question tags

IV. UNIT: Speaking Skills

- a. Greetings & Introduction
- b. Asking and Giving Information
- c. Yes, We Can - Barack Obama
- d. Agreeing/ Disagreeing
- e. A Leader Should Know How to Manage Failure Dr. A.P.J. Abdul Kalam

V. UNIT: Soft Skills

- a. SWOC
- b. Attitude
- c. Emotional Intelligence
- d. Netiquette
- e. Interpersonal Skills

REFERENCES:

1. Soft Skills, Dr. Alex (New Delhi: S. Chand & Company Ltd) 2009.
2. Interpersonal Skills Training, Philip Burnard (New Delhi: Viva Books Private Ltd)
3. Soft Skills for Everyone, Jeff Butterfield (New Delhi: Cengage Learning India Pvt Ltd) 2012
4. Emotional Intelligence, Daniel Goleman (London: Bloomsbury Publishing) 1996

ACTIVITIES:

Make the students listen to news excerpts. Watch interviews and speeches on YouTube.

Role plays on formal and informal conversations.

B. EXTENSIVE READING:

The book prescribed for extensive reading to be read by students mainly outside the class and the students will be tested for evidence of having read the book through a short-written test in class.

C. WRITTEN COMMUNICATION:

Paragraph Writing:

METHODOLOGY:

To enable learners, to develop the skills efficiently and effectively, students are grouped according to their varied language abilities and placed in different sections / three levels as Advance, Higher, and Basic. Interactive procedures promoted through various problem-solving activities / exercises will be an integral part of the classroom methodology.

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