

COURSE: There are three components in this course

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

Objectives:

The learner will be able to:

- Understand the importance of listening and practice effective listening.
- Use grammar effectively for accuracy in writing and speaking.
- Use relevant vocabulary in everyday communication.
- Acquire the ability to use Soft Skills in professional and daily life.
- Confidently use the skills of communication

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

UNIT – I: Listening Skills

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

UNIT – II: Phonetics

- e. Sounds of English: Vowels and Consonants
- f. Syllable
- g. Word Stress
- h. Intonation

UNIT – III: Grammar

- i. Concord
- j. Articles
- k. Prepositions
- l. Tenses
- m. Question tags

UNIT - IV: Speaking Skills

- n. Greetings & Introduction
- o. Asking and Giving Information
- p. Yes, We Can - Barack Obama
- q. Agreeing/ Disagreeing
- r. A Leader Should Know How to Manage Failure Dr. A.P.J. Abdul Kalam

UNIT – V: Soft Skills

- s. SWOC
- t. Attitude
- u. Emotional Intelligence
- v. Netiquette
- w. 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:
The practice of Sounds and words****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