

OBJECTIVES:

- ◆ Enhancing basic skills to become a good communicator.
- ◆ Recognize and overcome barriers for effective communication.
- ◆ Speak confidently
- ◆ Enable the learners to develop the skills efficiently and effectively with help of Language Lab.
- ◆ To familiarize students with phonetic symbols in order to help them to refer to dictionaries for appropriate pronunciation of English words, phrases and sentences.

SEMESTER - I

1. Communication – Concept & Definition, Process of Communication, Types of Communication, Barriers of Communication.
2. Introduction to English Sounds
3. Practicing of Vowels and Consonant sounds
4. Stress – Weak and Strong words
5. Intonation – Raising/Falling
6. Syllables – Monosyllable/disyllables
7. One word substitutes
8. Affixes and Suffixes

REFERENCES:

1. Swati Samantaray (2005) Business Communication and Communicative English, Sultan Chand Educational Publishers, New Delhi.
2. R.C.Sharma- Krishna Mohan.(2008) Business Correspondence and Report Writing, A Practical Approach to Business and Technical Communication, Tata Mc Graw-Hill Publishing Company Limited, New Delhi.