ST. JOSEPH’S COLLEGE FOR WOMEN (AUTONOMOUS) VISAKHAPATNAM

I SEMESTER **GENERAL ENGLISH** TIME:4HRS./WEEK

LE 1016,1017,1018(3)MAX.MARKS:100 **A COURSE IN COMMUNICATION AND SOFT SKILLS**

(w.e.f:2020-2021 “AH” Admitted Batch) **SYLLABUS**

**LEARNING OUTCOMES:**

By the end of the course the learner will be able to :

* Use grammar effectively in writing and speaking.
* Demonstrate the use of good vocabulary
* Demonstrate an understating of writing skills
* Acquire ability to use Soft Skills in professional and daily life.
* Confidently use the tools of communication skills

1. **UNIT: LISTENING SKILLS:** 
   * What is Communication- Types of Communication - Importance of Listening
   * Types of Listening - Barriers to Listening - Effective Listening
2. **UNIT: SPEAKING SKILLS:**

Sounds of English: Vowels and Consonants - Word Accent -. Intonation

1. **UNIT: GRAMMAR:**

Tenses, Articles, Reported Speech - Words often confused

American & British English – Difference in spellings-pronunciation-conversation

(With reading exercises) -

1. **UNIT: WRITING :**

Punctuation -.Spelling -. Paragraph Writing -Essays Writing -Point of View

1. **UNIT: SOFT SKILLS**

SWOC - Attitude - Emotional Intelligence - Telephone Etiquette - Interpersonal Skills

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