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

I SEMESTER **GENERAL ENGLISH** Time:4 hrs/wk

LE 1012 (3) **A COURSE IN COMMUNICATION & SOFT SKILLS** Marks:100

w.e.f 2023-2024 (Admitted batch) **BASIC ENGLISH**

**COURSE**: There are three components in this course

1. 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

* 1. Importance of Listening
  2. Types of Listening
  3. Barriers to Listening
  4. Effective Listening

# UNIT – II: Phonetics

* 1. Sounds of English: Vowels and Consonants
  2. Syllable
  3. Word Stress
  4. Intonation

# UNIT – III: Grammar

* 1. Concord
  2. Articles
  3. Prepositions
  4. Tenses
  5. Question tags

# UNIT - IV: Speaking Skills

* 1. Greetings & Introduction
  2. Asking and Giving Information
  3. Yes, We Can - Barack Obama
  4. Agreeing/ Disagreeing
  5. A Leader Should Know How to Manage Failure Dr. A.P.J. Abdul Kalam

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# UNIT – V: Soft Skills

* 1. SWOC
  2. Attitude
  3. Emotional Intelligence
  4. Netiquette
  5. 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**

1. **METHODOLOGY**
2. 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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