

CLUSTER UNIVERSITY SRINAGAR

Syllabus for 4-year (3+1) UG /Honor's Degree Programme in English under NEP-2020

Ist -3rd Semester

Batch: 2022 - onwards

Course Type: ABILITY ENHANCEMENT COURSE (AEC)

Course Title: Communication Skills

Course Code: UGCNS22A101

Credits: 03

Objectives:

1. To introduce the students to basic concepts of English language.
2. To improve students' competence in spoken and written varieties of English language.

Learning Outcomes:

The design of the course allows for a large component of language practice and intellectual work so that the student's confidence in the general ability to handle English language is reinforced. Thereby, the course helps them to develop their personalities.

UNIT 1

Communication

- Process of Communication.
- Levels of Communication: Intrapersonal, Interpersonal, Extrapersonal, Organizational and Mass Communication.
- Barriers to Communication: Intrapersonal, Interpersonal, organizational, Cultural and Psychological Barriers.
- Non Verbal Communication: Kinesics, Proxemics and Chronemics.

UNIT 2

Reading Skills

- Reading Techniques: Skimming, Scanning, Intensive and Extensive Reading.
- Effective Reading Strategy: SQ3R.
- Comprehension

UNIT 3

Practical Grammar

- Tenses: Present and Past.
- Formation of Sentence: Simple and Complex.
- Word Formation: Prefixes, Suffixes and Compounding.

Prescribed Reading:

- Expressions: A course in English language and communication skills Cambridge university Press,2024).

Books Recommended:

- Enjoying Everyday English (A. Rama Krishna Rao)
- Vibrant English (Orient Black swan)
- A University Grammar of English (Randolph Quirk and Sidney Green Baum)
- Interchange: Intro Students Book With Digital Pack (5th Edition) Cambridge University Press.