

**CLUSTER UNIVERSITY SRINAGAR**

**Syllabus for 4-Year(3+1) UG/Honours Degree Programme in English under  
NEP 2020**

**1st Semester**

**Batch: 2022 Onwards**

Course Type:-**Skill Enhancement Course (SEC)**

Course Title: **English and Soft Skills**    Course Code: **UGENG22S101**

Credits: **04**

**Unit-I**

Conversation and its Types: Chat, Parley, tête-à-tête, Colloquy, Communion and Dialogue (Situational Dialogue).

Strategies for Effective Conversation: Conversation Starters, Conversation Closers, Involving Everyone/ Cajolers, Interest Arousal, Backchannels, Development of Ideas and Appropriate use of Language.

**Unit-II**

Effective Speaking: Fluency, Confidence, Clarity. Vocal Cues: Quality, Volume, Pace/ Rate, Pitch, Articulation, Pronunciation, Voices Modulation and Pauses.

**Unit- III**

Group Discussions: Speaking in Group Discussions, Discussing Problems and Solutions, Creating a Cordial and Cooperative Atmosphere, Using Persuasive Strategies, Being Polite and Firm, Turn-taking Strategies and Effective Intervention.

## **Unit- IV**

Presentations: Modes/ Types of Delivering Presentation, Nuances, Outlining and Structure.

### **Recommended Books:**

- Technical Communication: Principles and Practice by Meenakshi Raman and Sangeeta Sharma
- A Practical Course in Effective English Speaking Skills by J.K Gangal

### **Course Objectives:**

- 1) To equip the students with the skills to effectively communicate in English • To teach the students practical, everyday communication in English through innovative teaching methods
- 2) To train the students in interview skills, group discussions and presentation skills
- 3) To motivate the students to develop confidence
- 4) To inculcate skills in students which are required for their career

### **Learning Outcomes:**

By the end of the course, students should be able to:

- 1) Develop knowledge, skills and judgments around human communication that facilitates their abilities to work collaboratively with others.
- 2) Develop effective conversation skills.
- 3) Become self-confident individuals by mastering inter-personal skills, team management skills, and leadership skills.
- 4) Develop all-round personalities with a mature outlook to function effectively in different circumstances.

