

Cluster University Srinagar

Syllabus UG- Functional English under NEP -2020

Ist - 3rd Semester
(Multidisciplinary Course)
Batch: 2022 - Onwards

Course Title: Essential Interactional

Skills

Course Code: UGFEN22D101

Credits: 03

Objectives:

- To improve the listening and speaking skills of students to enable them to participate freely in debates, discussions etc.
- To develop fluency in actual conversation in the English language.
- To develop the speaking skills necessary for confident and intelligent participation in Group Discussions, Interviews, Presentations etc.

Outcomes:

Students, by the end of this course, are able to:

- Communicate properly.
- Improve Communication skill by identifying various barriers.
- Take positive and leading roles in Group discussions.
- Make their own presentations and deliver the same professionally.
- Face interviews and gain professional telephonic skills.

Unit: I

Contact Hours: 15

- Introduction to communication: communication and society, need for communication, communication and language.
- Types of communication: interpersonal communication, group communication, mass communication, organizational communication.
- Barriers to communication, difference between face to face and written communication.

Unit: II

Contact Hours: 15

- Group Discussion: Do's and Don'ts of GD(Stage I: Controlled; Stage II. Guided;

A Stage III. Free).

- Presentation Skill: Preparation, making presentation outline, effective delivery; use of signaling, signposting and listing
- Use of body language and audio-visual aids, commonly used linguistic structures of presentation.

Unit: III

Contact Hours: 15

- Job interviews: Types, preparation, general format, common techniques.
- Understanding telephonic communication; Types of calls; Handling of calls; Leaving a message; making requests, asking for and giving information; agreeing and disagreeing.
- Compeering /anchoring

Suggested Readings:

1. Damodar,G.,Prema Kumari,D.,RatnaShiela Mani K.,SaiLakshmy,B.,(Gen.Ed. RajagopalG), Book for Practice in the Spoken Mode, Foundation Books ,2006.

2. P.KiranmaiDutt,GeethaRajeevan, Basic Communication Skills, CUP India 2007 (Part 1 only
3. V. Sasikumar,P.KiranmaiDutt, GeethaRajeevan, A Course In Listening & Speaking-I
CUP India 2005.
4. Miles Craven. Real Listening and Speaking. Cambridge University Press.
5. Turk Christopher. Effective Speaking.Spon Press, Taylor and Francis Group. New
York, 2007
6. KamleshSadanand&SusheelaPunitha.Spoken English: A Foundation Course. Part I & II.
Orient Longman, 2008
7. Kenneth Anderson, Joan Maclean & Tony Lynch. Study Speaking, Cambridge University
Press .