

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: Multidisciplinary Course

Course Title: Essentials of Communication

Credits: 03

Course Code: UGENG22D101

Objectives of the Course:

- To acquaint the students with the mechanism, strategies and forms of communication and familiarise them with diverse modes of interaction between individuals and organisations.
- To familiarise the students about the various forms and patterns of listening and help them in becoming good listeners and therefore, better speakers.
- To teach the learners about the nuances of formal communication and make them effective speakers and writers.

Learning Outcomes:

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

- Understand various mechanisms of communication
- To develop coherence, cohesion and competence in oral discourse through intelligible communication.
- Acquire necessary listening skills in order to follow and comprehend discourse such as lectures, conversations, interviews and discussions.
- To communicate contextually in specific personal and professional situations with courtesy.
- Facilitate students to develop learning to construct and deliver messages that incorporate the appropriate use of organizing content, language, vocabulary and other necessary parameters.

UNIT 1

Contact Hours: 15

Listening Skills

- Types of Listening
- Barriers to Effective Listening
- Traits of a Good Listener

UNIT 2

Contact Hours: 15

Writing Skills

- Formal and Informal Letters
- CV and E.mail
- Minutes and Report Writing
- Notices and Memoranda
- Short Speech

UNIT 3

Contact Hours: 15

Basic Conversation

- Types of Conversation
- Strategies for Effective Conversation.
- English in Common Interactive Situations
- Conversation Practice

Recommended Books:

- Technical Communication: Principles and Practice (Eds. Meenakshi Raman & Sangeeta Sharma)
- Vibrant English (Orient Blackswan)

- Communication Skills (Sanjay Kumar & Pushpa Lata)
- Foundation course in English Language (Cambridge University Press)
- Interchange :Intro Students Books with Digital Pack- 5th Edition (Jack Richards)