

HS 101: ENGLISH LANGUAGE SKILLS (2-0-2: 3)

Introduction: A Discussion on Course Content & Evaluation:

Language; Communication; Vocabulary; Grammar; The four Skills of language; Composition; Comprehension; Literature; Evaluation Scheme.

Vocabulary & Grammar:

Antonym; Synonym; Homonym; Word substitution; Foreign Words & Phrases; Idioms & Proverbs; Fundamentals of Grammar; Common sentence structures; Common errors in English.

Oral Communication:

Speaking & Listening Skills – some basic tips; Greetings; Introductions; Requests, Suggestions; Giving a description; Invitations; Telephonic Conversation; Extempore Speech; Declamation/Elocution; Group Discussion; Seminar; Pronunciation.

Reading:

Unseen Comprehension; Précis; Writing Summary, Paraphrase, Central Idea etc.; Reading materials from internet and talking and writing about them.

Writing:

Process of writing; Paragraph Writing; Writing an article/speech/essay; Letter Writing – Personal, Official, Business, Job Application; Notice Writing; Report Writing; e-correspondence.

Literature:

Any Three Units from '*Complete Course in English*' to be chosen by the Course Instructor.

Suggested list of laboratory assignments:

1. Short Speeches or other audio files
 - a) Listening
 - b) Discussing with teacher or other students
 - c) Writing summary
 - d) Speaking and recording of important points
2. Short Movies or other video files
 - a) Watching
 - b) Discussing with teacher or other students
 - c) Writing summary
 - d) Speaking and recording of important points
3. Pictures or images
 - a) Describing the picture using MSWord
 - b) Speaking and recording of the description
4. Internet materials
 - a) Reading materials from internet
 - b) talking and writing about them
5. Pronunciation Exercise
6. Group Discussion

Text Books:

1. C. Muralikrishna & Sunita Mishra. *Communication Skills for Engineers*, Pearson.
2. J. K. Gangal. *A Practical Course for Developing Writing Skills in English*. PHI.
3. Robert J. Dixon. *Complete Course in English: A New Revised Edition*. PHI.

References:

1. Nitin Bhatnagar & Mamta Bhatnagar. *Communicative English for Engineers and Professionals*. Pearson.
2. Andrea J. Rutherford. *Basic Communication Skills for Technology*. Pearson.

3. J. K. Gangal. *A Practical Course in Spoken English*. PHI.
4. Nira Konar. *Communication Skills for Professionals*. PHI.
5. Christopher Turk & John Kirkman. *Effective Writing: Improving Scientific, Technical and Business Communication*. Spon Press.
6. Martin Montgomery et al. *Ways of Reading*. Routledge.
7. John Seely. *Oxford Guide to Effective Writing and Speaking*. OUP.