

Course Title	Communication Skills– II
Course Code	CS203
Course Credit	Lecture : 02
	Practical : 00
	Tutorial : 01
	Total : 03

Course Learning Outcomes:

After successful completion of the above course, students will be able to:

- **Apply appropriate conventions of grammar and usage.**
- **Practice** the roles in the interview process to gain an insight into what each one brings to the process.
- **Apply** organizational and interpersonal theories to work settings.
- Exchange information, discuss ideas and **solve** problems through group discussions.
- **Display** competence in oral, written, and visual communication.
- **Write** for specific audiences and situations.
- **Take** ownership of their own learning and writing.
- **Interpret** the reading material and **apply** it in their communicative practice.
- **Analyse** the sounds of English language and practice phonetic symbols for effective oral and written communication.

Detailed Syllabus

Sr. No	Name of chapter & Details	Hours Allotted
Section – I		
1	Passive Passive 1 (is done / was done), Passive 2 (be done / been done / being done), Passive 3, It is said that ... He is said to ... He is supposed to ..., Have something done	02
2	Reported speech Reported speech 1 (He said that ...), Reported speech 2	02
3	Questions and auxiliary verbs Questions 1, Questions 2 (Do you know where ... ?/ He asked me where ...)	01
4	Auxiliary verbs (have/do/can etc.) I think so / I hope so etc., Question tags (do you? isn't it? etc.), ingand to ,Verb + -ing(enjoy doing / stop doing etc.), Verb + to . (decide to / forget to .etc.), Verb (+ object) + to (I want you to etc.), Verb +ingor to1 (remember/regret etc.), Verb + -ingor to 2 (try/need/help), Verb + -ingor to 3 (like / would like etc.), Prefer and would rather, Preposition (in/for/about etc.) + -ing, Be/get used to something (I'm used to.), Verb + preposition + -ing(succeed in -ing/accuse somebody of -ingetc.), Expressions + -ing, To . , for ... and so that, Adjective+to,To (afraid to do) and preposition + -ing(afraid of -ing), See somebody do and see somebody doing,-ingclauses (Feeling tired, I went to bed early.)	04

5	Articles and nouns Countable and uncountable 1, Countable and uncountable 2, Countable nouns, with a/an and some , A/an and the , The 1 , The 2 (school / the school etc.), The 3 (children / the children), The 4 (the giraffe / the telephone / the piano etc., the + adjective), Names with and without the 1 , Names with and without the 2 , Singular and plural, Noun + noun (a tennis ball / a headache), -’s (your sister’s name) and of ... (the name of the book)	01
6	Suggested Text Short Stories: Let’s Go Home by Kewlin Sio	
7.	Suggested Text Poetry The Solitary Reaper by William Wordsworth	02
8.	Group Discussions Introduction (GD as a part of Selection process),GD process, Preparations Before-After GD, Nonverbal aspect during GD, Evaluation criteria for GD, Practice by students.	04
9	Interview facing Techniques Introduction (Interview as a part of Selection process), Types of Interviews,Preparations Before-During-After interview,FAQs during interviews,Interview facing techniques,Nonverbal aspect during interview,Practice by students	05
10	Business Letter Writing Letters of inquiry, reply, placing order, execution of order, receipt of an order, credit, fund raising, complaint, adjustment, collection sales and promotion.	04
11	Professional/Technical Writing Practice Writing Technical Description, Industry reports, Drafting of meeting agenda, minutes and memorandum.	03
Section – II		
12	Pronouns and determiners Myself/yourself/themselves etc., A friend of mine My own house On my own / by myself, There ... and it ..., Some and any, No/none/any Nothing/nobody etc., Much, many, little, few, a lot, plenty, All / all of most / most of no / none of etc., Both / both of neither / neither of either / either of, All, every and whole, Each and every	03
13	Relative clauses Relative clauses 1: clauses with who/that/which, Relative clauses 2: clauses with and without who/that/which, Relative clauses 3: whose/whom/where, Relative clauses 4: extra information clauses (1), Relative clauses 5: extra information clauses (2), -ingand -edclauses (the woman talking to Tom, the boy injured in the accident)	03
14	Adjectives and adverbs Adjectives ending in -ingand -ed(boring/bored etc.), Adjectives: a nice new house, you look tired, Adjectives and adverbs 1 (quick/quickly), Adjectives and adverbs 2 (well/fast/late, hard/hardly), So and such, Enough and too, Quite, pretty, rather and fairly, Comparison 1 (cheaper, more expensive etc.), Comparison 2 (much better / any better / better and better / the sooner the better), Comparison 3 (as ... as / than), Superlatives (the longest, the most enjoyable etc.), Word order 1: verb + object; place and time, Word order 2: adverbs with the verb, Still, yet and already Any, more / any longer / no longer, Even	04

15	Conjunctions and prepositions Although / though / even though In spite of / despite, In case, Unless As long as Provided/providing, As (As I walked along the street ... / As I was hungry ...), Like and as, Like / as if / as though, For, during and while, By and until By the time ...	02
16	Prepositions At/on/in (time), On time and in time At the end and in the end, In/at/on (position) 1, In/at/on (position) 2, In/at/on (position) 3, To/at/in/into, In/on/at (other uses), By, Noun + preposition (reason for, cause of etc.), Adjective + preposition 1, Adjective + preposition 2, Verb + preposition 1 to and at, Verb + preposition 2 about/for/of/after, Verb + preposition 3 about and of, Verb + preposition 4 of/for/from/on, Verb + preposition 5 in/into/with/to/on	03
17	Suggested Text Short Stories: Something to Worry About by P.G. Woodhouse	02
18	Suggested Text Poetry: Stopping by Woods on a Snowy Evening by Robert Frost	03
19	Reading comprehension Introduction to Reading, Purpose of reading, Types of reading, Techniques to develop reading habits, Reading comprehension practice.	03
20	Introduction to Phonetics Sounds of English Language, International phonetic alphabets (Vowels & Consonants), Phonetic symbol, Listening and speaking practice by students (using language lab)	03

Instructional Methodologies :

- Assignments based on course content will be given to the students at the end of each unit/topic and will be evaluated at regular interval.
- Surprise tests/Quizzes/Seminar/will be conducted.

Reference Books:

1. Meenakshi Raman and Sangeeta Sharma, Technical Communication: Principals and Practice, 1st and 2nd edition, Oxford publication
2. D K Chakradev , Communication Skills, 1st edition, Tech Max Publication
3. R C Sharma and Krishna Mohan, Business Correspondence and Report Writing- A practical approach to business and technical communication, 3rd edition, Tata McGraw Hill publication.
4. Rymund Murphy, Communicative English Grammar.