



SYLLABUS

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 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 **practise** 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	01
2	Reported speech: Reported speech 1 (He said that ...), Reported speech 2	01
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.), -ing and to ... , Verb + -ing (enjoy doing / stop doing etc.), Verb + to ... (decide to ... / forget to ... etc.), Verb (+ object) + to ... (I want you to ... etc.), Verb + -ing or to ... 1 (remember/regret etc.), Verb + -ing or to ... 2 (try/need/help), Verb + -ing or 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 -ing etc.), 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 , -ing clauses (Feeling tired , I went to bed early.)	01
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	01
7.	Suggested Text: Poetry: The Solitary Reaper by William Wordsworth	01
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.	01
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	02
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.	02
11	Professional/Technical Writing Practice: Writing Technical Description, Industry reports, Drafting of meeting agenda, minutes and memorandum.	02
Total		14

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	02
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), -ing and -ed clauses (the woman talking to Tom , the boy injured in the accident)	02
14	Adjectives and adverbs: Adjectives ending in -ing and -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	02
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 ...	01
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	01
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	01
19	Reading comprehension: Introduction to Reading, Purpose of reading, Types of reading, Techniques to develop reading habits, Reading comprehension practice.	01

20	<p>Introduction to Phonetics Sounds of English Language, International phonetic alphabets (Vowels & Consonants), Phonetic symbol, Listening and speaking practice by students (using language lab)</p>	02
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Total	14
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Instructional Method and Pedagogy

- 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.
- Theory for chapter 1,2,3,4,5,12,13,14,15,16,20 will be taught in lecture and practice will be done in laboratory sessions.

Reference Books

1. Meenakshi Raman and Sangeeta Sharma, Technical Communication: Principles and Practice, 1st and 2nd edition, Oxford publication
2. D K Chakrudev , 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.

Additional Resources

1. http://www.englisch-hilfen.de/en/exercises_list/alle_grammar.htm
2. http://grammar.ccc.commnet.edu/grammar/to_be.htm
3. http://englishteststore.net/index.php?option=com_content&view=article&id=33&Itemid=31
4. <https://www.youtube.com/watch?v=whTwjG4ZIJg>
5. http://www.monstercollege.in/article/article_10.html