



ST. ALOYSIUS COLLEGE(AUTONOMOUS), JABALPUR

Reaccredited 'A++' Grade by NAAC(CGPA:3.58/4.00)

College with Potential for Excellence by UGC

DST-FIST Supported & STAR College Scheme by DBT

ARTS

SUBJECT: English Literature

B.Sc./B.Com./B.B.A./B.C.A. Semester III

Paper- Multi-Disciplinary Elective (M.D.E.)

Communication Skills

CO. No.	Course Outcomes	Cognitive Level
CO1	Demonstrate effective communication skills in professional and academic contexts	U, A
CO3	Apply appropriate listening strategies for different communicative purposes	K
CO3	Engage confidently in various speaking situations with clarity and fluency	U
CO4	Employ strategic reading techniques for comprehension and analysis	K, U
CO5	Produce clear, coherent written communication for diverse audiences and purposes	K

Credit and Marking Scheme

	Credits	Marks		Total Marks
		Internal	External	
Theory	3	-	100	100
Total	3	MIN PASSING MARKS: 35		

Evaluation Scheme

Marks
External
1 External Exam (At the End of Semester)



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Content of the Course

No. of Lectures (in hours per week): 3 Hrs. per week

Units	Topics	No. of Lectures
I	Introduction to Communication 1. Ancient Indian LSRW techniques - <i>shruti/shravana, pcithana, uccharana, lekhani</i>', Evolution of Indian English. Contribution of Hindi to English, 2. Understanding Communication, Role of communication in personal, academic, and professional success, 7Cs of Communication 3. Communication Process, types of communication, communication barriers 4. Hinglish Phenomenon, Global Englishes Keywords: encoding/decoding, feedback, verbal/non- verbal communication, networking, emotional intelligence, models of communication, semantic & cultural barriers, noise, code switching/code mixing Activity: • Communication style assessment role play • Barrier identification exercises • Accent awareness activities • Listing out the non-standard English words widely used in India • Listing out Hindi's contribution to English	09



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II	Listening Skills 1. Active and Passive Listening 2. Advanced Listening Strategies 3. Shadowing Technique, Dictogloss Method, Note- taking Strategies 4. <i>Samvad, Shravana-parampara</i> Keywords:. Listening vs. hearing, Distraction/inattentiveness, Clarification, Empathy, inferencing, Listening for gist, Bottom-up processing. Top-down processing, Selective listening, Collaborative listening, reconstruction, repetition & imitation Activity: • TED talk analysis • Podcast discussions • <i>Samvad</i> • Shravana- parampara • Interview simulations • Dictation exercises • Peer listening assessments • Shadow & Repeat (Shadowing Technique) • Dictogloss & Reconstruction • Role play of characters from The Ramayana and the Mahabharat	09
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III	Speaking Skills 1. Foundations of Effective Speaking 2. Small Talk and Situational Conversations 3. Crucial Conversations 4. Presentation and Public Speaking 5. Feedback and Response 6. Vak-shuddhi Keywords: Clarity, Fluency, Accuracy, Pronunciation, Intonation, Stress, Rhythm, Rapport, Ice-breaker, Open- ended questions, Neutral topics, Negotiation, Persuasion, Assertiveness, Diplomacy, Voice projection, Signposting Activity: • Impromptu speeches • Group discussions • Formal presentations • Mock interviews • Small talk & crucial conversations role play • 1-minute mini presentation • Public speaking tasks • Nukkad Natakas/ Street Plays	09
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IV	Reading Skills 1. Strategic Reading Approaches 2. Skimming and Scanning 3. Digital Reading 4. Critical Reading Skills - Drawing InferencesParaphrasing Techniques, Summarizing 5. Vocabulary Building Keywords: Previewing & Predicting, E-reading, Scrolling, Author's purpose. Perspective, Word families. Collocations, Thesaurus Activity: • Timed reading exercises • Article analysis • Vocabulary journals • Inference practice • Summarization tasks • Critical reading assessment	09
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V	Writing Skills 1. Writing Process and Principles - Audience Awareness, 2. Purpose-Driven Writing, Coherence and Cohesion 3. Professional Writing - Resume, Business Emails, Meeting Documentation, Memos, Notices, Proposals and Reports 4. Academic Writing - note taking, abstracts, essays, analysis, reviews. Office Memorandum, Demi-Official (DO) Letter, Gazette Notification, Government Circulars/Orders Keywords: Prewriting, Drafting, Revising, Editing, Proofreading, Coherence and cohesion, Style and tone, register, ambiguity, logical flow, transitions Activity: • Email composition workshops • Report writing projects • Portfolio development • Collaborative writing exercises	09
		45

References

Suggested Readings:

1. Beebe. Steven A., and Susan J. Beebe. *Public Speaking: An Audience-Centered Approach*. 10th ed., Pearson, 2017.
2. Brown, H. Douglas. *Principles of Language Learning and Teaching*. 6th ed., Pearson Education. 2014.
3. Griffin, E., Ledbetter, A., & Sparks, G. (latest edition). *A First Look at Communication Theory*. McGraw-Hill.
4. John M. Swales and Christine B. Feak. *Academic Writing for Graduate Students: Essential Tasks and Skills*. 3rd ed., University of Michigan Press, 2012.
5. Lucas, Stephen E. *The Art of Public Speaking*. 13th ed., McGraw-Hill. 2022.
6. Mikulecky, Beatrice S., and Linda Jeffries. *Advanced Reading Power, 4th ed.* Pearson Longman, 2015.
7. Serravallo, Jennifer. *The Reading Strategies Book 2.0: Your Research- Based Walks Through 300 Strategies*. Heinemann, 2023.



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8. Sharma. S. D. (Trans.). *The Astadhyayl of Panini*. Delhi: Munshiram Manoharlal Publishers, 1987.
9. Stephen Bailey. *Academic Writing: A Handbook for International Students*. 5th ed., Routledge, 2018.
10. Turner, L. H. (2018). *An Introduction to Communication*. Cambridge University Press.
11. Underwood, Mary. *Teaching Listening*. Longman, 1989.
12. Yaska. *Nirukta of Yaska with English Translation and Notes by Lakshman Sarup*. Delhi: Motilal Banarsidass, 1967.

Suggested Digital platforms weblinks:

Digital Links

1. Speaking Skills

- National Council of Educational Research and Training (NCERT). *Speaking Skills Module - Class XI English Core*. ePathshala, Ministry of Education, Government of India.
<https://epathshala.nic.in/e-pathshala-4/flipbook/>
- Toastmasters International. *Public Speaking Tips and Resources*.
<https://www.toastmasters.org/resources/public-speaking-tips>

2. Reading Skills

- The Gandhi National Open University (IGNOU). *Strategies for Reading Comprehension* (Block 2, BEGE-101). IGNOU eGyankosh Repository,
<https://egyankosh.ac.in/handle/123456789/2759>
- Online Writing Lab (OWL). *Critical Reading: What is Critical Reading?*
https://owl.purdue.edu/owl/research_and_citation/conducting_research/reading_critical

3. Writing Skills

- University Grants Commission (UGC), India. *e-PG Pathshala: Communication and Writing Skills Modules*. Ministry of Education.
<https://epgp.inflihnet.ac.in/Home/ViewSubject?catid=33>
- Purdue Online Writing Lab (OWL). *Professional, Technical, and Academic Writing Resources*. Purdue University.
<https://ovvl.purdue.edu/>



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4. Listening Skills

- English Language Teaching Centre (ELTC), University of Hyderabad.
Online Listening Resources for Learners of English.
<https://elluniversity.ac.in/eltc.php>
- British Council. *LearnEnglish - Listening Practice and Activities.*
<https://learnenglish.britishcouncil.org/skills/listening>
- **BBC Learning English** - <https://www.bbc.co.uk/learningenglish> (Daily lessons, videos, grammar, pronunciation practice, interactive quizzes).
- **British Council Learn English** - <https://learnenglish.britishcouncil.org/> (Listening, reading, writing, and speaking activities with exercises).
- **Duolingo English Test & Practice** - <https://www.duolingo.com/> (Gamified practice for vocabulary, grammar, and sentence building).
- **ESL Fast** - <https://www.eslfast.com/> (Listening and speaking practice with short dialogues)
- **TED Talks** - <https://www.ted.com/talks> (Advanced listening + presentation analysis).
- **BBC Sounds & Podcasts** - <https://www.bbc.co.uk/sounds> (Authentic listening practice with transcripts).
- **Project Gutenberg** - <https://www.gutenberg.org/> (Free e-books for extensive reading).
- **Grammarly Blog** - <https://www.grammarly.com/blog/> (Tips on grammar, clarity, style, and proofreading)



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