

Foundation English – I

First Semester

Course Code: DIP108

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3 0 0 3

Course Content:

Unit I

Functional Grammar: Parts of speech – Noun, Pronoun, Adverb, Verb, Adjective, Preposition, Conjunction, Interjection. Articles- Use of a, an, the, Subject, Predicate. (8 Hours)

Practical (Oral): Making the student use correct grammatical rules in sentences. (2 Hours)

Unit II

Vocabulary: Word formation, prefix, suffix, synonyms, antonyms, homophones. (8 Hours)

Practical (Oral): Make the students read newspaper cuttings and note down words (meanings of which are not known to them). Making efforts to increase their vocabulary. (2 Hours)

Unit III

Structure of sentences: Definition of sentence? Kinds of sentences: Simple, Compound, Complex. How sentences are formed? Sentence pattern: Assertive, Affirmative, Negative etc. (8 Hours)

Practical (Oral): To make students use different sentences while speaking on any topic. (2 Hours)

Unit IV

Comprehension Skills: Role of listening, Reading a passage for comprehension, How to answer questions given from the passage read, How to improve comprehension skills? (8 Hours)

Practical (Oral): Making the students practice comprehension in the practical classes.(2 Hours)

Recommended Books:

1. Wren & Martin: High School English Grammar & Composition – S. Chand & Co., New Delhi.
2. Better Your English- A Workbook for 1st year Students- Macmillan India, New Delhi.
3. Lewis Norman: Word Power Made Easy-W.R Goyal Publisher & distributor , New Delhi.

NOTE:

This syllabus has been designed to improve the oral and written communication skills of students. The faculty members should put emphasis on practical (oral) activities for generating students' interest in language learning.

* Latest editions of all the suggested books are recommended.

English Communication

Third Semester

Course Code: DIP 301

L T P C
3 0 0 3

Course Content:

Unit I

Functional Grammar: Active, Passive voice, Conditional Sentences, Syntax, Concord, Common Errors. (8 hours)

Practical (oral): To make students practice the above mentioned grammatical RULES in the practical classes. (2 hours)

Unit II

Communication: Meaning & Importance of Communication, Process of Communication, Language as a tool of Communication. (8 hours)

Practical (Oral): To make students speak on their understanding of Communication in English. (2 hours)

Unit III

Writing Skills: Reporting events, Writing newspaper reports, Bio-data making, Writing of C.V. & Resumes, Writing job application. (8 hours)

Practical (Oral): To make students practice writing on the above mentioned processes. (2 hours)

Unit IV

Listening Skills: The listening process, hearing & listening, types of listening, Barriers to listening. (8 hours)

Practical (oral): To make student develop the skills of listening & thus improve their speaking skills. (2 hours)

Recommended Books:

1. Raman Meenakshi & Sharma Sangeeta – Technical Communication – Principles & Practices, - ONP, N. Delhi
2. Wren & Martin : High School English Grammar & Composition- S.Chand & Co. N.Delhi

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Communication Technique

Fifth Semester

Course Code: DIP 501

L T P C
3 0 0 3

Course Content:

Unit I

Oral Communication: Principles of effective Oral Communication, Vitals of Communication, Interpersonal Communication, persuasive Communication. (8 hours)

Practical (oral): Practice of oral Communication. (2 hours)

Unit II

Presentation Strategies: Purpose, Audience & Locale, Audio-visual aids, Body Language, Voice dynamics. (8 hours)

Practical (oral): Making students develop presentation skills. (2 hours)

Unit III

Speaking Skills: Improving voice & speech, Art of public speaking, Dealing with the Boss, Dealing with subordinates. (8 hours)

Practical (oral): Making the students speak on topic. (2 hours)

Unit IV

Group Discussion: Tips & Style. (8 hours)

Practical (Oral): To make students participate in G.D. (2 hours)

Recommended Books:

1. Raman Meenakshi & Sharma Sangeeta – Technical Communication – Principles & Practices, - ONP, N. Delhi.
2. Mitra Barun K.-Effective Technical Communication –O.U. P N.Delhi.

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