

DEPARTMENT OF HUMANITIES & SOCIAL SCIENCES

Course Name: **COMMUNICATION SKILLS IN ENGLISH**

**SKILL DEVELOPMENT COURSE-1**

**M.E. SEMESTER-I**

L : T : P (Hrs/Week) : 1	SEE Marks : 40	Course Code: P23HS110EH
Credits: 1	CIE Marks : 30	Duration of SEE : Hours : 02

COURSE OBJECTIVES This course will enable the students to:	COURSE OUTCOMES On completion of the course the students will be able to:
1. involve in the content for all the above mentioned four skills in teaching English and to get students proficient in both receptive and productive skills	1. Make effective presentations 2. Successfully attempt Versant, AMCAT and secure better placements 3. Perform better in Interviews

**Unit I**

**Remedial English: Delightful Descriptions:**

Describing Past, Present and Future Events.

**Unit II**

**Developing Conversational Skills –** Exchange of pleasantries, Exchange facts and opinions, Using relevant vocabulary.

**UNIT III**

**Contextual Conversations:** Ask for Information, Give Information, Convey bad news, show appreciation.

**UNIT IV**

**Business English: Professional Communication:**

Concise Cogent Communication, Active Listening, Interact, Interpret and Respond. **Expositions and Discussions:** Organization, Key Points, Differing Opinions, Logical conclusions. **Effective Writing Skills:** Structure, Rough Draft, Improvisations and Final Draft for Emails, paragraphs and Essays. **High Impact Presentations:** Structure, Content, Review, Delivery

**Unit V**

**Industry Orientation and Interview Preparation** Interview Preparation– Fundamental Principles of Interviewing, Resume Preparation, Types of Interviews, General Preparations for an Interview. Corporate Survival skills: Personal accountability, Goal Setting, Business Etiquette, Team Work

**Learning Resources:**

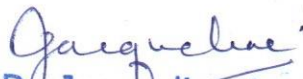
1. Business Communication, by Hory Shankar Mukerjee, Oxford/2013
2. Managing Soft Skills for Personality Development by B.N.Gosh, Tata McGraw-Hill/ 2012
3. Personality Development & Soft Skills by Barun K Mitra, Oxford/2011
4. Murphy, Herta A., Hildebrandt, Herbert W., & Thomas, Jane P., (2008) "Effective Business Communication", Seventh Edition, Tata McGraw Hill, New Delhi
5. Locker, Kitty O., Kaczmarek, Stephen Kyo, (2007), "Business Communication – Building Critical Skills", Tata McGraw Hill, New Delhi
6. Lesikar, Raymond V., & Flatley, Marie E., (2005) "Basic Business Communication – Skills for Empowering the Internet Generation", Tenth Edition, Tata McGraw Hill, New Delhi
7. Raman M., & Singh, P., (2006) "Business Communication", Oxford University Press, New Delhi.

**Journals / Magazines:**

1. Journal of Business Communication, Sage publications
2. Management Education, Mumbai

**Websites:**


[www.mindtools.com](http://www.mindtools.com)  
[www.bcr.com](http://www.bcr.com)

  
**Dr. Jacqueline Amaral**  
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The break-up of marks for CIE :  
Internal Tests ( ) ; Quiz Tests ( ) + Assignments ( )

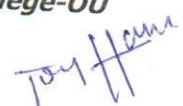
1. No. of Internal Tests :  Max. Marks for each Internal Tests :
2. No. of Assignments :  Max. Marks for each Assignments :
3. No. of Quizzes :  Max. Marks for each Quiz Tests :
- Duration of Internal Tests : 90 minutes



  
**Dr. Jacqueline Amaral**  
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**Centre for English Language Studies**  
**University of Hyderabad**

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**Dr. T.Sunand Emmanuel**

  
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**Mr. Joy Hans**  
**Director-Speak Out Academy**  
**Divisional Head-Toastmasters**  
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**Ms. Vathsala Narasimman**  
**Director - Delivery**  
**Talent Sprint**