



**ST. XAVIER'S COLLEGE**  
**30 MOTHER TERESA SARANI, KOLKATA - 700016**

**COMMUNICATIVE ENGLISH COURSE**  
**SYLLABUS FOR SEMESTER II**  
**JANUARY - MAY 2012**

**Module 1 – Introduction**

1. What is communication? Definition of communication as a transference of sounds and symbols between the **sender** and **receiver** by which an understanding is reached.
2. **Verbal** and **non-verbal** modes of communication.
3. **Function** and **Role** of effective communication.
4. The process of communication – the four skills of **listening, speaking, reading and writing**. (LSRW)

**Module 2 – Active Listening**

1. Definition of Active Listening. Difference between listening and hearing.
2. Understanding other viewpoints; suspending judgment; listening for hidden meaning; using verbal and non-verbal signals.
3. Barriers and Filters in listening.
4. The Feedback process.
5. Activities and Tasks: **Listening Comprehension, Quizzes, Case Studies**.

**Module 3 – Speaking**

1. Elements of Phonology – diction, pitch, intonation, clarity, articulation.
2. Pronunciation, stress, accent. Activities/exercises based on phonology.
3. Grammar for effective speaking – accuracy focused and fluency focused activities. **Fillers, turntaking, pauses, phatic**.
4. Appropriate use of **register, lexis, style and body language**.
5. Case Studies, Role Play – understanding aggressive, assertive and passive behavior.
6. Confidence and Personality building activities – **extempore exercises/ just a minute (JAM) exercises, debates, group discussions**.
7. Preparing **basic presentations – project**.

## **Module 4 – Reading and Writing**

1. Methods of effective reading and writing – **skimming and scanning, gists, topic sentences, summaries.**
2. Reading Comprehension (passages with focus on business, current affairs, travel and tourism, environment.)
3. Letter Writing – invitations and regrets, enquiries and replies, making reservations, lodging complaints.
4. Report Writing – official and business reports.
5. Grammar in Context –
  - a) Correct use of tense, adverbs and prepositions
  - b) phrasal verbs
  - c) study of affixes – prefixes and suffixes
  - d) study of synonyms, antonyms, homonyms, hyponyms, hyponyms
  - e) Word pairs. Accuracy focused exercises in context.

### **Resources:**

Objective English, OUP

Further Ahead – Sarah Jones and Greg White, CUP

Company to Company – Andrew Littlejohn, CUP

Communicative English – Meenakshi Raman and Sangeeta Sharma, OUP

Communicative Skills for Professionals – Nira Konar, PHI

Words – John Seely, OUP

IELTS Papers

### **Websites:**

English Listening Lounge [www.englishlistening.com](http://www.englishlistening.com)

Learning through Listening [www.learningthroughlistening.org](http://www.learningthroughlistening.org)

BBC Learning English [www.bbc.co.uk/worldservice/learningenglish](http://www.bbc.co.uk/worldservice/learningenglish)



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**SYLLABUS FOR SEMESTER V  
JULY – NOVEMBER 2011**

**Module 1 – Understanding Communication**

1. The Communication Process
2. Forms of Communication – oral and written, verbal and non-verbal (kinesics, proxemics, paralinguistics chronemics.)
3. Barriers in Communication and classification of barriers

**Module 2 - Active Listening and Effective Reading**

1. Listening skills – reiteration and application of concepts
2. Reading skills – reiteration and application of concepts
3. Listening Comprehension - speeches (general and business) professional texts (based on business reports/work related issues/ current affairs/ environment etc).
4. Music as text.
5. Listening and giving Feedback – case studies on interpersonal problems.
6. Reading and analyzing texts of advertisements
7. Reading comprehension texts (business and work related texts/speech texts/ current affairs etc)

**Module 3 – Professional Speaking**

1. Speaking skills – reiteration of concepts
2. Group Discussion with evaluation
3. Debate
4. Presentation with evaluation
5. Jam/ Extempore
6. Mock Interview and Meetings with evaluation
7. Dealing with difficult people – role play based on behavioural patterns.
8. Case Studies and SWOT analysis
9. Hot Seat with evaluation

## **Module 4 - Business Writing**

- 1. Principles of Communicative Writing**
- 2. Business Letters – application, enquiry, complaints, reservations**
- 3. E –Mails**
- 4. CV Writing**
- 5. Synopsis and Note taking**
- 6. Reports – a) Graph Sales Report b) Field/Survey Report c) Minutes and Agenda**
- 6. Professional Brochures**
- 7. Questionnaires**
- 8. Writing Proposals**

## **Module 5 – Functional Grammar and Business Vocabulary**

- 1. English for Specific Purposes – vocabulary related to fields of Hospitality, Travel and Tourism, Airlines, Banking, Media, General Corporate.**
- 2. Phrasal Verbs, Word Pairs, Synonyms and Antonyms**
- 3. Use of Tense and Problems of Concord**

### **Resources:**

**Company to Company – Andrew Littlejohn, CUP**

**Communicative English – Meenakshi Raman and Sangeeta Sharma, OUP**

**Technical Communication- Meenakshi Raman and Sangeeta Sharma, OUP**

**Business Communication – Meenakshi Raman and Prakash Singh, OUP**

**English Language Laboratories: A Comprehensive Manual – Nira Konar, PHI**

**Business Matters – Mark Powell, Thomson Heinle**

**Words at Work –David Horner, Peter Strutt, CUP**

**Commercial Correspondence –A. Ashley, OUP**

**Business Correspondence and Report Writing – R.C. Sharma, Krishna Mohan, Tata McGraw Hill**

**Communicating in Business, Simon Sweeney, CUP**

**IELTS and BEC Papers, CUP**