

**Course Discipline: Communicative English****Campus: Main and Raghampur**

Semester	3
Course	BA GENERAL SKILL ENHANCEMENT
Paper Code	S2BG230321T
<b>Paper Title</b>	<b><u>Paper 2</u></b> <b>Connection through Communication: The Modes of Communication</b>
No. of Credits	3
Theory/Composite	Theory and Viva
<b>Minimum no of preparatory hours per week a student has to devote</b>	3
<b>Number of Modules</b>	2
Syllabus	<ol style="list-style-type: none"><li>1. Strategies of Writing: Rule of three of communicative writing and short passages on brevity and condensation</li><li>2. Letter Writing: invitations and regrets, enquiries and making reservations</li><li>3. Writing Emails: Formal and Informal</li><li>4. Summary Writing</li><li>5. Quick Communication: Features of SMS and Whats App Texting</li><li>6. Report Writing: news reports and graph reports</li><li>7. Etiquette: politically and socially appropriate language</li><li>8. Global Communication: Learning Cross-cultural etiquette in speech</li><li>9. Confidence Building and Personality Development: Role play based on scripted terminology, gap – dialogues, situational dialogues, short pair responses.</li><li>10. Research Methods: Basic introduction to some important websites such as Wikipedia and other Google sites.</li></ol>
Course description/objective	<b><u>Course Outcomes (CO)</u></b> <ol style="list-style-type: none"><li>1. To understand socio-linguistic conventions in oral and aural communication</li><li>2. To develop competence in spoken and written communication</li></ol>

	<p>3. To initiate the study of cross-cultural communication and etiquette, in recognition of social and cultural pluralities</p> <p><b>Programme Outcomes (PO)</b></p> <ol style="list-style-type: none"> <li>1. The students will develop knowledge of the effects of social and cultural norms on language.</li> <li>2. The students will develop a high level of proficiency in the techniques and conventions of speaking and writing for effective communication.</li> <li>3. The students will be equipped with the skills necessary to engage effectively with different cultural groups in a given context.</li> </ol>
Reading/Reference Lists	<p>Business Communication – Meenakshi Raman and Prakash Singh, OUP  Communicative English – Meenakshi Raman and Sangeeta Sharma, OUP  Communicative Skills for Professionals – Nira Konar, PHI  IELTS Papers, CUP  Commercial Correspondence –A. Ashley, OUP</p> <p><b>Websites:</b>  English Listening Lounge <a href="http://www.englishlistening.com">www.englishlistening.com</a>  BBC Learning English  <a href="http://www.bbc.co.uk/worldservice/learningenglish">www.bbc.co.uk/worldservice/learningenglish</a></p>
Evaluation	<p>CIA: 10 (7+ 3 Attendance)  End Semester: 30 ( Theory) 10 (Practical)</p>
Paper Structure of Theory Semester Examination	<p><b>Paper 2: 30 marks</b></p> <p><b>Module 1 Compulsory</b>  1 long question on letter writing: <b>15 marks</b> -</p> <ul style="list-style-type: none"> <li>● Format: 5 marks</li> <li>● Content: 10 marks</li> </ul> <p><b>Module 2 – Optional</b>  1 long question on chosen topic (summary/news report/graph report/email): <b>15 marks</b> -</p> <ul style="list-style-type: none"> <li>● Format: 5 marks</li> <li>● Content: 10 marks</li> </ul>
Paper Structure of Viva Voce/Practical	<p><b>Viva: 10 marks</b></p> <p><b>Extempore/Role Play</b></p>

Semester Examination	Questions based on choice of topics/problem solving situations.
CIA for Paper 2	<b>10 marks</b>
Total for Paper 2 Semester Examination	<b>50 marks</b>