

306. LANGUAGE SKILLS IN ENGLISH

1. Basics of Communication: Shannon Weaver Model of Communication , Distinguishing Between General and Technical English, Verbal and Non-verbal Communication- Kinesics, Proxemics, Paralinguistic's, Chronemics, Effective use of Non-Verbal Communication:- Improving Your Behavioural Skills.
2. Listening Ability: Importance of Listening, Listening for General and Specific purpose, Intensive Listening, Types and Barriers to Listening, Overcoming Measures, Enhancing Effective learning Strategies.
3. Speaking Skills: Types of Presentations, Presentations Strategies, Preparing and Conducting Effective Oral Presentations, Group Discussions.
4. Reading Tactics: Reading Techniques-Skimming, Scanning, Understanding the Gist of an argument, Developing Reading Strategies.
5. Technical English Writing Skills: Types of Formal/Business letters, Job Applications, Covering letters, Writing Reports: Types of Reports and Layouts, Difference Between Writing a Bio-data, CV and Resume.

Suggested Readings:

1. Lesikar, R. V., Flatley, M. E., Rentz, K. and Pandey. Business Communication: Making Connections in a Digital World 2009: New Delhi
2. Rama, Meenakshi and Sharma, Sangeeta.: Technical Communication: Principles and Practice, Second Edition by Oxford Publications.
3. Vibrant English. Hyderabad: Orient BlackSwan, 2013.