

1st /2nd Semester HSMC 101 ENGLISH

Internal Marks: 40

External Marks: 60

Total Marks: 100

L	T	P	C
3	0	0	3

COURSE OUTCOMES

After studying this course, the students shall be able to:

- Grasp the significance of effective communication in English at work places.
- Acquire effective listening skills and reading skills for academic and professional efficiency.
- Present their thoughts and ideas in an organized way in written form.
- Enhance grammatical competence in English through lessons on English language usage.
- Utilise suitable writing styles while expressing themselves in written form in English.
- Produce effectively different forms of professional writing.

Detailed Contents:

1. INTRODUCTION TO COMMUNICATION IN ENGLISH

Importance of communication

Importance of Communicating in English

Communication: Concept of Communication; Process of communication; Modes of Communication: formal and Informal Communication; Oral and Written; Verbal and Non-verbal. Classification of Non-verbal Communication-Kinesics, Proxemics and Paralanguage. Basics of Effective Communication.

Language as a tool of Communication; Characteristics of Language (06Hrs.)

Barriers to Communication

2. LISTENING SKILLS

Importance of Listening in Communication; Poor Listening habits; Types of Listening; Qualities of a good Listener; Barriers to Effective Listening. (03 Hrs.)

3. READING SKILLS

Reading Process; Reading Strategies; Intensive Reading Skills; Reading Comprehension (03 Hrs.)

4. BASIC WRITING SKILLS

Sentence structures; Use of phrases and Clauses in sentences; Creating Coherence; Organising Principles of Paragraphs in documents; Paragraph Writing (04 Hrs.)

5. IDENTIFYING COMMON ERRORS IN WRITING

Subject Verb Agreement

Noun-Pronoun Agreement

Misplaced Modifiers

Articles and Prepositions (04 Hrs.)

6. NATURE AND STYLE OF WRITING

Describing; Defining; Providing examples or evidence; Writing Introduction and Conclusion;
Essay Writing (4 Hrs.)

7. COMMUNICATION AND TECHNICAL WRITING

Business Letter Writing: Complaint letter, Collection Letter, Sales Letter, Inquiry Letter,
Order Placement Letter; Job Application and Resume Writing; E-mail Writing; Structuring a
Project Report (06Hrs.)

Suggested Readings/Books:

M. Ashraf Rizvi, "*Effective Technical Communication*" McGraw Hill

Meenakshi Raman & Sangeeta Sharma, "*Fundamentals of Technical Communication*"
Oxford university Press.

Chrissi Wright, "*Handbook of Practical communication*" Jaico Publishing House, Mumbai

Asha Kaul, "*Effective business Communication*" Prentice Hall of India.

Sunita Mishra & C. Mualikrishna, "*Communication Skills For Engineers*" Pearson Education.

"*Practical English Usage.*" Michael Swan. OUP. 1995

"*Remedial English Gramma*". F.T. Wood, Macmillan. 2007

"*On Writing Well*" William Zinsser. Harper Resource Book. 2001

"*Study Writing*". Liz Hamp-Lyons and Ben Heasley. Cambridge University Press. 2006.

"*Communication Skills.*" Sanjay Kumar and Pushpa Lata. Oxford University Press. 2011