

**SEMESTER-1<sup>st</sup>**  
**MAJOR COURSE**  
**LNG222J: LINGUISTICS (ENGLISH COMMUNICATION SKILLS)**  
**CREDITS: THEORY: 04; PRACTICALS: 02**  
**THEORY (04 CREDITS)**

**UNIT-I**

Communication: Nature and Scope  
Verbal and Non-Verbal Communication  
Essentials of Effective Communication: 7 C's and 4 S's

**UNIT-II**

Speaking Skills: Essentials of Good Speech  
Formal vs Informal Speech  
Talk, Interview, Group Discussion and Debate

**UNIT-III**

Writing Skills: Essentials of Writing  
Writing Letters, E-mails, Paragraphs.  
Writing Reports and Advertisements

**UNIT-IV**

Reading: Introduction  
Types of Reading: Intensive vs Extensive Reading, Skimming vs Scanning  
Listening and its Types

**PRACTICAL (2 CREDITS)**

**UNIT-V**

Making of and Listening to Podcasts and Answering Questions  
Listening to Talk Shows, Ted Talks and Debates

**UNIT-VI**

Newspaper Reading  
Reading Unseen Passages

**Suggested Readings:**

- Sen, Leena. *Communication skills*. PHI Learning Pvt. Ltd., 2007.
- Hargie, Owen, ed. *The handbook of communication skills*. London: Croom Helm, 1986.
- McKay, Matthew, Martha Davis, and Patrick Fanning. *Messages: The communication skills book*. New Harbinger Publications, 2009.