

SEMESTER-1st
MINOR COURSE
LNG222N: 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.