

**U.G Softskill Syllabus (for all U.G Courses except BA English)**

**Essentials of Language and Communication – Level – II**

**Objectives:**

- To develop English language skills.
- To enhance grammatical skills to ensure accuracy of communication.
- To communicate effectively and appropriately in real-life situations.

**Unit-I Speaking Skills**

Formal and Informal Conversation – Conversation in the work place – Interviews – Public Speech – Lectures.

**Unit – II Listening Skill**

Comprehending – Retaining – Responding – Tactics – Barriers to Listening – Overcoming listening barriers – Misconception about listening.

**Unit – III Reading Skill**

Acquiring reading – Reading Development – methods teaching – Reading difficulties.

**Unit – IV Writing skill**

Note-making – CV's – Report writing, copy writing, Agenda – Minutes – Circular – Essay writing on any current issues – paragraph – Essay writing, Writing Research papers – Dissertation.

**Unit- V Business Correspondence**

Meaning of Business correspondence – Importance of Business Correspondence essential qualities of a business letters. Different types of business letters – cover letter, thank you letters, message through email and Fax, Acceptance letters, rejection letters, and withdrawal letters.

**Recommended Texts:**

Minippally, Methukutty. M. *Business Communication Strategies*. 11<sup>th</sup> Reprint. New Delhi: Tata McGraw – Hill, 2001.

SasiKumar. V and P.V. Dharmija. *Spoken English: A Self-Learning Guide Conversation Practice*. 34<sup>th</sup> reprint. New Delhi: Tata McGraw – Hill, 1993.

Swets, Paul. W. *The Art of Talking So That People Will Listen: Getting Through to Family, Friends and Business Associates*. New York: Prentice Hall Press, 1983.

John, Seely *The Oxford Guide to Writing and Speaking*. New Delhi: O U P, 1998

**Question Paper Pattern for****Essentials of Language and Communication - Level- II****Max. Marks: 50****Duration : 3 Hrs.****Part – A****10 x 2 Marks = 20 Marks**

Answer Any Ten questions out of 15

Each question carries 2 marks

**Part – B****5 x 6 Marks = 30 Marks**

Answer Any Five Questions out of 8

Each questions carries 6 marks