

**SRI SANKARA ARTS & SCIENCE COLLEGE**  
**(AUTONOMOUS)**  
**DEPARTMENT OF ENGLISH**

**List of Courses on Soft-Skills for UG Course including 5 yrs Integrated  
(Except BA English)**

| S. No. | Semester | Course Title  | Credits |
|--------|----------|---|---------|
| 1      | I        | <b>Essentials of Language and Communication – Level I</b> | 2       |

**SYLLABUS**

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

**Unit I**

Recap of Language Skills – Speech, Grammar, Vocabulary, Phrase, clause, sentence, Punctuation.

**Unit II**

Fluency building

What is fluency – Why is fluency important – Types of fluency – Oral fluency – Reading fluency – Writing fluency – Barriers of fluency – How to develop fluency.

**Unit III**

Principles of communication: LSRW in communication.

What is meant by LSRW Skills – Why it is important – How it is useful – How to develop the skills?

Oral – Speaking words, articulation, speaking clearly.

Written communication – Generating ideas/ gathering data organizing ideas, Setting goals, Note taking, Outlining, Drafting, Revising, Editing and Proof reading.

Non verbal communication – Body language, Signs and symbols, Territory/Zone, Object language.

**Recommended Texts:**

Hewing, Martin. 1999. Advanced English Grammar: A Self-study Reference and practice Book for South Asian Students. Reprint 2003. Cambridge University Press. New Delhi.

Lewis, Norman. 1991. Word Power Made Easy. Pocket Books.

Hall and Shepherd. The Anti-Grammar Book: Discovery Activities for Grammar Teaching Longman.

Powell. In Company. MacMillan.

Cotton, et al. Market Lader. Longman.

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