

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

**I Year P. G -Soft Skills (Except I M.A English)**

**Essentials of Language and Communication – I**

- UNIT 1** :Recap of language skills – vocabulary, phrase, clause, sentence
- UNIT 2** :Fluency Building–word match, reading aloud, recognition of attributes, parts of speech in Listening and Reading, listening–reading comprehension
- UNIT 3** :Principles of Communication – Communication as coding and decoding – signs and symbols – verbal and non-verbal symbols – language AND communication; language VS Communication – media/channels for communication
- UNIT 4** :Types of communication – functional, situational, verbal and non- verbal, interpersonal, group, interactive, public, mass line, dyadic – with illustrations
- UNIT 5** :LSRW in Communication – Listening active vs passive (Talk less, listen more); Speaking – speech vs enunciation (Mind your tone); Reading – Focus on the structure not on the theme alone; Writing – Precise, not only précis writing

**Recommended Texts**

Monippally, Mattukutty. M. 2001, *Business Communication Strategies*. 11<sup>th</sup> Reprint. Tata McGraw-Hill. New Delhi.

Sasikumar. V and P.V. Dhamiji. 1993. *Spoken English: A Self-Learning Guide to Conversation Practice*. 34<sup>th</sup> Reprint. Tata McGraw-Hill. New Delhi.

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

Hewings, 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 Shephard. *The Anti-Grammar Grammar Book: Discovery Activities for Grammar Teaching*. Longman