

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	Essentials of Language and Communication – Level I	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.
