



GOVIND GURU TRIBAL UNIVERSITY BANSWARA

B.A.
Three Year Graduate Course
Semester - III
ENGLISH LITERATURE
Skill Enhancement Course (SEC)
SEC - I
(ENG6551T)
COMMUNICATIVE ENGLISH

UNIT-I

- **Introduction**
- Definition of communication; Verbal and Non-Verbal communication; Barriers to communication; Formal and Informal communication
- **Active Listening**
- Definition of active Listening; Understanding other Viewpoints; Suspending Judgement; Listening for hidden meaning; Grasping non-verbal signals; Barriers and filters in listening
- Activities and Tasks: Listening Comprehension; Quizzes

UNIT-II

- **Speaking Fluently**
- Understanding Formal and Informal styles of Speech; Removing grammatical errors; Learning fluent speaking, using fillers, pauses
- Personality Building Activities: Extempore, Just-a-Minute(JAM), Debate, Group Discussion
- **Reading and Writing**

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- Reading comprehension; Skimming and Scanning
- Activities: Reading aloud practice; Comprehension passages with focus on Current Affairs, Social issues, Environmental concerns
- Writing Skills: Paragraph writing; Precis writing; Writing the topic/heading; Writing letters/emails (Invitations/Enquiries/Complaints/Thanks and responding to them)

UNIT-III

- **Grammar in Context**
- Common errors in grammar and Remedial exercises; Study of Suffixes and Prefixes, Synonyms and Antonyms, Homonyms and Homophones; One-word substitution

Recommended Reading List

1. Allen, Stannard. *Living English Structure*. 5th edition, Pearson India, 2009.
Bhatia, H.S. and P.S. Bhatia. *Spoken and Communicative English*. Ramesh Publishing, 2021.
2. Bhatnagar, R. P., Rajul Bhargava. *English for Competitive Examinations*. Macmillan, 2021.
3. Lee, W.R. *English at Home*. OUP, 1966.
4. Leech, Geoffrey and Jan, Swartvik. *A Communicative Grammar of English*. Routledge, 2002.
5. Leech, Geoffrey, Margaret Deucher and Robert, Hoogenarad. *English Grammar for Today*. Springer, 1982.
6. Mittens et al. *Attitude of English Uses*. OUP, 1970.
7. Quirk, Randolph & Sidney Greenbaum. *A University Grammar of English*. ELBS, 1973.
8. Sharma, R.C. and Krishna Mohan. *Business Correspondence & Report Writing*. McGraw Hill, 2017.
9. Shreedharan, Josh. *The Four Skills for Communication*. Cambridge UP, 2014.
10. Suresh Kumar, E. and P. Sreehari. *Communicative English*. Orient Blackswan, 2007.
11. Thomson & Martinet. *Practical English Grammar*. OUP, 1997.
Tickoo C. & Sasikumar. *Writing with a Purpose*. OUP, 1


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GOVIND GURU TRIBAL UNIVERSITY BANSWARA

B.A.
Three Year Graduate Course
Semester - IV
ENGLISH LITERATURE
Skill Enhancement Course (SEC)
SEC - II
(ENG6552T)
SKILLS IN SPOKEN ENGLISH

UNIT-I and UNIT-II

- **Conversation Skills**
- Understanding Communication, Greetings and Introducing, Making Requests, Asking for and Giving Permission, Offering Help, Giving Instructions and Directions, Art of Small Talk, Participating in Conversation, Making a Short Formal Speech, Describing People, Places, Events and Things

UNIT-III

- Telephone Skills , Understanding Telephone Communication Type of Calls, Handling Calls, Leaving a Message, Making Requests, Asking for and Giving Information, Giving Instructions, Agreeing and Disagreeing , Making and Changing Appointments , Reminding, Making Complaints and Handling Complaints

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Recommended Reading List

1. Boyer, Sujan. *Understanding Spoken English - Book One: A focus on everyday language in context: Bk. 1 (Understanding Spoken English: A Focus on Everyday Language in Context)*. Boyer Educational Resources, 2001.
2. Dutt, P. Kiranmai, et. al. *A Course in Communication Skills*. Cambridge University Press, 2007.
3. Das, Bikram K. *Functional Grammar & Spoken & Written Communication In English*. OrientBlackSwan, 2006.
4. Kumar, Sanjay and PushpLata. *Communication Skills*. OUP, 2015.
5. Kumar, Sanjay and PushpLata. *Communication Skill: A Workbook*. OUP, 2018.
6. Richard, Jack C. *New Interchange: English for International Communication*. Cambridge University Press, 2006.
7. Shreedharan, Josh. *The Four Skills for Communication*. Cambridge University Press, 2016.

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Semester - V
ENGLISH LITERATURE
Skill Enhancement Course (SEC)
SEC - III
(ENG7553T)
WRITTEN COMMUNICATION IN ENGLISH

Unit-I

- Subject-Verb concord
- Tense: Aspect and modality
- Phrase and Clauses
- Complex Sentence and compound sentence

Unit-II

- Punctuation
- Foreign words
- Idioms and Phrases
- Phrasal verbs

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Unit-III

- Essay writing
- Book review
- Précis writing
- Report writing
- Letter writing

Recommended Reading List

1. Azar, B. Fundamentals of English grammar. Longman. 2003.
2. Beaumont, D. and Granger, C. The Heinemann English Grammar.
3. Heinemann. 1992. Eastwood, J. Oxford Practice Grammar. Oxford University Press. 1999.
4. Murphy, R. English Grammar in Use. Cambridge University Press. 2012.
Osmond, Alex. Academic Writing and Grammar for Students. SAGE, 2013.

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SEC - IV
(ENG7554T)
SOFT SKILLS

Unit-I

- **POSITIVE ATTITUDE** : attitude --- features of attitudes ---formation of attitudes— psychological factors --- change of attitudes –ways of changing attitude in a person – the power of positive attitude ---the benefits of positive attitude --- developing positive attitude --- obstacles in developing positive attitude -- negative attitude --- the causes of negative attitude ---the consequences of negative attitude ---how to change negative attitude
- **GOAL SETTING**—introduction –importance of goal setting – goal definition --- types of goals ---what exactly goal setting --- why people don't set goals ---how to choose the right goals –**SMART GOALS** ---Career goals ---benefits of career goal setting ----goal setting tips

Unit-II

- **RESUME WRITING:** Definition --- Resume development ---how does a resume work for you –information that appears on most resumes resume writing tips – online resumes --- guidelines for submitting resumes on the web ---computer friendly resume tips

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Unit-III

- **COMMUNICATION SKILLS** – communication process –types of communication --- barriers to effective communication --- listening skills --- importance of tone of voice--- voice clarity ---verbal expressiveness –tips to develop communication skills --- government initiatives – job roles
- **VOCABULARY ENRICHMENT** -- definition and importance – word formation: prefixes and suffixes --- compound words ---- compound nouns – compound adjectives---synonyms and antonyms ---homonyms – homophones --- idioms and phrases oneword substitutes --- confusing words –tips for vocabulary enrichment -- oral presentation: techniques and tasks ---self –introduction--- talking about objects ---description of person --- welcome speech --- vote of thanks ---

Recommended Reading List :

1. Carnegie,Dale. *The Quick & Easy Way to Effective Speaking*. Srishti Publishers, 2020.
2. Murphy, Josphe. *The Power of Your Subconsciousnessmind*. Srishti Publishers, 2020.
3. Kumar, Sanjay and PushpLata. *Communication Skills*. OUP, 2015. -----.
Communication Skills: A Workbook. OUP, 2018.

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