

ST ANNE'S DEGREE COLLEGE, VIRAJPET
COMMUNICATION SKILLS IN ENGLISH
(Department of English)

SYLLABUS

Credits: 16 Credits

Hours:

01: LISTENING AND ORAL COMMUNICATION SKILLS

BLOCK-01 LISTENING - (Listen and respond I)

- Unit-01 Introduction to listening, listen for gist and respond
- Unit-02 Listen for details and key words to understand specific meaning
- Unit-03 Listen and respond to questions and requests for personal information
- Unit-04 Listen to simple conversations in everyday contexts and respond
- Unit-05 Listening to intonation

BLOCK-02 LISTENING -II (Listen and respond II)

- Unit-05 Listen to accuracy in language use: stress, intonation and problem sounds
- Unit -06 Practice production of stress, intonation and problem sounds

BLOCK 03 LISTENING -III (Listen and respond III)

- Unit-07 Listen to lectures, presentations and other suitable listening materials from electronic media, and take notes
- Unit-08 Listen to telephone calls and respond; keep notes while listening

BLOCK-04 ORAL COMMUNICATION-

- Unit-09 Use conversation starters: introducing oneself; introducing others; small talk: family, friends, hobbies, profession, studies etc
- Unit-10 Pronunciation practice: Stress and syllables; word stress; contracted forms; utterance stress; uses of a dictionary for pronunciation practice
- Unit-11 Summarize academic readings and lectures, and make presentations
- Unit-12 Pronunciation practice: Problem sounds
- Unit-13 Use appropriate language to request and respond to requests

BLOCK-05 ORAL COMMUNICATION-II

- Unit 14 Pronunciation practice: Speech rhythms, breaking larger utterances into meaning chunks; Intonation patterns and their use
- Unit 15 Describe graphs, tables, and charts
- Unit-16 Describe machines and their functions, e.g. computers and hardware;describing processes, eg. how to download apps in mobile handsets
- Unit-17 Ask for and give information; seek clarification, Offer and respond to offers

BLOCK-06 ORAL COMMUNICATION-III

- Unit 18 Ask questions and respond to questions politely
- Unit-19 Congratulate people on their success, Apologize
- Unit 20 Negotiate in difficult situations
- Unit 21 Give feedback in listening contexts
- Unit 22 Use telephone etiquette in telephone conversation

Critica - V

5.1.3 :- Capacity Building and Skills Enhancement Initiatives taken by the Institution.

DATA REQUIREMENT:

1. Name of the capability building and skills enhancement initiatives & Communication Skills in English.
2. Year of Implementation & 2020 - 2021.
3. No. of Students enrolled & 24.
4. Name of the agencies involved with contact details & English Department.

Names	6/1	28/1	9/2	20/2	3/3	10/3
1. Pragna	1	2	3	Ab	4	5
2. Purnitha	1	2	Ab	3	4	5
3. Machaiah	1	Ab	2	3	Ab	4
4. Manthan	1	2	3	Ab	4	5
5. Renita Boothel	1	2	Ab	3	4	5
6. Shilpa	1	Ab	2	3	4	5
7. Milan Shany	1	2	3	4	Ab	5
8. Shaigan	1	2	3	Ab	4	5
9. Kaushtik	Ab	1	2	3	4	5
10. Sheunga	1	Ab	2	3	4	Ab
11. Abhishek	1	2	3	Ab	4	5
12. Afshana	1	2	Ab	3	4	5
13. Sahana	1	2	3	4	Ab	5
14. Madhusree	1	2	3	Ab	4	5
15. Akkanna	1	Ab	2	3	4	5
16. Aechana	1	2	3	Ab	4	5
17. Chaitra	Ab	1	2	3	4	5
18. Dhanushree	1	2	3	Ab	4	5
19. Akshay	1	Ab	2	3	4	5
20. Ganapathy	1	2	Ab	3	4	5
21. James Noronha	1	2	3	Ab	4	5
22. Ritvik Machaiah	Ab	1	2	3	4	5
23. Mohammed Senan	1	2	3	Ab	4	Ab
24. Punith V. G.	1	2	Ab	3	4	5