



**FORMAT FOR COURSE CURRICULUM**

**Course Title: Communicative English for teachers**

**Course Code:**

**Credit Units: 03**

L	T	P/S	SW/FW	TOTAL CREDIT UNITS
03	-	-	-	03

**Course Contents/Syllabus:**

<p><b>Course Objectives : To enable the students to -</b></p> <ul style="list-style-type: none"> <li>▪ Communicate effectively and appropriately in real life situations.</li> <li>▪ Acquire skills for effective written as well as spoken communication</li> </ul>	<b>Weightage (%)</b>
<b>Pre-requisites:</b> Graduate in any discipline	
<p><b>Student Learning Outcomes: After completion of the course the students will be able to –</b></p> <ul style="list-style-type: none"> <li>• Organize their thoughts in a coherent, accurate and impressive manner in written as well as spoken forms</li> <li>• Describe basics of communication.</li> <li>• Comprehend the basics of pronunciation.</li> </ul>	
<b>Module I : Basics of Communication</b>	<b>20%</b>
<p><b>Descriptors/Topics</b>            Principles and Process of communication            Barriers to Effective Communication</p>	

Verbal & Non-verbal Communication, Body Language, , Facial expressions, Eye contact, Posture, Dress & Accessories.	
<b>Module II Spoken English Communication</b>	<b>20%</b>
<b>Descriptors/Topics</b> Basic of Pronunciation, Accent Phonetics – Speech Drills on Vowel & Consonant sounds. Clarity & Pitch Presentation Skills –Extempore, GroupDiscussions, Debate, Paper Presentation, Telephonic Conversation, Seminar, Panel Discussion	
<b>Module III Written English Communication</b>	<b>30%</b>
<b>Descriptors/Topics</b> Creating Idea Bank and Structuring of Write – Ups Communication by letters – Business and Personal Letters. Note Taking, Report Writing, Writing Minutes of Meeting, Invitation, Welcome Speech, Vote of Thanks, Notice Writing	
<b>Module IV Professional Communication</b>	<b>30%</b>
<b>Descriptors/Topics</b> Collecting, classifying and conveying information Resume Writing, C.V Interview skills – Preparation & Follow-up	
<b>Pedagogy for Course Delivery:</b> <ul style="list-style-type: none"> <li>• Discussion</li> <li>• Lecture method</li> </ul>	

<b>Assessment/ Examination Scheme:</b>					
<b>Theory L/T (%)</b>		<b>Lab/Practical/Studio (%)</b>			<b>End Term Examination</b>
<b>100</b>		<b>NA</b>			<b>70</b>
<b>Theory Assessment (L&amp;T):</b>					
<b>Continuous Assessment/Internal Assessment</b>					<b>End Term Examination</b>
<b>Components (Drop down)</b>	<b>Class-Test</b>	<b>Project</b>	<b>Portfolio</b>	<b>Attendance</b>	<b>70</b>
<b>Weightage (%)</b>	10	10	05	05	

**Text & References:**

- McGraw Hill Boove and Thill. Business Communication Today.
- Murphy and Hilterbrandth Business Communications.
- Ronald. E. Dulek & John S. Fielden Principles of Business Communication (Macmillan)
- Vangelist L. Anita, Mark N. Knapp Interpersonal Communication and Human Relationships, (Allyn and Bacon)