



KARNATAKA STATE OPEN UNIVERSITY

Mukthagangothri, Mysore – 570 006, India

Skill Development Programme

Syllabus - Post Graduate Programmes

English for Communication and Soft Skills

Preamble:

Learning can be a pleasurable experience. What makes learning possible is motivation. Why do we need to learn a language? Obviously in order to communicate with others, to express our ideas, to share our joys and rid ourselves of our problems. Communication skills are a function of certain psychological / attitudinal / personality traits and a sense of language. In order to prove one's excellence at communication, a candidate needs to master language skills. The course English for Communication and Soft Skills aims to equip students with a sound knowledge of English language and a firm foundation to enhance their skills in written and spoken language.

Objectives:

- to provide expertise in language and communication skills.
- to evolve different ways of testing language proficiency.
- to enhance the candidate's ability to understand the dynamics of social interaction.

Learning Outcomes

By the end of this course, students are able to

- interact with academic content in reading, writing, listening, and speaking.
- enhance their language skills as well as cognitive abilities.
- demonstrate ability to think critically in English language and communication.

Level I – First Year

English Language and Communication:

- a) English as a world Language.
- b) Importance of Communication.
- c) Spoken and Written Communication.

- d) Verbal and Non Verbal Communication.
- e) Barriers of Communication.

Listening and Speaking Skills:

- a) Phonetics and Accent Neutralization
- b) Intonation
- c) Presentation Skills.
- d) Interview Skills.
- e) Group discussions.

Level II – Second Year

Reading and Writing Skills:

- a) Styles of Reading: Excerpts or Passages from famous literary texts (Drama, Novel, Fiction, Short Story, Prose, Poetry and Essay).
- b) Story writing
- c) Practical Criticism
- d) Reviews.

References:

1. A.J. Thomson & A.V Martinet. *A Practical English Grammar*. Oxford University Press, 1986.
2. F.T .Wood. *A Remedial English Grammar for Foreign Students*. Trinity Press. 2014.
3. Wren and Martin. *English Grammar &Composition*. Blackie. 2015.
4. J.D.O’ Connor. *Better English Pronunciation*. Cambridge University Press, 1970.
5. Francoise, Grellet. *Developing Reading Skills*, Cambridge: CUP, 1981.
6. Swan, Micheal. *Oxford Pocket Basic English Usage*. Oxford University Press,1992.