



# KARNATAKA STATE OPEN UNIVERSITY

Mukthagangothri, Mysore – 570 006, India

## Skill Development Programme

### Syllabus - Undergraduate 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**

#### **Teaching Grammar:**

Kinds of sentences, Reported speech, Modals and auxiliary verbs, Tenses, Phrasal verbs, Idioms, Active and Passive Voice, Degrees of Comparison: Positive, Comparative and Superlative, Simple, Compound and Complex sentences.

## **Level II – Second Year**

### **Listening and Speaking Skills:**

Accent Neutralization, consonants and vowel sounds, Syllables, Intonation, Phonetic symbols and Pronunciation, Dialogues/ Conversations, Presentation skills, Conferences, Seminars, Public Speaking, Interviews, and Group discussions.

## **Level III – Third Year**

### **Reading and Writing Skills:**

Styles of Reading: Excerpts or Passages from famous literary texts (Drama, Novel, Fiction, Short Story, Prose, Poetry and Essay). Precis, Dialogue writing, Resume writing, and Comprehension passages, Story writing, Report writing, Note-making, Letters: Formal and Informal letters.

### **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.