

**Course: Discipline Specific Core**

Semester	3
Paper Number	GENCR3071T
Paper Title	CORE MIL 2 ENGLISH
No. of Credits	6
Theory/Composite	
No. of periods assigned	Th; 5+ 1Tutorial
Name of Faculty members(s)	Nandini Mukherjee/Mala Balakrishnan
Course description/objective	<b><u>General Objectives</u></b>  <ol style="list-style-type: none"><li>1. To develop advanced communication skills for personal, social and professional interaction through reading, writing, speaking and listening</li><li>2. To develop holistic communication competence – linguistic, sociolinguistic, discourse and strategic.</li><li>3. To develop inter-personal skills and emotional intelligence in communication</li><li>4. To develop the study of cross-cultural communication and etiquette, in recognition of social and cultural pluralities.</li><li>5. To understand the concepts of leadership and teamwork in communication</li></ol>
Syllabus	<b><u>Module 1: Developing Communication</u></b> <b><u>Section A; (15 classes)</u></b>  <ol style="list-style-type: none"><li>1. The Communication Process and the 7Cs of Communication (1 class)</li><li>2. Forms of Communication (Revision) (1 class)</li><li>3. Levels of Communication (1 class)</li><li>4. Leadership and Teamwork in Communication (3 classes)</li><li>5. Reiteration of listening and reading skills and strategies (1 class)</li><li>6. Listening Comprehension: Level 1 - different Spoken English texts in a formal and informal register (2 classes)</li><li>7. Reading Comprehension: Level 1 - close reading of texts on global issues, identifying factual information, themes and main ideas (3 classes)</li><li>8. Varieties of English: Level 1 – usage of British and</li></ol>

- American English in context (2 classes)  
9. English Idioms for Business Communication (1 class)

**Module 1: Section B (15 classes)**

1. Barriers to Communication (2 classes)
2. Motivation and Needs Theory – Maslow and Herzberg (2 classes)
3. Inter-personal skills, Emotional Intelligence, SWOT analysis (3 classes)
4. Listening Comprehension: Level 2 - Spoken English texts in a variety of contexts (2 classes)
5. Reading Comprehension: Level 2 – close reading of texts and identifying views and arguments (2 classes)
6. Varieties of English: Level 2 – usage of British and American English in context (2 classes)
7. English for Specific Purposes in context: vocabulary of a) banking b) media c) corporate ( 2 classes)

**Total Marks for Module 1: 40**

**Module 2: Professional Speaking and Communicative Writing**

**Section A (15 classes)**

1. Reiteration of speaking skills and strategies (1 class)
2. Presentation with evaluation: Level 1 (3 classes)
3. Mock Interviews with evaluation (4 classes)  
**Language Focus for speaking:** a) fluency and coherence b)vocabulary c) grammar and accuracy d) pronunciation
4. Business Letters; Sales letters, letters of complaints, letters of claim and adjustments (3 classes)
5. Letters of job application with CV ( 3 classes)
6. Professional Case Studies: Level 1 - analysis and interpretation (1 class)

**Module 2: Section B (15 classes)**

1. Group Discussion with evaluation (3 classes)
2. Presentation with evaluation: Level 2 (3 classes)  
**Language Focus for speaking:** a) fluency and coherence b)vocabulary c) grammar and accuracy d) pronunciation

	<p>3. Principles of Communicative writing: condensation, clarity and coherence (1 class)</p> <p>4. Neutral and Global English – avoiding Indianism (1 class)</p> <p>5. Report Writing: survey reports with questionnaire ( 2 classes)</p> <p>6. Documentation: Notice, Agenda and Minutes (2 classes)</p> <p>7. Writing Proposals ( 2 classes)</p> <p>8. Professional Case Studies: Level 2 – analysis and interpretation (1 class)</p> <p style="text-align: center;"><b>Total marks for Module 2: 40</b></p> <p style="text-align: center;"><b>Note: Allotted class break-up is approximate</b></p>
Reading/Reference Lists	<p>Company to Company – Andrew Littlejohn, CUP</p> <p>Communicative English – Meenakshi Raman and Sangeeta Sharma, OUP</p> <p>Technical Communication- Meenakshi Raman and Sangeeta Sharma, OUP</p> <p>Business Communication – Meenakshi Raman and Prakash Singh, OUP</p> <p>English Language Laboratories: A Comprehensive Manual – Nira Konar, PHI</p> <p>Business English: Pearson</p> <p>Words at Work –David Horner, Peter Strutt, CUP</p> <p>Commercial Correspondence –A. Ashley, OUP</p> <p>Business Correspondence and Report Writing – R.C. Sharma, Krishna Mohan, Tata McGraw Hill</p> <p>Communicating in Business, Simon Sweeney, CUP</p> <p>A Course in Listening and Speaking – Sasikumar, Dutt and Rajeevan</p> <p>Professional Presentations – Malcolm Goodale</p> <p>Working in English – Leo Jones</p> <p>New International Business English – Leo Jones, OUP</p> <p>Business Result , Upper Intermediate – OUP</p> <p>Speaking Effectively – CUP</p> <p>English for Customer Care, Oxford Business Series, OUP</p> <p>IELTS and BEC Papers, CUP</p> <p><b>Websites:</b></p> <p>English Listening Lounge <a href="http://www.englishlistening.com">www.englishlistening.com</a></p> <p>BBC Learning English</p> <p><a href="http://www.bbc.co.uk/worldservice/learningenglish">www.bbc.co.uk/worldservice/learningenglish</a></p>
Evaluation	<p>CIA: 20 ( 15+5)</p> <p>End Semester: 60 (Theory) 20 (Practical)</p>