

**SATAVAHANA UNIVERSITY, KARIMNAGAR,
TELANGANA STATE**

Skill Enhancement Course (SEC): Communicative Skills in English

C.B.C.S. – U.G. Common Core

2 Credits (2 hours per week)

Common paper for all UG III-Semester Courses

Objectives of the course:

The course has been designed for UG students to be able to create an awareness about the four fold language skills and it also motivates the students to use different language skills and their sub skills in their day to day life. They further train the students to have adequate knowledge and exposure to different genres of language in English.

The Syllabus:

Unit – I: Oral Skills

- Sub-skills of Listening
- Understanding the Real Purpose of Listening
- Factors affecting Listening Comprehension
- How to Develop Listening Comprehension
- Essential Elements for Speaking
- Sub-skills of Speaking
- How to Develop Speaking Skills

(The following areas to be covered: Speech Sounds in English, Stress, Intonation, Rhythm, and Voice Quality, Characteristics of a Speech, Group Discussion, Mock Interview, JAMs and Strategies for Spoken English)

Unit – II: Written Skills

- Sub-skills of Reading
- How to read, reflect and interpret the text
- Factors affecting Reading comprehension
- How to develop Reading Skills
- Essential Elements for Writing
- Sub-skills of Writing
- Factors affecting Writing skills
- How to get mastery in Writing

(The following areas to be covered: Narrative passages, Reading and understanding advertisements, matrimonial, classifieds and resumes, brochures, tabular forms; Review of articles, news items and books, Paragraph Writing, Letter Writing, Notice, Invitation, Resume and qualities of good handwriting.)

Suggested Reading:

1. Byrne, Donn. *Listening Comprehension. Teaching Oral English.* New York: Longman, 1976.
2. Ur, Penny. *Teaching Listening Comprehension.* Cambridge, C.U.P., 1984.
3. .Balasubramanian, T. *A Textbook of English Phonetics for Indian Students.* Madras: Macmillan India Press, 1981.
4. Bansal, R.K. and J. B. Harrison. *Spoken English for India.* London: Orient Longman, 1972.
5. Doff, Adrian. *Teach English: A Training Course for Teachers.* Cambridge: C.U.P. ,1988.
6. Jones, Danial. *Everyman's English Pronouncing Dictionary.* London: ELBS, 1974.
7. Munby, John. *Read and Think: Training in Intensive Reading Skills.* England: Longman Group Ltd., 1978.
8. Nuttall, Christine. *Teaching Reading Skills in a Foreign Language.* London: Heinenemann, 1982.
9. Freeman, Sarah. *Written Communication in English.* Hyderabad: Orient Longman, 1996.
10. Hedge, Tricia. *Writing.* Oxford: O.U.P.1991.