Rajagiri College of Social Sciences(Autonomous)
COURSE INFORMATION SHEET

COURSE : **COMMUNICATIVE ENGLISH**	YEAR: 2014-15
COURSE CODE : **AOC-2**	COURSE TYPE : **Value Added Course**
COURSE AREA/DOMAIN **: LANGUAGE**	CONTACT HOURS: **2 hours / Week.**

SYLLABUS

'English for Communication' aims at catering to the increasing need for effective communication skills in higher education. It is a platform for undergraduate and postgraduate students to understand, master and apply the principles of communication for effective management of personal and professional life.

The certificate course, though specifically designed to meet the requirements of various schools and departments within the institution, complies with the University Grants Commission's mission to improve career prospects through career-oriented add-on courses. The course offers state-of-the- art teaching-learning experience using language lab, learning through games and simulations to standardize and enhance the English language proficiency levels of the students.

The course offered in cafeteria model, where the syllabus and contact hours are flexible. With specific learning outcome envisaged, the course, however, gives the instructor the freedom to adopt methodology used in English for Specific Purposes (ESP). A certificate with the seal of the college will be awarded at the end of the basic and advanced levels separately based on the average score accrued by the student and on his/her successful completion of the continuous internal and external assessments within the stipulated time frame.

Session Topics

LEVEL -I		
Sessions	**Topic**	**Methodology**
1-4	Elements of Communication,Phonetic Training Speak Out (Self Introduction)	Lecture & Video Screening, language lab, activity
5-6	Building Deeper Relations with the Johari Window	Lecture and Activity
7-8	Barriers to Communication – Physical, Psychological, Cultural & Semantic	Lecture & Role Play
9-10	Listening as a Communication Skill – Casual Listening, Listening for Information, Intensive Listening, Empathetic Listening – Poor Listening Habits	Lecture & Activity
11-12	Nonverbal Communication – Significance of Kinesics, Proxemics &Haptics	Lecture & Video Presentation

13-15	Public Speaking - Importance of Public Speaking - Qualities of a Good Speaker	Video Mediated lecture and Speaking Activity
16-17	Designing and Delivering Power Point Presentations – Organizing the Content - Designing Compelling Presentation Visuals - Delivery Style	Lecture & Assignment - Creating PPTs & Presentations
18-19	Etiquette Advantage in Communication – Introductions and Greetings – Dressing and Grooming - Table Manners	Video Mediated Lecture & Presentation
19-20	Critical Thinking – Logos - Reason in Daily Communication- Fallacies, post truth	Lecture & Activity - Analysis of a Viral Video

COURSE MATERIALS

The list of materials provide a sense of direction to both the instructor and the students in making the right choice of reference for successful completion of the course.

BOOKS:

Sanghita Sen, Alanrita Mahenda, Priyadarshini Patnaik - *Communication and Language Skills*- Cambridge University Press

V. Sasikumar, P. Kiranmayi Dutt, Geetha Rajeevan – *Listening and Speaking* – Foundation Books

Sabina Pillai – *Spoken English for My World* – Oxford University Press

GeethaRajeevan - *Write Rightly*– Foundation Books

Steve Hart, Aravind R Nair, Veena Bambhani - *EMBARK* – Cambridge University Press

Wren & Martin – *High School English Grammar*–Blackie

ARTICLES:

Anjali Hans & Emmanuel Hans – 'Kinesics, Hepatics and Proxemics: Aspects of Non-Verbal Communication' –IOSR- JHSS

TJohn W. NewstromStephen A. Rubenfeld - THE JOHARI WINDOW: A RECONCEPTUALIZATION -Developments in Business Simulation & Experiential Exercises, Volume 10, 1983

METHODOLOGY OF TEACHING

1. Lecture, audio &video mediated interaction and language lab software based instruction are the major methods to effectively conduct the sessions. Role-play,skits, games andtask-oriented activities to be incorporated in language acquisition through simulation.
2. The instructor is free to choose the course materials from the reference texts provided; the material chosen should comply with the methodology provided in the syllabus.
3. Language lab software to be utilizedto improve the Listening and Speaking Skills of the students.
4. Regular meetings of instructors to be organized to ensure uniformity in teaching methodology.
5. Regular ICT training to be provided to instructors.

EVALUATION PATTERN

The assessment is a tripartite system and accounts for the overall grade.

Assessment Components	Weight (%)
Final Exam: Group Discussion & Interview Listening & Speaking (Online Test) Writing, Comprehension& Language Proficiency (Online Test)	 25 25 20
Internal Exam	20
Attendance	10

Attendance: (Weightage - 10 Points)

Based on College and University patterns.

Internal Assessment: (Weightage - 20 Points)

1. Public Speaking & Presentation Skills (For Level-I)

The candidate will give a presentation related to personal aspirations, job or career intentions and/or interests to a defined audience. Audio and/or visual aids may be used.

Maximum time: 10 minutes for each student

Weightage: 10 Points

Final Assessment: (Weightage - 70 Points)

Assessment Components	Points
GD & Presentation Skills	25
Speaking Skills (Online Test)	25
English Language Proficiency (Online Test)	20

Distribution of Letter Grades

COURSE OUTCOME & ASSESSMENT: Space for the components of assessment and weightage for each component

Assessment Components	Weight (%)
GD & Presentation Skills	XX
Speaking Skills (Online Speaking Test)	XX
English Language Proficiency (Online Grammar, Comprehension and Writing Test)	XX
Attendance	XX
TOTAL	**100**

Grading Scheme for AOC	
Points	**Grade**
90-100	S
80-89	A
70-79	B
60-69	C
50-59	D