

Communication Skills in English for UG Classes

Course name: Communication Skills in English

Class: BCA, BVOC, BSc(IT,BIO-TECH) Semester: I

OBJECTIVES OF THE COURSE: The course is designed to help the students hone their communication skills in order to exchange the information and ideas, whether written or oral. The aim of the course is to educate the students about successful businesses and for building relationships by influencing interactions either positively or negatively. It further acquaints the students about the patterns acquired in English pronunciation, with the purpose of increasing the knowledge about phonetics and phonology and to improve the pronunciation and their listening ability.

Course Outcomes:

At the end of the course the student should be able to-

- Enumerate listening as well as speaking and conversational skills in a business communication.
- Define guidelines and etiquettes in either making or receiving telephone calls for an effective business communication.
- Cultivate the skill of Note-Taking and define its importance.
- Transcribe the words in IPA symbols.
- Mark word stress in the words of English as per the rules.
- Prepare and present oral presentation for the practical/oral testing.
- Impressively participate in a group discussion.
- Have a good command over the English language keeping in mind the tone and gestures.

Course name: Communication Skills in English

Class: BCA,BVOC, BSc(IT,BIO-TECH) Semester: II

OBJECTIVES OF THE COURSE: The course is designed to help the students hone their communication skills in order to exchange the information and ideas, whether written or oral. The aim of the course is to educate the students about successful businesses and for building relationships by influencing interactions either positively or negatively. It further acquaints the students about the patterns acquired in English pronunciation, with the purpose of increasing the knowledge about phonetics and phonology and to improve the pronunciation and their listening ability.

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