

B.A.LL.B (Hons.) 5 YEARS INTEGRATED COURSE

SEMESTER-I

Course Code	ENG171
Course Title	General English and Communication Skills
Type of Course	Core
L T P	5 1 0
Credits	6
Course Prerequisites	12th
Course Objectives (CO.)	The course aims to enhance students' vocabulary and comprehension skills through the prescribed texts, teach the rules of English grammar descriptively and make students aware about the socio-cultural aspects of the English language.

Unit-I

- Tenses
- Passives
- Reported/Reporting Speech
- Parts of Speech: Noun, Pronoun, Adjective, Verb, Adverb, Preposition, Conjunction and Interjection
- Modals: Can, Could, May, Might, Will, Would, Shall, Should and Must

Unit-II

- Paragraph Writing : Topic Sentence, Inductive logic and Deductive logic
- Essays: Narrative, Descriptive, Expository and Persuasive
- Notice: Format, Characteristics and 5 W's,
- Email: Structure, Characteristics of Effective Emails and Advantages
- Letter Writing: Formal and Informal

Unit-III

- Professional Communication
- Verbal and Non-Verbal Communication
- Barriers to Communication
- Indianisms

- C.V.

Unit-IV

- Conversation: Formal and Informal
- Group Discussion
- Interview Skills
- Report Writing
- Memo

Suggested Readings:

- Eschholz, Paul and Rosa, Alfred (ed.), *Subject and Strategy*. NY: St. Martin's Press, 1978.
- Ezekiel, Nissim. *Collected Poems 1952-1988*. New Delhi: Oxford University Press, 1999.
- Hosler, Mary Margaret. *English Made Easy*. Delhi: McGraw, 2013.
- Koneru, Aruna. *Professional Communication*. Delhi: McGraw, 2008.
- Mahanand, Anand. *English for Academic and Professional Skills*. Delhi: McGraw, 2013.
- Rani, D Sudha, TVS Reddy, D Ravi, and AS Jyotsna. *A Workbook on English Grammar and Composition*. Delhi: McGraw, 2016.
- Rizvi, M. Ashraf. *Effective Technical Communication*. Delhi: McGraw, 2018.
- Sharma, R.C. and Krishna Mohan. *Business Correspondence and Report Writing*. Delhi: McGraw, 2013.
- Tyagi, Kavita and Padma Misra. *Basic Technical Communication*. Delhi: PHI Learning, 2013.

Audio-Visual Materials:

- BBC Learning English. "Grammar" (A Series of 64 videos). Online video clip. YouTube. YouTube, 7 July 2015. Web. 22 April 2019.
- BBC Learning English. "RP phonemes: pronunciation tips." Online video clip. YouTube. YouTube, 16 Aug. 2014. Web. 22 April 2019.
- IIT Kanpur. "Communication Skills" (A Series of 40 videos, NPTEL). Online video clip. YouTube. YouTube, 6 Jan. 2014. Web. 22 April 2019.
- IIT Kanpur. "Developing Soft Skills and Personality" (A Series of 48 videos, NPTEL). Online video clip. YouTube. YouTube, 14 Sept. 2016. Web. 22 April 2019.
- IIT Madras. "Better Spoken English" (A Series of 38 videos, NPTEL). Online video clip. YouTube. YouTube, 10 July 2013. Web. 22 April 2019.
- IIT Madras. "Technical English for Engineers" (A Series of 38 videos, NPTEL). Online video clip. YouTube. YouTube, 14 Jan. 2016. Web. 22 April 2019.

- IIT Roorkee. “Effective Writing” (A Series of 24 videos, NPTEL). Online video clip. YouTube. YouTube, July 2018. Web. 22 April 2019.
- IIT Roorkee. “Soft Skills” (A Series of 60 videos, NPTEL). Online video clip. YouTube. YouTube, July 2018. Web. 22 April 2019.
- UChicago Social Sciences. “Leadership Lab: The Craft of Writing Effectively.” Online video clip. YouTube. YouTube, 26 June 2014. Web. 22 April 2019.