

MA 1st Year, Semester I or II
For the Students of Other Faculty

Course Code	Course Name	Credits
ENG106 or ENG208	Understanding Communication	4
<p>Course Objective: The course aims to-</p> <ul style="list-style-type: none"> • Introduce the students to the communication strategies • To facilitate students to interpret multiple modes of literary and performative texts with the help of communicative tools • To sharpen their communication competence through various audio-visual toolkits. 		
<p>Course Outcome: On completing this programme, the students will be able to-</p> <ul style="list-style-type: none"> • Know the various types of communication • Understand the modes and usage of communication • Apply the communicative techniques in current situation • Sharpen their Soft-skills and hone their personality development 		
Units	Course Contents	
Unit- I	Communication: Definition, Types (Verbal and Non-verbal), Language as a tool of communication The flow of Communication Communication Networks	
Unit-II	Barriers to Communication Professional Communication Features of Professional communication Importance of Business/Technical Communication	
Unit-III	Basics of Pronunciation, Introduction to Sounds (IPA) Paragraph Writing: Methods, unity and coherence Reading Skills: Types, Strategies, Barriers	
Unit-IV	Official Communication: Letter, Memo, Notice and circular, E-mail, Job Application, CV, etc.	
<p>Suggested Readings: Meenakshi Raman & Sangeeta Sharma. <i>Technical Communication- Principles and Practices</i> Communication Skills by Dr. T. Ravichandran, Department of Humanities and Social Sciences, IIT, Kanpur (NPTEL) https://www.youtube.com/watch?v=cQruENyLNYI&list=PLbMVogVj5nJSZB8BV29_sPwwkzMTYXpaH English Language for Competitive Examinations By Prof. Aysha Iqbal (NPTEL) https://www.youtube.com/watch?v=6xFaxIwwq0s&list=PLqGm0yRYwTjSdCmTeXLJLkHXmC6CbEw Better Spoken English by Prof. Shreesh Chaudhary, Department of Humanities and Social Sciences, IIT Madras. (NPTEL) https://www.youtube.com/watch?v=0AM35Nu5McY&list=PLbMVogVj5nJT3a24lj4KokQCOElxcDQrs Understanding Creativity and Creative Writing by Prof. Neelima Talwar (NPTEL) http://www.digimat.in/nptel/courses/video/109101017/L01.html</p>		