

**DEPARTMENT OF ENGLISH**

**ENGL102**

**Credits 2 (1 + 1)**

**ENGLISH COMPREHENSION AND COMMUNICATION**

Text selected for comprehension	ENGLISH FOR STUDENTS OF SCIENCE Edited by Roy & P.L Sharma 1991. Published by Orient Longman, New Delhi
1&2	The Year 2050- Reflections of A Futurist a. Reading Comprehension b. Vocabulary-Synonyms-Antonyms- Often confused words c. Written Expressions Review (to find out a missing word or phrase out of four selections in a sentence)
3&4	Human Environment a. Reading Comprehension b. Vocabulary- Homonyms and Homophones c. Closest in meaning Review (To select one answer that is closest in meaning out of four choices similar to the original sentence)
5&6	Experiment and Experience a. Reading Comprehension b. Language study-Functional Grammar & correct usage c. Effective Business Correspondence-Mechanics of a good letter Preparation of resumes & application

**WRITTEN SKILLS**

7&8	Technical and Scientific Report Writing-Market Reports
9&10	Written communication-the style-importance of professional- Writing-choice of words and phrases-precision-conciseness- cliches- jargon-foreign words
11&12	Precis writing or Synopsis writing
13&14	Meetings – purpose - procedure – participation – chairmanship - physical

arrangements recording minutes of meetings

- 15&16 INTERVIEWS-types of interviews-purpose- different settings-as interviewer interviewee-physical makeup and manners- appearance- poise-speech-self reliance Evaluation process

### **Practicals**

- 1 Listening comprehension: listening to short talks- conversations-lectures-speeches(scientific, commercial and general in nature)-oral exercises in listening comprehension
- 2&3 Communication: Spoken English-oral communication- importance-stress and Intonation- spoken English practice by using audio visual aids
- 4&5 Oral presentation of reports- Seminars and conferences- features of oral Presentation-regulating speech- physical appearance-body language-posture-eye contact-voice-audience-preparation of visual aids- Practical: one presentation by individual on the given topic related to agri -business management and conducting a mock seminar on some important topic
- 6 Collection of Data for Market Reports- visit to Agricultural Market Yards& DATTC
- 7 Evaluation of a presentation- evaluation sheet-other strategies to be considered for evaluating a presentation - Practical: Mock evaluation of a presentation
- 8&9 Dyadic communication-face to face conversation- Telephonic conversation-rate of speech-clarity of voice-speaking and listening politeness- telephone etiquette Practice of Telephonic conversation
- 10 Reading Skills- Rapid reading- intensive reading -improving reading skills
- 11 Speech- Mechanics of Good speech-speech writing and speech making Practice of Speech making
- 12 Public relations- developing public relations-aims- methods- exhibitions-press releases-Micro films-Television and radio advertisement- preparation of audio and Videocassettes on various topics related to agriculture-one exhibition on agribusiness by students
- 13 Practice of presentations by using power point and LCD projector
- 14 Conducting Mock interviews-testing initiative, team spirit, leadership, intellectual ability, potential for development, memory, motivation,

objectives, aptitude etc

## 15 REVIEW OR FEEDBACK

### References

- 1 Business Correspondence and Report Writing  
Sharma R C and Krishna Mohan 1978. Tata McGraw Hill Publishing Company, New Delhi
- 2 Business Communications  
Balasubramanyan M 1985. Vani Educational Books, New Delhi
- 3 Telephoning in English  
Jean Naterop B and Rod Revell 1997 Cambridge University Press, Cambridge
- 4 Business Reports in English  
Jeremy Comfort, Rod Revell and Chris Stott 1984. Cambridge University Press, Cambridge
- 5 New International Business English  
Leo Jones and Richard Alexander, 1996 Cambridge University Press, Cambridge
- 6 English Conversation practice  
Grant Taylor, 1975. Tata McGraw-Hill Publishing Company Ltd, New Delhi
- 7 Developing Communication Skills  
Krishna Mohan and Meera Banerjee 1990. Macmillan India Ltd, New Delhi