

Linguistic Empowerment Cell

English for Empowerment

Capacity Building Programme

Two Semester Part time Courses for Students of JNU

Course Outline

Basic Communication Skills

<http://www.jnu.ac.in/LEC/default.htm>

English for Basic Communication Skills

Course Objectives

- to help improve basic communication skills in English
- to empower the students to comprehend a general or academic communication
- enhancing their verbal communication
- to enhance knowledge of English Grammar
- to enable the students to formulate grammatically correct, logical and contextually appropriate sentences
- to empower the students with summarising skills so that they can comprehend the texts
- enabling them to be confident during introductions, conversations and presentations
- to help them recognize differences between formal and informal communication
- to equip the students with paraphrasing skills so that they can build upon and talk about the bullet-points of power-points and give oral presentations

The course will be organised around the main topics outlined below. Some changes in content may be made in order to reflect the exact needs of the students in the course as per their groups.

Course Outline

1. EFFECTIVE LISTENING AND COMPREHENSION SKILLS

- Different types of Listening
- Effective Listening Strategies
- Listening Comprehensions
- Recorded speeches/texts
- Understanding of various accents
- Note Taking

2. EFFECTIVE SPEAKING SKILLS

- Introduction and Greetings
- Different types of Speaking
- Mother Tongue Influence
- Dictionary usage for correct pronunciation and Vocabulary building
- Syllables, Stress, Tone
- Homophones, Homonyms and Homographs
- Using stress appropriately to differentiate between a noun and a verb (eg. Present vs. Present)
- Paraphrasing and elaboration
- Coherent organization of information at sentence and discourse levels
- Language to avoid: Personal, judgemental, emotive, vernacular
- Plagiarism

3. EFFECTIVE READING AND READING COMPREHENSION SKILLS

- Different types of Reading
- Silent Reading vs. Reading Aloud
- Effective reading strategies

- Skimming and Scanning
- How to Get the Most out of Reading (Reading Efficiently)
- Note taking for literature reviews and term papers

4. EFFECTIVE WRITING SKILLS

- Differentiating between Good vs. Bad Writing
- Effective Writing Strategies
- Forms of Writing
- Summarizing and Paraphrasing techniques
- Language and style of Writing
- a. Words and Phrases
- b. Dealing with New Words (Academic Vocabulary Building)

5. PRESENTATIONS

- Recognizing differences between Good vs. Bad speech
- Understanding the nuances of a good presenter
- Body Language, Voice and Pronunciation
- Preparation and Planning
- Creating Interest and Establishing a Relationship with the Audience
- Use of summarising and paraphrasing techniques to elaborate on the bulleted points from power point into oral presentation

Textbooks/workbooks suggested for the students

- Murphy, Raymond. 1992. *Elementary English Grammar (2nd edition)*. Cambridge University Press.
- Murphy, Raymond. 1994. *Intermediate English Grammar (2nd edition)*. Cambridge University Press.
- Hewings, Martin. 1999. *Advanced English Grammar*. Cambridge University Press.