

M.A. ECONOMICS (CCSS) (2019 Admission Onwards)

**COURSE CODE: CAPACITY DEVELOPMENT PROGRAMME IN
COMMUNICATION SKILLS**

TOTAL HOURS: 10

Module I: Learning Language

Understanding Spoken And Written Messages: Developing Familiarity Through Reading And Listening; Familiarization Through Comparison: Comparing Expressions/ Sentence Patterns In Mother Tongue And Second Language; Systematic Cultivation Of Language: Free Voluntary Reading/ Voluntary Listening (Movies, News Etc.), Taking Language Learning As A Natural Process- Read, Listen Or Watch What You Like and Content And Integrated Learning.

Suggested Readings/Link

M. Ilin & E.Segal.1945. How Man Became A Gian. Kitabistan. Allahabad.

https://www.youtube.com/watch?v=FGHHGZ0-_jE

<https://www.youtube.com/watch?v=nRiHKI-8u0A>

<https://www.youtube.com/watch?v=D6-qpaSxAQc>

<http://iteslj.org/c/jokes-short.html>

<https://www.worldclasslearning.com/english/english-jokes.html>

Module II: Elements of Effective Writing

Hindrances to Effective Communication; Language Acquisition; Learning-Speaking-Reading-Writing (LSRW) Skills; Sentence Structure in English; Building Sentences: Tenses, Adjectives, Adverbs, Prepositions; Building Sentences: Linking Words; Preparing a Self Introduction; Writing a General Academic Essay: The Basics and Writing Task.

Suggested Readings:

Stephen Bailey. (2003). Academic Writing-A Practical Guide for Students,

Routledge Falmer. Thomas S. Kane (1988), Berkeley (2000). The Oxford

Essential Guide to Writing. OUP Sharon Sorenson. Wiley. (2010). Webster's

New World Student Writing Handbook (5th Ed.) Rowena Murray. (2005).

Writing for Academic Journals. OUP. McGraw.

Virginia Evans. (2000). Successful Writing Proficiency. Express Publishing.

Dorothy E. Zemach and Lisa A. Rumisek. (2005). Academic Writing-From Paragraph to Essay.

Macmillan.

Module III: Academic and Professional English

Illusion About English; School Of Unlearning; Where Do Students Need English?; Read, Listen, Speak And Write; Economics And English; Online English Courses; Attending An Interview in English; Writing A Resume and Writing An SOP And / Or A Cover Letter

Suggested Readings:

Cummins, J. (1979). Cognitive/academic language proficiency, linguistic interdependence, the optimum age question and some other matters. Working Papers on Bilingualism

Cummins, J. (1984). Wanted: A theoretical framework for relating language proficiency to academic achievement among bilingual students.

Krashen, S. (1982). Principles and Practice in Second Language Acquisition.

Pergamon Press. Michael Byram, Routledge , Encyclopedia of Language Teaching and Learning.

Rosamond Mitchell and Florence Myle, Second Language Learning Theories.

Module IV: Conversational Skills in English

Why English is Important?; Factors Affecting From Learning English; Materials Required; Public Speaking; Social Media; Tools To Become A Good Communicator; How To Increase Vocabulary; Tips To Effective Communication; Small Talks And General Questions; Self Introduction And Non Verbal Communication

Suggested Readings/Links:

www.englishspeakingclub.com

www.courseera.com

www.learnenglish.britishcouncil.com

Module V: Grammar and Practical Conversations

Noam Chomsky's Universal Grammar; Prescriptive And Descriptive Grammar; Grammaticality And Acceptability; Standard English, Varieties of English; Concord; Collocation; Gender; Intensifiers; Practical Conversations; Greetings; Conversation Starters And Telephone Etiquettes.

Suggested Readings:

P.C. Wren and H. Martin (2019). High School English Grammar and Composition. Paramount Publishing. Norman Lewis. (2011). Word Power Made Easy. Goyal Saab Publications.

