

**NATIONAL INSTITUTE OF TECHNOLOGY  
JAMSHEDPUR, JHARKHAND-831014  
Course Handout**

**Course Code:** HS1201 (EC Branch)  
**Course Title:** English for Communication  
**Instructor-in-Charge:** Dr Rajiv Bhushan

### **Course Description**

This is a foundation course for first year that covers a range of language skills, beginning with basic grammatical concepts, going on to elementary phonetics, and finally focusing on the skills of speaking, listening, reading, and writing. Areas of study include communication in two-person, group and public speaking activities. In addition to learning principles of effective behavior in these settings, students participate in activities to reinforce these skills. The course also covers aspects of business communication. In addition, it ensures exposure to select prose and poetry texts, and makes an attempt to teach language through literature, laying special emphasis on vocabulary and expression. Also, there is an introduction to basic theoretical concepts in communication, designed to give students a critical understanding of key themes in the field and to show how theories illuminate the nature of human interaction.

### **Scope**

- To help students create, transmit, interpret, evaluate, and respond to messages in order to inform, relate to and influence one another interpersonally, in small groups, in organizations, in public settings, and across cultures.
- To equip students with a well-rounded personality
- To improve job prospects of students

### **Objectives**

- To train learners in the art of communication.
- To provide an environment conducive to developing confidence in both spoken and written English
- To develop awareness of different varieties of communication – interpersonal, business, and literary
- To improve vocabulary and expression
- To inculcate among students a broad spectrum of ideas and values with special emphasis on their contemporary relevance

### **Text Books**

- T1.** Bansal R.K. and J.B. Harrison. *Spoken English*. Orient Longman: Mumbai, 1994.  
**T2.** Rizvi M Ashraf. *Effective Technical Communication*. Tata McGraw Hill: New Delhi.  
**T3.** Kumar Sasi V and PV Dhamija. *A Self-learning Guide to English Conversation*. Tata McGraw Hill.  
**T4.** Sen Leena. *Communication Skills*. PHI Pvt. Ltd: New Delhi. **3**

### Course Plan

Lecture No.	Learning Objectives	Topics to be Covered	Refer to Chapter, See (Book)
1-4	Parts of Speech Subject-Verb Agreement, Use of tenses, Common Errors	Basic Grammatical Concepts	Appendix A&B(T2)
5-8	Familiarity with elementary theories of phonetics	Elementary Theories of Phonetics Sounds of English Mechanism of Sound Production Rules of Phonetics	1-3(T1)
9-14	Practice in Listening, Reading, and Advanced Writing Skills	Reading, Listening & Advanced Writing Skills	4,5,12,131 8,19 (T2)
15-18	Rules of Business Communication	Business Letters	20(T2)
19-28	Practice Sessions to improve Spoken English	Effective Speaking	1-10(T3)
29-30	Introduction to the nuances of poetic expression	William Wordsworth's "The World is too much with us"	Supplementary material
31- 32	Understanding Prose texts	JBS Haldane's "The Scientific Point of View"	Supplementary material
33- 34	Relating to the power of poetry	Wilfred Owen's Strange Meeting	Supplementary material
35- 36	Understanding professional ethics through poetry	Rudyard Kipling's "If"	Supplementary material
37-38	Inculcation of basic values through story-telling	Maupassant's "The Diamond Necklace"	Supplementary material
39-40	Creating empathy through poetic images	DH Lawrence's "Piano"	Supplementary material
41-48	Awareness of theories of communication	Nature, Types, and Process of Communication, Barriers to Communication, Characteristics of successful communication, Informal Communication	1(T4)

### Evaluation Scheme

EC No.	Evaluation Component	Duration	Weightage	Date & Time	Nature of the Component
1	Mid-Sem Exam	2Hours	30%		Closed Book
2	End-Sem Exam	3 Hours	50%		Closed Book
3	Class Test	45 Minutes	10%		Closed Book
4	Quiz/ Interaction	35 Minutes	5%		Oral
5	Attendance	-----	5%		-----

**Chamber Consultation Hour: 5 pm to 6 pm (Monday)**

