

4.11 Oral Communication Skills

Course code: M4ABS10AT34

Unit-I

Communication: Meaning, Nature, Importance and Purpose of Communication, Types of Communication, Process of Communication, Communication Network in an Organisation, Strategy for Effective Communication, Verbal and Non-verbal Communication, Barriers to Communication, Essentials of Good Communication.

Unit-II

Communication Techniques, the Process of Listening, Barriers to Listening, Types of Listening, Benefits of Effective Listening.

Unit-III

Spoken English in India, the Organs of Speech, Description and Articulation of English Speech Sounds, Syllables and Stress (Weak Forms, Intonation), Connected Speech.

Unit-IV

Spelling and Pronunciation, International Phonetic Alphabet Transcription of Received Pronunciation, International Phonetic Alphabet Transcription of Received Pronunciation of Words as per the Oxford Advanced Learners Dictionary of A.S. Hornby.

Unit-V

Presentation Skills, Interviews, Public Speaking, Preparing the Speech, Organising the speech, Special Occasion Speeches.

Classroom Practice:

Greeting and Introducing

Practicing Short Dialogues

Group Discussion, Seminars/ Paper- Presentations

Listening News/ Conversations/ Telephonic Conversation

Suggested Readings:

1. Sethi, J & et al. A Practice Course in English Pronunciation, Prentice Hall of India, New Delhi.
2. Sen, L. Communication Skills, Prentice Hall of India, New Delhi.
3. Prasad, P. Communication Skills, S.K. Kataria & Sons.
4. Bansal, R.K. & Harrison J.B. Spoken English, Orient Language.
5. Roach P. English Phonetics and Phonology.
6. A.S. Hornby's Oxford Advanced Learners Dictionary of Current English, 7th Edition.

Note: Examination (Internal and External) shall be Practical.