

MANONMANIAM SUNDARANAR UNIVERSITY

TIRUNELVELI

UG COURSES – AFFILIATED COLLEGES

**Common Skill Based Courses**

**(For all UG Courses)**

**V Semester**

**Effective Communication**

**(For those who joined the course from the Academic year 2008-2009)**

**General Objective :-**

The paper aims to fulfill the long felt need to help the undergraduate students, who share a common dream of achieving career success to improve their communicative competence in English both in speaking and writing , by providing them with down-to –earth sensible and stimulating guidance .

**Specific Objectives :-**

The course will enable the students to

1. Carry on conversation in different communication contexts such as face to face communication, telephonic communication viva voce interview etc.,
2. Participate actively in group discussions and exchange ideas or attempt to reach a decision on shared problems.
3. Improve their ability to read fast with better understanding,
4. Express themselves clearly and concisely using right words in right places, as they will be enabled to add new words to their present vocabulary. ( words, phrases and idioms )
5. Prepare well- organized curriculum vitae( resume/bio-data) Project report, long essay, and term paper
6. Write effective formal and informal, letters applications, memos, Emails and faxes.

**II. The Structure of the paper**

The paper consists of the following five units:

Unit One : Listening

Unit Two : Speaking

Unit Three: Reading

Unit Four : Writing

Unit Five : Vocabulary Building

### **III. Methods :**

All four skills – listening, speaking, reading, writing – are developed through a wide – ranging tasks.

#### **Unit I : Listening**

Listening in to audio and videotapes of conversations and speeches, announcements, instructions and making notes.

#### **Unit II : Speaking**

Using correct expressions in given situations / Contexts.

Role-play narration of jokes, commentary on ( important ) events, festivals and matches, conducting quizzes, introducing VIPs and welcoming an audience, proposing vote of thanks, compeering college functions r youth festivals, sports events, miming radio/TV announcements making simple advertisements, conducting interviews presenting reports, group discussion.

#### **Unit III : Reading :**

- Providing exercises to test the students ability to read and comprehend.
- Tasks or passages to improve the students average reading speed. Extensive readers may be included.
- Passages of different types –narrative, descriptive and explorative, may be used as class room materials to train students in different types of reading.

#### **Unit IV : Writing**

- Tasks, assignments, exercises on various current topics may be provided.
- Report, Writing, Freparing agenda and writing minutes for meetings effective use of  
SMS, Applying for job, Resume and effective profiling.
- Emergency communication through print & Electronic media.

#### **Unit V: Vocabulary**

Traditional and innovative tasks may be devised.

## Materials:

The following texts may be used by teachers.

- Leo Jone's **New International Business English**  
(Cambridge University Press)
- B.Jean Naterop and Rod Revell's **Telephoning in English**  
( Cambridge )
- Reader's Digest **How to Write and Speak Better**
- Robert Barras's **Students Must Write ( Routledge)**
- Norman Lewis's **Word Power Made Easy**
- Owen Webster's **Read Well and Remember ( ELBS)**
- Dr. Francis soundararaj's **Teaching spoken English and Communication Skills ( T.R. Publications )**

A course book may be prepared by experts in the University area

## V. Testing and Evaluation

### Scheme of Examination

The testing may be both internal and external

The distribution of marks 40: 60

Internal for written : 20, for oral :20

External :60

Total : 100

Internal -40 Marks

**Oral Test** – 20 Marks One test at the end of the Semester.

**Note:** Special focus on UNITS I & II

Unit I – 10 marks

Unit –II – 10 marks

**Written Test:** 20 Marks (2 tests per semester)

Test I –UNITS III & IV

Test II –UNITS IV & V

### Summative Examination

- Section A –Multiple Choice 10 X 1 = 10 marks
- Section B – Answer in 100 words 4 X 5 = 20 Marks  
(with internal choice)
- Section C – **30 Marks**

1. Comprehension
2. All sub units in UNIT IV