

BPC 101: PROFESSIONAL COMMUNICATION

L+T+P+C
3+0+2+5

Objectives: To enable the learner to communicate effectively and appropriately in real-life situation.

To develop and integrate the use of the four language skills i.e. reading, listening, speaking and writing.

Module 1: Learning English (10 Hrs): Subject Verb Agreement and Tenses: One-word Substitution: Jumbled Sentences

Activities: Framing of Sentences, Greetings, Introducing oneself, Invitation, Making Request, Expressing Gratitude, Complimenting and Congratulating.

Module 2 :Learning Through Literature (10 Hrs): Sultana's Dream by Rokeya Sakhawat Hussain, The Eyes are not here by Ruskin bond, The Renunciation By Rabindranath Tagore,

The Capital of the World by Ernest Hemingway

Poetry: Where the mind is without fear by Rabindranath Tagore; Road not Taken by Robert frost.

Activities: Framing of Sentences, Reading, Narration, Dialogue writing, Reading Comprehension, Role play

Module 3:Introduction to Communication (5 Hrs): Types of communication, Barriers to Communication, Principles of effective communication.

Activities: Role Play, Extempore, Presentation

Module 4 :**Writing skills (15 Hrs):** Comprehension Chapters 1-4 from Oxford Remedial English Book 1.

Activities: Application regarding attendance, Fee extension, Fine-remit, leave application, Requisitions. Writing paragraph on current topics

Module 5 A:Listening skills and speaking skills (10 Hrs)

Communication Lab activities: Situations based role play, Debate, Profile of famous personalities.

Activities: Role Play, Essay writing, One animation Movie and one documentary

Module 6 : Presentations (Practical 2 weeks)

Suggested Readings:

1. Business Communication , Bovee & Thill, McGraw Hill, fifth edition,2007
2. Business Communication , Raymond V. Lesikar, McGraw Hill, 7th edition, 2009
3. Business Communication Strategies , Matthukutty Monipally, Tata McGraw Hill
4. An Anthology of English Essays, edited by R.P Singh ,Oxford university Press
5. An Anthology Of English short Stories, edited by R.P Singh
6. A Remedial Course in English for colleges, Central Institute of English and Foreign Languages, Book 1, Book 2, Book 3
7. Soft Skills, Dr.K.Alex ,S.Chand
8. Basic English Usage , Michael Swan ,Oxford Indian Edition