

Course Code: VOC167		Course Title: Functional English & Communicative Skills	
Course outcomes: On completion of the course, the learner will be able to: 1. Demonstrate improved reading, writing, listening, and speaking skills in English. 2. Communicate effectively in professional and social contexts. 3. Draft structured business letters, emails, and reports. 4. Exhibit confidence in interviews, presentations, and group discussions. 5. Understand and apply workplace etiquette and communication ethics.			
Credits : 3		Major/ Minor/ Vocational/ Elective Paper (Specialization): Vocational	
Max. Marks: 25+75		Min. Passing Marks: 10+25	
Total No. of Lectures-Tutorials-Practical (in hours per week): L-3 T-0 P-0			
Unit	Topics	No. of Lectures TOTAL: 45	
I	Basics of Communication: Nature, process, and types of communication: verbal, non-verbal, formal, informal. Barriers to effective communication and strategies to overcome them Elements of effective communication: clarity, tone, empathy, feedback . Listening skills: active listening, critical listening	8	
II	Language Fundamentals: Parts of speech and sentence structure. Tenses, subject-verb agreement, and voice. Vocabulary building: synonyms, antonyms, idioms, and commonly confused words. Punctuation, spelling, and basic proofreading techniques	12	
III	Comprehension of unseen passages and interpretation. Note-making and summarizing. Paragraph writing and expansion of ideas. Formal letter and email writing. Writing minutes of company’s meeting, Resume Writing, Cover Letter.	14	
IV	Introduction to public speaking and speech delivery. Interview preparation: mock interviews and role play. Group discussions and debates: rules and participation strategies. Workplace communication: tone, formality, and email etiquette , teamwork, and interpersonal skills	11	
Suggested Readings: 1. Kaul, Asha, <i>Effective Business Communication</i> , PHI Learning 2. Raman, Meenakshi and Sharma, S., <i>Technical Communication: Principles and Practice</i> , Oxford University Press 3. Wren & Martin, <i>High School English Grammar and Composition</i> , S. Chand 4. Rizvi, M. Ashraf, <i>Effective Technical Communication</i> , McGraw Hill Education 5. R.C. Sharma and Krishna Mohan, <i>Business Correspondence and Report Writing</i> , McGraw Hill 6. Leech, Geoffrey & Svartvik, Jan, <i>A Communicative Grammar of English</i> , Pearson Education			

Suggested Continuous Evaluation Methods: In addition to the theoretical inputs the course will be delivered through Assignments, Presentation, Group Discussions and Case Studies. This will instill in student a sense of problem identification, generating solution, decision making and practical learning. Student learning will be evaluated through Written Tests, Projects and Field Assignments, Quizzes.

Suggested equivalent online courses:

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