



Assam University, Silchar
DEPARTMENT OF APPLIED SCIENCE AND HUMANITIES
Triguna Sen School of Technology

SYLLABUS
Semester-VI
(Third Year) Curriculum for AE/ CSE/ ECE
Undergraduate Degree courses

COURSE CODE: ASH602	COURSE NAME: LANGUAGE AND COMMUNICATION	L	T	P	C
Category of course: Humanities Courses (Open Elective)		3	0	0	3
Course Objectives: Considering the significance of English language as a tool for academic and professional communication, the course aims to develop and enhance the linguistic and communicative competence of the learners. This course aims to train the B.Tech students in basic principles of communication and language by developing their LSRW skills, namely listening, speaking, reading and writing skills, and thereby, improving their proficiency in oral and written communication in English. During the course, the learners will be exposed to various forms of professional communication.					
Course Outcomes: At the successful completion of the course, sincere students will be able to understand <ul style="list-style-type: none">• How communication works and why it is important• The barriers, challenges, and frameworks of business communication• Methods for speaking and presenting with confidence• How to share views in a professional setting• Different types of reading based on purpose• Techniques for writing crisp and professional business documents• How to interact in one-on-one or group meetings					

COURSE TOPICS:

The course content focuses on communication and the four skills of language that improves communication. The components of the course are as follows:

Unit 1: Approaches to Communication:

- Process of Communication
- Barriers of Communication
- Use of Language in Communication: form and function
- Differences between technical and literary style

Unit 2: Meaning in Language Use:

- Listening as an active skill; Types of listeners; Developing effective listening skills; Listening for general content; Listening to fill up information; Intensive Listening; Listening for specific information; Listening to discussion on specific issues.
- Reading for different purpose; Previewing techniques; Skimming for general information; Scanning; Understanding the gist of an argument; Note-making; Summarizing; Improving comprehension skills; Identifying the topic sentence; Recognizing coherence and sequencing of sentences.

Unit 3: Linguistic and Non-Linguistic Resource of Communication

- Writing and Speech
- Gesture and Body Language

Unit 4: Structure of Discourse/ Conversation:

- Coherence
- Cohesion



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- Initiating and closing conversations
- Intervention
- Turn taking.

Unit 5: Power Structure and Language Use:

- Gender and language use
- Politeness expressions and their use
- Ethical Dimensions of language use

Unit 6: Composition in Language Use:

- Writing: Use of appropriate diction; Using notes for paragraph and essay writing; Coherence and Cohesion; Types and structure of report; Transferring of information from flow charts/ tables to Paragraph;
- Speaking: Oral reporting; Tempo of speech & phrasal pause; Explaining and convincing during discussion; Stating, discussing problems and proposing solutions; Appropriate use of verbal and non-verbal communication; Gestures and body language

Unit 7: Persuasive Communication and Miscommunication

- Fundamentals of persuasive communication
- Persuasive quotient

Text books/References:

- Austin, 1962, J.L. How to Do Things with Words. Oxford: Clarendon Press. Grice, P.1989. Studies in the way of words. Cambridge, M.A: Harvard University Press.
- Bovee, Courtland, L., John V. Thill and Barbara E. Schatzman. Business Communication Today: Seventh Edition. Delhi: Pearson Education, 2004.
- Hymes. D.N. 1972, "On Communication Competence" in J.B. Pride and J.Holmes (ed), Sociolinguistics, pp 269-293, London Penguin.
- Lesikar, Raymond V and Marie E. Flatley. Basic Business Communication: Skills for Empowering the Internet Generation: Ninth Edition. New Delhi: Tata McGraw-Hill Publishing Company Ltd., 2002.
- Meenakshi Raman and Sangeeta Sharma, Technical Communication: English Skills for Engineers New Delhi, Oxford university press, 2008.
- Stangley, J. 2007. Language in Context. Clarendon press, Oxford.