



**MAHATMA GANDHI UNIVERSITY
NALGONDA
CHOICE BASED CREDIT SYSTEM (CBCS)
(With Effect from Academic Year 2016 -17)**

PG SEMESTER -1

COMMUNICATIVE ENGLISH & SOFT SKILLS

Unit I ORAL AND AURAL SKILLS

1. Sounds of English vowels sounds and constant sounds.
2. Word Accent and connected speech- contractions, questions tags.
3. Listening for information; taking notes while listening to lectures (use of Dictionary, CD- ROM for phonetics sounds, pronunciation and listening practice.)

Unit II WRITING SKILLS

1. Sentence writing and paragraph writing; use of linkers and appropriate vocabulary
2. Business letters and E-mail (writing & etiquette)
3. Descriptive writing (describing a person, product and process)

Unit III JOB SKILLS

1. Group discussions and debates
2. Presentation skills –kinesis.
3. Interview skills.

Unit IV SOFT SKILLS

1. Interpersonal communication-verbal and nonverbal etiquette
2. Critical thinking
3. Teamwork.

Suggested reading

1. English for Success Suresh Kumar, Cambridge University Press India Pvt.Ltd.2010.
2. Communication Skills & Soft Skills - An Integrated Approach, Dorling Kindersley, India Pvt. Ltd. 2013.