

Mewar University

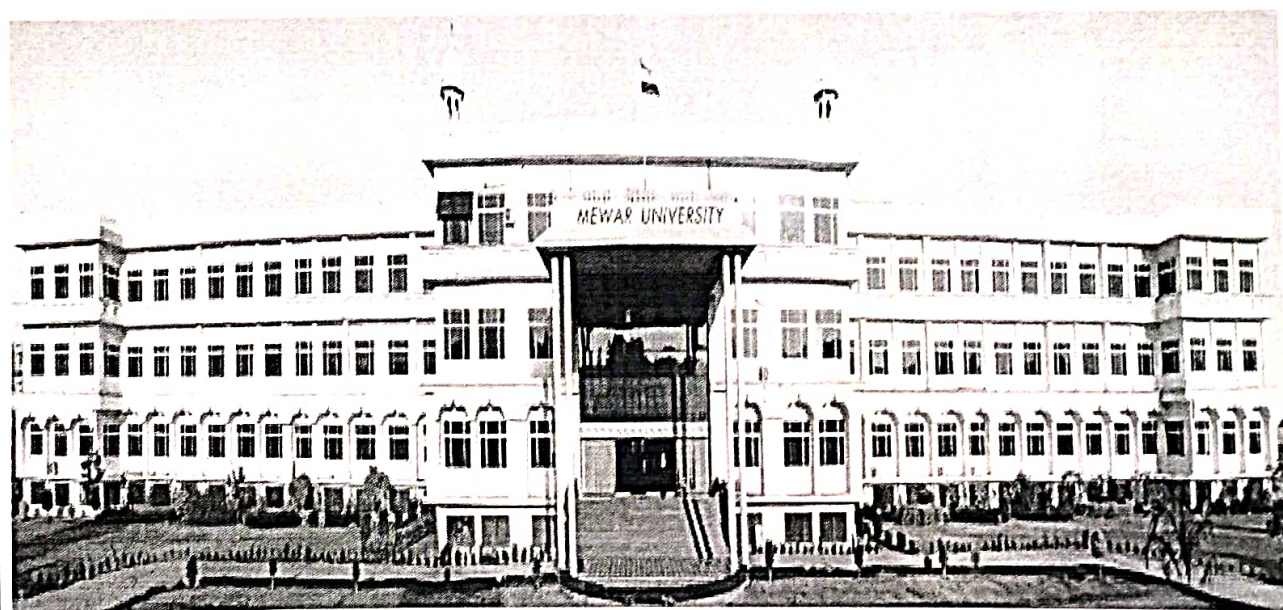
Knowledge to Wisdom

Mewar University

Gangrar, Chittorgarh (Raj.)

5.1.3

Language and Communication skills




20/5/20
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Language and communication skills are crucial in our daily lives, both personally and professionally. Effective communication allows us to express our thoughts, feelings, and ideas clearly and concisely, and to understand others' perspectives and ideas. Strong language and communication skills are essential in the workplace, in building relationships, and in creating a positive impact on society.

Language skills refer to the ability to use words, grammar, and syntax to convey ideas effectively. The acquisition of language skills begins at an early age and continues throughout our lives. The ability to read, write, and speak fluently is essential for communication in today's globalized world.

Communication skills involve not only language skills but also nonverbal communication, active listening, and empathy. Effective communication involves not only conveying a message but also ensuring that the message is received and understood by the intended audience. Active listening skills, such as paraphrasing, clarifying, and asking questions, are crucial in ensuring that the message is received accurately. Empathy, or the ability to understand and relate to others' feelings and perspectives, is also an essential component of effective communication.

In the workplace, language and communication skills are crucial for success. Effective communication can lead to improved productivity, reduced conflict, and better teamwork. In addition, strong language skills can enhance job prospects and lead to career advancement.

In today's globalized world, language and communication skills are also important for building relationships with people from diverse cultural backgrounds. The ability to communicate effectively across cultural boundaries can create opportunities for personal and professional growth.

In conclusion, language and communication skills are essential in our daily lives. Effective communication involves not only language skills but also active listening, empathy, and nonverbal communication. Strong language and communication skills can lead to success in the workplace, enhance relationships with people from diverse cultural backgrounds, and create a positive impact on society.


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5.1.3_2 Language and Communication Skills

Language and communication skills are essential for effective interpersonal interactions and professional success. They play a crucial role in conveying ideas, building relationships, and fostering understanding. Effective communication involves both verbal and non-verbal elements. Verbal communication skills encompass clarity of expression, vocabulary, and grammar. Clear and concise communication ensures that ideas are conveyed accurately and understood by the intended audience. Developing a rich vocabulary and maintaining strong language proficiency allows individuals to articulate thoughts with precision. Furthermore, proper grammar and syntax contribute to effective communication, enhancing the overall quality of the message.

Mewar University offers various programs and resources to improve language and communication skills among its students. The university provides language courses and workshops that focus on enhancing vocabulary, grammar, and overall language proficiency. These programs are designed to meet the diverse needs of students and cater to different levels of language competence.


To further support students' communication skills, Mewar University organizes communication workshops and seminars. These interactive sessions provide practical insights into effective communication techniques, including active listening, assertiveness, and non-verbal communication. Students participate in role-playing exercises and receive feedback, enabling them to refine their communication skills and build confidence.

The university also emphasizes the importance of cultural sensitivity in communication. Recognizing the multicultural environment of the university, Mewar University encourages students to appreciate and respect diverse perspectives and cultural backgrounds. This fosters inclusive communication practices and prepares students for a globalized world.

Furthermore, Mewar University promotes reading and writing activities to enhance language skills. The university maintains well-stocked libraries with a wide range of academic and literary resources. Students are encouraged to read extensively, allowing them to broaden their vocabulary, improve reading comprehension, and develop critical thinking abilities. Additionally, writing assignments and projects enable students to refine their written communication skills, enhancing clarity and coherence in their written work.

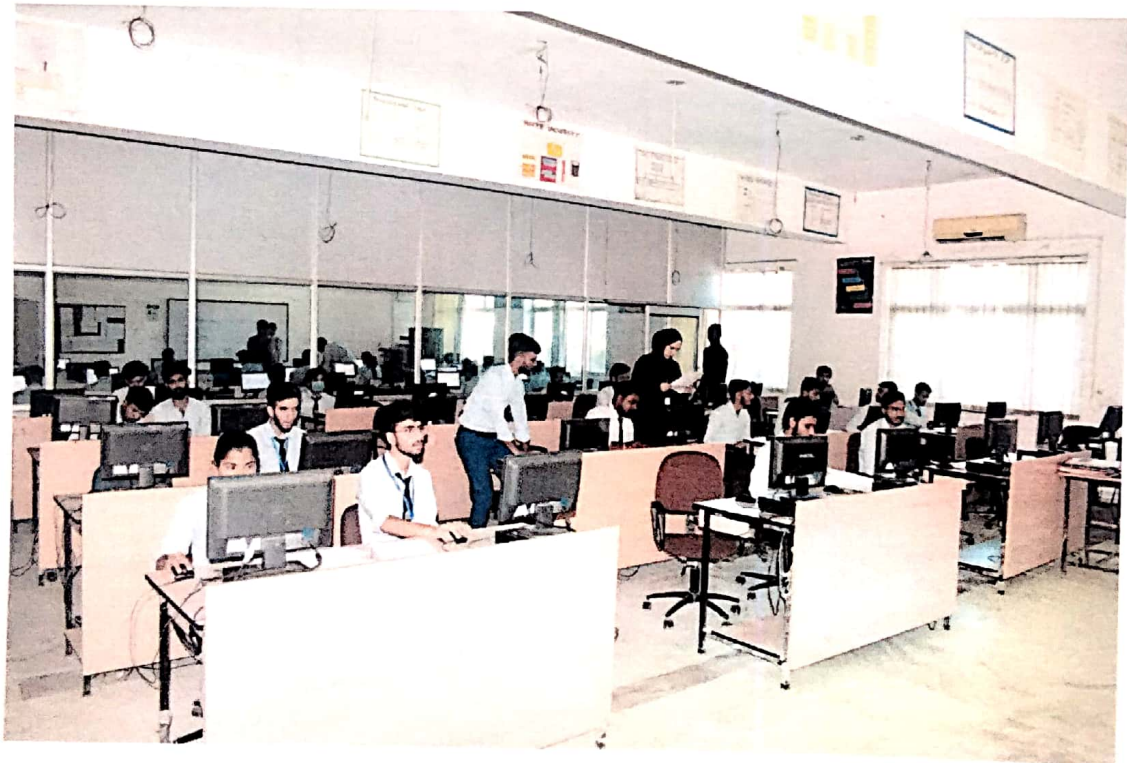
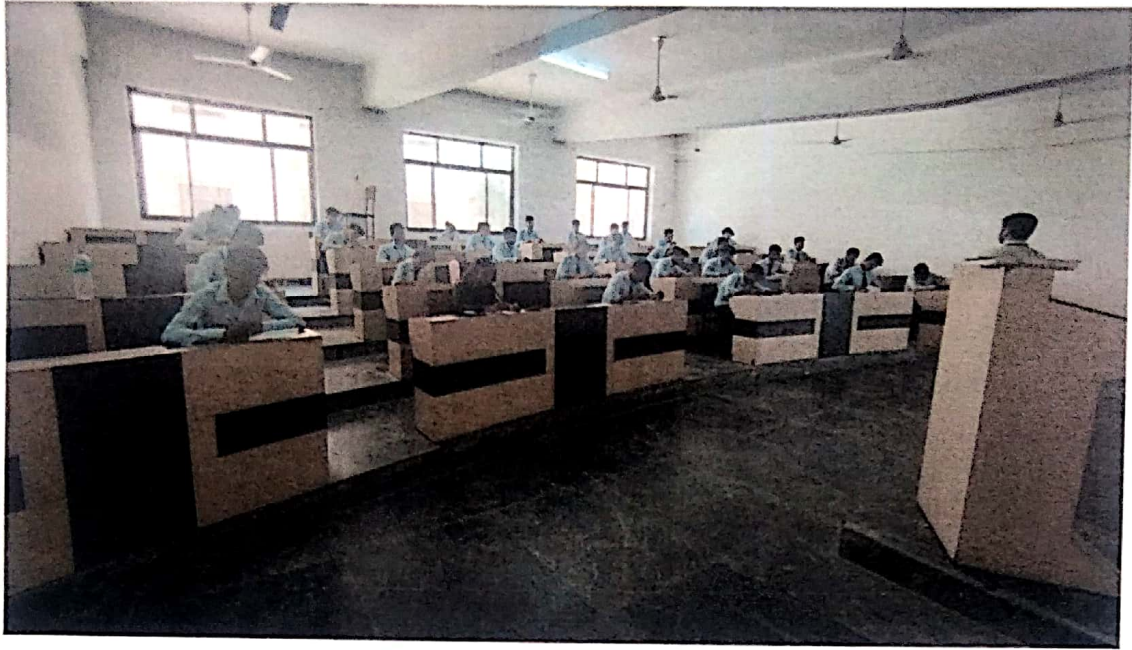

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B TECH (1st SEMESTER)**ELGA-101* ENGLISH LANGUAGE AND GENERAL AWARENESS -I**

L	T	P	Cr
1	-	-	1

External Evaluation: 25 Marks**Assumption:**

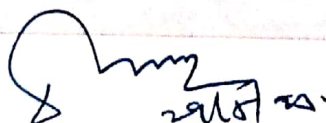
The course is specifically designed for students from the rural background who have studied in Hindi medium schools. The purpose is to fill in the gaps in their knowledge which they may have due to lack of exposure and to enrich their vocabulary and command over grammar.

Course Objective:

The course is specifically focused on laying a firm foundation for English language proficiency by helping students build a strong base in Grammar and vocabulary.

Grammar And Vocabulary**Unit 1: Word skills****Unit 2: Tense, Active and Passive Voice****Unit 3: Direct and Indirect Narration****Unit 4: Punctuation****Unit 5: Common errors****Recommended Books:**

- Learning English, A Communicative Approach, Rama Krishna Rao, Orient Longman Private Limited, Hyderabad, 2008.
- Improve Your Written English, Marion Field, Jaico Publishing House, New Delhi, 2006.
- English for Empowerment, G Damodar, D Venkateshwarlu, M Narendra, M Sarat Babu, G M Sundaravalli, Orient BlackSwan Private Limited, Hyderabad, 2009.
- Advanced Grammar in Use, Martin Hewings, Cambridge University Press, New Delhi, 2008.
- English Grammar & Composition, Wren & Martin, S. Chand & Company Limited, New Delhi, 2010.
- English Grammar & Composition & Usage, J C Nesfield, Macmillan India Limited, 2010.



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B TECH (2nd SEMESTER)
HS-102 LANGUAGE LAB

L	T	P	Cr
-	-	2	1

Internal Evaluation: 25 Marks
External Examination: 25 Marks
Duration of Examination: 03 Hours

Course Objective:

To equip the learners with effective and error-free communication skills in English, With special emphasis on spoken and listening skills.

EXPERIMENTS	Communicative Grammar
	<ul style="list-style-type: none"> Articles, Tenses, Prepositions, Adjectives, Adverbs, Voices, Subject-verb agreement
	Spoken Skills
	<ul style="list-style-type: none"> Transcription of words into IPA Stress Intonation Weak Forms (transcription of weak forms into IPA) Software- based Speaking Exercises
	Listening Skills
	<ul style="list-style-type: none"> Listening & Hearing The Process of Listening Types of Listening Listening Influencers Improving Listening Skills Listening Comprehension

Recommended Books:

- Bansal R K and Harrison J B, Spoken English: A Manual of Speech and Phonetic Orient Longman.
- Hornby A S, Oxford Advanced Learners Dictionary of Current English Oxford University.
- Murphy Raymond, Intermediate English Grammar Cambridge University Press
- Barun K, Effective Technical Communication, Oxford Higher Education.
- Tyagi, Kavita and Padma Misra, Basic Technical Communication PHI Learning

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B TECH (2nd SEMESTER)
EGA-102* ENGLISH AND GENERAL AWARENESS-II

L	T	P	Cr
1	-	-	1

External Evaluation: 25 Marks

• **Assumption:**

- The course is specifically designed for students from the rural background who have studied in Hindi medium schools. The purpose is to fill in the gaps in their knowledge which they may have due to lack of exposure and to enrich their vocabulary and command over grammar.

• **Course Objective:**

- The course aims at helping the students enhance their quality of English communication by developing an understanding of correct usage of words and phrases. It also helps them frame grammatically as well as logically correct sentences.

- A Communicative Approach To Learning English
- Unit 1: Using English in Different Context
- Unit 2: Set Expression and Idiomatic Response
- Unit 3: Phrasal Verbs in Different Context
- Unit 4: Use of Prefixes and Suffixes
- Unit 5: Emphasis through Phrasing

• **Recommended Books:**


- Learning English, A Communicative Approach, Rama Krishna Rao, Orient Longman Private Limited, Hyderabad, 2008.
- Improve Your Written English, Marion Field, Jaico Publishing House, New Delhi, 2006.
- English for Empowerment, G Damodar, D Venkateshwarlu, M Narendra, M Sarat Babu, G M Sundaravalli, Orient BlackSwan Private Limited, Hyderabad, 2009.
- Advanced Grammar in Use, Martin Hewings, Cambridge University Press, New Delhi, 2008.
- English Phrasal Verbs in Use, Michael McCarthy, Felicity O'Dell, Cambridge University Press, 2008.
- Oxford Word Skills, Ruth Gairns and Stuart Redman, Oxford University Press, 2009.
- English Vocabulary in Use, Michael McCarthy, Felicity O'Dell, Cambridge University Press, 2008.

Course Objective:

The object of this course is to provide the information on the history of India from pre-Maurya period to freedom struggle and India's independence.

Indian History

- Unit 1: Pre- Maurya and Maurya Period
- Unit 2: Gupta Empire to Mughal Empire
- Unit 3: Europeans and Cultural Movement
- Unit 4: Pre-Gandhian Era to the rise of Revolutionaries
- Unit 5: Quit India Movement and India's Independence


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B TECH (3rd SEMESTER) CIVIL ENGINEERING
ELGA-201 ENGLISH LANGUAGE AND GENERAL AWARENESS-III

L	T	P	Cr
1	-	-	1

Internal Evaluation: 25 Marks

Assumption:

The course is specifically designed for students from the rural background who have studied in Hindi medium schools. The purpose is to fill in the gaps in their knowledge which they may have due to lack of exposure and to enrich their vocabulary and command over grammar.

Course Objective:

The course is designed to help students develop effective communication skills, and hence, it lays emphasis on their spoken and listening skills.

Spoken English and listening skills**Unit1: Transcription of words into IPA****Unit 2: Intonation, Stress and Weak form of words****Unit 3: Listening and Hearing, and types of listening****Unit 4: Listening skills****Unit 5: Listening comprehension****Recommended Books:**

- Better English Pronunciation, J.D.O' Connor, Cambridge University Press, New Delhi.
- English Phonetics and Phonology, Peter Roach, Cambridge University Press, New Delhi.
- How to write and speak better, The Reader Digest Association Ltd, New Delhi.

Course Objective:

The objective of this course is to provide fundamental and important information on World and Indian geography. The students will be able to understand about their environment and geographical activity.

World and Indian Geography**Unit 1: Universe, Planets and Climatic Conditions****Unit 2: Geography of India**

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Unit 3: Global Facts and Figures

Unit 4: States of India

Unit 5: Indian Infrastructure

Recommended Books:

- Social Science, Resources and Development, National Council of Educational Research and Training, New Delhi.
- India People and Economy, National Council of Educational Research and Training, New Delhi
- Contemporary India II, National Council of Educational Research and Training, New Delhi.
- General Study Manual, Tata Mc Graw Hill Series, New Delhi.


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B TECH (4th SEMESTER) CIVIL ENGINEERING
ELGA-202 ENGLISH LANGUAGE AND GENERAL AWARENESS-IV

L	T	P	Cr
1	-	-	1

Internal Evaluation: 25 Marks

Assumption:

The course is specifically designed for students from the rural background who have studied in Hindi medium schools. The purpose is to fill in the gaps in their knowledge which they may have due to lack of exposure and to enrich their vocabulary and command over grammar.

Course Objective:

The course deals with clause analysis, sentence classification based on clauses, time and tense and common errors in sentence structure. The purpose is to familiarize students with all kinds of sentences and their use.

Effective use of English

- Unit 1: Clause analysis of a sentence
- Unit 2: Classification of sentences by structure (Simple, Compound, Complex and others)
- Unit 3: Synthesis of Sentences
- Unit 4: How To Avoid Comma Splice, misplaced and dangling modifiers and other such mistakes

Recommended Books:

- English Grammar Composition & Usage by J. C. Nesfield, published by MacMillan India Limited, Chennai
- Advanced English Grammar by Martin Hewings, published by Cambridge University Press, New Delhi
- High School English Grammar & Composition by PC Wren and H Martin, published by S. Chand, New Delhi

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B TECH (5th SEMESTER) CIVIL ENGINEERING
ELGA-301 ENGLISH LANGUAGE AND GENERAL AWARENESS-V

L	T	P	Cr
1	-	-	1

Internal Evaluation: 25 Marks

Assumption:

The course is specifically designed for students from the rural background who have studied in Hindi medium schools. The purpose is to fill in the gaps in their knowledge which they may have due to lack of exposure and to enrich their vocabulary and command over grammar.

Course Objective:

The course facilitates the learning of the principles of effective formal and business communication.

Using English For Business Purpose (Level 1)**Unit 1: Use of Phrasal Verbs In Business English****Unit 2: Improving Word Skill For the Internal Communication****Unit 3: Writing Notice, Agenda and Minutes of Meeting****Unit 4: Writing Effective Business Letters****Unit 5: Writing Effective Report****Recommended Books:**

- English Phrasal Verbs in Use, Michael McCarthy, Felicity O'Dell, Cambridge University Press, 2008.
- Oxford Word Skills, Ruth Gairns and Stuart Redman, Oxford University Press, 2009.
- English Vocabulary in Use, Michael McCarthy, Felicity O'Dell, Cambridge University Press, 2008.
- Business Communication Today, Cutland L. Bovee and John V. Thill, Dorling Kindersley (India) Private Limited, New Delhi, 2005.
- Business Communication, Raymond V Lesikar, Marie E Flatley, Kathryn Rentz, Neerja Pandey, Tata McGrawa Hill Education Pvt Ltd, New Delhi, 2009.


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B TECH (6th SEMESTER) CIVIL ENGINEERING
ELGA-302 ENGLISH LANGUAGE AND GENERAL AWARENESS-VI

L	T	P	Cr
1	-	-	1

Internal Evaluation: 25 Marks

Assumption:

The course is specifically designed for students from the rural background who have studied in Hindi medium schools. The purpose is to fill in the gaps in their knowledge which they may have due to lack of exposure and to enrich their vocabulary and command over grammar.

Course Objective:

The purpose of the course is to make the students confident of using English in formal as well as informal communication for business and all other purposes.

Using English for Business Purpose (Level 2)

Unit-1: English in informal conversation vs. formal communication

Unit-2: Use of effective words in business and marketing communication

Unit-3: Framing questions and model answers for use in Interviews for different purposes

Unit-4: Learning the right words and framing effective sentences to succeed in Group Discussion, Meetings And Conference Call (Discussion and exercise based on such situations)

Unit-5: Glossary of words, along with their various usage, related to topics to economic, political, social and legal issues which can come in handy to students

Recommended Books:

1. Effective English Communication, Krishna Mohan and Meenakshi Raman, Tata Mc Graw- Hill Publishing company Ltd, New Delhi.
2. A communicative grammar for English, Geoffrey Leech and Jan Svartvik, Pearson Longman, New Delhi.
3. Word Perfect Spelling, Ronald Ridout, Oxford University Press, New Delhi.
4. 30 Days to a More Powerful Vocabulary, Wilfred Funk and Norman Lewes, Binny Publication House, Delhi.
5. A senior English Grammar and composition N.K. Agarwala, Goyal Brother Prakashan, New Delhi