

2018-19
COMMUNICATION SKILLS IN ENGLISH
Bachelor in Physiotherapy (B.P.T.)

Time: 3 Hours

Max. Marks: 100
Theory Marks: 80
Internal Assessment : 20

Course Contents:

1. Reading Skills: Reading tactics and strategies; Reading purposes–kinds of purposes and associated comprehension; Reading for direct meanings; Reading for understanding concepts, details, coherence, logical progression and meanings of phrases/ expressions.

Activities:

- a) Active reading of passages on general topics
- b) Reading newspaper, articles, editorials etc.
- c) Short questions based on content and development of ideas of a given paragraph.

2. Writing Skills: Guidelines for effective writing; writing styles for application, resume, personal letter, official/ business letter, memo, notices etc.

Activities:

- a) Personal and business letters.
- b) Converting a biographical note into a sequenced resume.
- c) Writing notices for circulation/ boards.
- d) Making notes of given passage with headings and sub-headings
- e) Writing newspaper reports based on given heading.

1. Listening Skills: Barriers to listening; effective listening skills; feedback skills, attending telephone calls; note taking.

Activities:

- a) Listening exercises – Listening to conversation, speech/ lecture and taking notes.

2. Speaking and Conversational Skills: Components of a meaningful and easy conversation; understanding the cue and making appropriate responses; forms of polite speech; asking and providing information on general topics, situation based Conversation in English; essentials of Spoken English

Activities:

- a) Conversation; dialogue and speech
- b) Oral description or explanation of a common object, situation or concept.
- c) Interviews and group discussion

Suggested Pattern of Question Paper:

The students are required to attempt any **SEVEN** questions out of **TEN** Questions based on All the four Skills i.e Reading ,Writing , Listening and Speaking Skills. **Grammar Question (Q. No. 11) will be compulsory.** Each question will carry 10 marks. The questions shall be phrased in a manner that students know clearly what is expected of them.

- i) Comprehension questions of an unseen passage.
- ii) Personal letter Official/Business letters.
- iii) Writing notices/agenda/resolution/ minutes for public circulation on topics of professional interest

- iv) Writing resume or converting a biographical note into resume
- v) Writing news report based on a given heading
- vi) Making summary/ précis or paraphrasing of an idea of a given passage.
- vii) Writing a paragraph of expository or argumentative nature of a given topic.
- viii) Interpretation of a given data, chart, diagram etc and making a brief report.
- ix) Transcoding (given dialogue to a prose or given prose to dialogue).
- x) Write a press note on college activities.
- xi) Do as Directed Articles Unit 69-81/ Voice 42-46 / Conjunctions Units 113-120

(8X10=80 Marks)

Recommended Books:

1. *Oxford Guide to Effective Writing and Speaking* by John Seely.
2. *The Written Word* by Vandana R Singh, Oxford University Press
3. *Murphy's English Grammar* (by Raymond Murphy) CUP