



CENTRE OF EXCELLENCE FOR MULTILINGUAL STUDIES
FACULTY OF LINGUISTICS
MAHATMA JYOTIBA PHULE ROHILKHAND UNIVERSITY, BAREILLY
A State University, Uttar Pradesh, NAAC A++ Accredited. ISO:9001-2015 & 14001-2015 Certified

M J P Rohilkhand University, Bareilly, UP



Syllabus

Communicative English

Co-curricular Course



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Co-Curricular Course: 'Communicative English'

Programme: Certificate	Year: --	Semester: --
Co-Curricular Course		
Course Code:	Course Title: Communicative English	
Course Outcomes: <ul style="list-style-type: none"> ● To understand Personality and Grooming . ● Demonstrate Executive Presence and Self-Mastery ● To learn to make good Resume and prepare effectively for Interview. ● Develop understanding of Communication beyond Language. ● Analyze and Evaluate Cognitive Processes ● Develop Leadership and Emotional Intelligence 		
Credits: 2	Compulsory	
Max. Marks:	Min. Passing Marks	
Total No. of Lectures-Tutorials-Practical (in hours per week): L-T-P: 2-0-0		

Co-Curricular Course: Semester-
Course Title: Communicative English

Unit	Topics	No. of Lectures Total=28
I	<i>Personality, Leadership, and Self-Mastery</i> Understanding Personality <ul style="list-style-type: none"> ● Definition and Meaning of Personality ● Leadership Development ● Stress Management ● Time Management ● Professional Grooming 	7
	<i>Cognitive Foundations and Critical Thinking</i> <ul style="list-style-type: none"> ● Logical Fallacies ● Cognitive Biases ● Emotional Intelligence (EQ) 	7



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II		
	BODY LANGUAGE AND BEHAVIOUR <ul style="list-style-type: none">● Developing Self-Awareness● Body Language	7
III	<ul style="list-style-type: none">● Business Etiquette	
	ART OF GOOD COMMUNICATION <ul style="list-style-type: none">● Communication Process● Verbal and Non-verbal communication● 7 C's of Effective Communication● Interview Mastery and Group Discussion	7
IV	<ul style="list-style-type: none">● Barriers of Communication	
Suggested Readings: <ol style="list-style-type: none">1. Daniel Jones. The Pronunciation of English. Cambridge: Cambridge University Press, 1956.2. James Hartman & et al. Ed. English Pronouncing Dictionary. Cambridge: Cambridge University Press, 2006.3. J.D.O' Connor. Better English Pronunciation. Cambridge: Cambridge University Press, 1980.4. Lindley Murray. An English Grammar: Comprehending Principles and Rules. London: Wilson and Sons, 1908.5. Margaret M. Maison. Examine your English. Orient Longman: New Delhi, 1964.6. M. Ashraf Rizvi. Effective Technical Communication. Mc-Graw Hill: Delhi, 2002.7. William Sanborn and T.V.S Padmaja. Technical Communication: A Practical Approach. 6th ed. Delhi: Pearson, 2007.8. Suggestive Digital Platforms Web Links-<ol style="list-style-type: none">a) https://www.youtube.com/@TEDxb) https://www.youtube.com/@TEDc) https://www.youtube.com/@Vvanedwardsd) https://www.youtube.com/@francescapsychologye) https://learnenglish.britishcouncil.org/free-resources		

COURSE DESIGNED BY- MR. SHAISHAV MOHAN
(TEACHING ASSISTANT GRADE-I)
DEPARTMENT OF HUMANITIES

REVIEWED BY-