

**I.K.G. Punjab Technical University**  
**BBA Batch 2018**  
**AECC**  
**BTHU104/18 English Practical/Laboratory**

**Course Outcomes:**

- ∣ The objective of this course is to introduce students to the theory, fundamentals and tools of communication.
- ∣ To help the students become the independent users of English language.
- ∣ To develop in them vital communication skills which are integral to personal, social and professional interactions.
- ∣ The syllabus shall address the issues relating to the Language of communication.
- ∣ Students will become proficient in professional communication such as interviews, group discussions and business office environments, important reading skills as well as writing skills such as report writing, note taking etc.

The recommended readings given at the end are only suggestive; the students and teachers have the freedom to consult other materials on various units/topics given below. Similarly, the questions in the examination will be aimed towards assessing the skills learnt by the students rather than the textual content of the recommended books.

**Interactive practice sessions in Language Lab on Oral Communication**

- ∣ Listening Comprehension
- ∣ Self Introduction, Group Discussion and Role Play
- ∣ Common Everyday Situations: Conversations and Dialogues
- ∣ Communication at Workplace
- ∣ Interviews
- ∣ Formal Presentations
- ∣ Monologue
- ∣ Effective Communication/ Mis- Communication
- ∣ Public Speaking

**Recommended Readings:**

1. *Fluency in English* - Part II, Oxford University Press, 2006.
2. *Business English*, Pearson, 2008.
3. *Practical English Usage*. Michael Swan. OUP. 1995.
4. *Communication Skills*. Sanjay Kumar and PushpLata. Oxford University Press. 2011.
5. *Exercises in Spoken English*. Parts. I-III. CIEFL, Hyderabad. Oxford University Press