

## **HS8381 INTERPERSONAL SKILLS/LISTENING & SPEAKING**

### DETAILED SYLLABUS

#### **OBJECTIVES:**

The Course will enable learners to:

- Equip students with the English language skills required for the successful undertaking of academic studies with primary emphasis on academic speaking and listening skills.
- Provide guidance and practice in basic general and classroom conversation and to engage in specific academic speaking activities.
- improve general and academic listening skills
- Make effective presentations.

#### **UNIT I**

Listening as a key skill- its importance- speaking - give personal information - ask for personal information - express ability - enquire about ability - ask for clarification Improving pronunciation - pronunciation basics taking lecture notes - preparing to listen to a lecture - articulate a complete idea as opposed to producing fragmented utterances.

#### **UNIT II**

Listen to a process information- give information, as part of a simple explanation – conversation starters: small talk - stressing syllables and speaking clearly - intonation patterns - compare and contrast information and ideas from multiple sources- converse with reasonable accuracy over a wide range of everyday topics.

#### **UNIT III**

Lexical chunking for accuracy and fluency- factors influence fluency, deliver a five-minute informal talk - greet - respond to greetings - describe health and symptoms - invite and offer - accept – decline - take leave - listen for and follow the gist- listen for detail

#### **UNIT IV**

Being an active listener: giving verbal and non-verbal feedback - participating in a group discussion - summarizing academic readings and lectures conversational speech listening to and participating in conversations - persuade.

#### **UNIT V**

Formal and informal talk - listen to follow and respond to explanations, directions and instructions in academic and business contexts - strategies for presentations and interactive communication - group/pair presentations - negotiate disagreement in group work.

## Diploma, Anna Univ UG & PG Courses

Notes  
Syllabus  
Question Papers  
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### **TEXT BOOKS:**

1. Brooks, Margret. Skills for Success. Listening and Speaking. Level 4 Oxford University Press, Oxford: 2011.
2. Richards, C. Jack. & David Bholke. Speak Now Level 3. Oxford University Press, Oxford: 2010

### **REFERENCES**

1. Bhatnagar, Nitin and Mamta Bhatnagar. Communicative English for Engineers and Professionals. Pearson: New Delhi, 2010.
2. Hughes, Glyn and Josephine Moate. Practical English Classroom. Oxford University Press: Oxford, 2014.
3. Ladousse, Gillian Porter. Role Play. Oxford University Press: Oxford, 2014
4. Richards C. Jack. Person to Person (Starter). Oxford University Press: Oxford, 2006.
5. Vargo, Mari. Speak Now Level 4. Oxford University Press: Oxford, 2013.