

Agrotechnology Discipline
Khulna University, Khulna.

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| Course: AT- 1211: Comprehension and Communication Skills in English | Credit: 02 | Year: First | Term: Second |
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Rationale:The course is designed to develop communicative competence and communication skills of the undergraduate students.

Objective:

- To make students competent in communicative skills.

| Intended Learning Outcomes (ILOs) | Course Content |
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| Section-A | |
| <p>At the end of the course students will be able to-</p> <ul style="list-style-type: none"> • apply how to transform one part of speech into another part • differentiate between clauses and phrases • frame w/h questions • explicate the elements of reading • elucidate the process of note taking | <ol style="list-style-type: none"> 1. Processes of word formation and transformation, proper use of arts of speech. 2. Basic sentence structures. 3. Clauses and phrases. 4. Joining sentences, transformation of sentences, framing W/H questions. <p>Prospective of reading; elements of reading: vocabulary, syntax and meaning; reading strategies: intensive and extensive reading, scanning and skimming, prediction and inference, reader's expectation, contextual understanding and understanding the whole text, effective note-taking.</p> |
| Section-B | |
| <ul style="list-style-type: none"> • implement the notions of speaking • explain mechanics in writing • place themselves as ideal listener | <ol style="list-style-type: none"> 1. Art of good speaking, notions and functions, speaker-listener rapport, intonation and stress. 2. Process of writing, understanding academic writing: features and elements. 3. Mechanics in writing: capitalization and punctuation. 4. Generating ideas for a writing task; drafting and supporting ideas with evidence; integrating data and graphics into texts. 5. Modes of writing; writing task: paragraph, essay, summary, precis, report, abstract, letter of application, assignment, examination paper. 6. Guidelines for developing listening skills, role of good listener, listening comprehension. |

Teaching References:

1. Quirk, Randolph. And Greenbaum, Sidney. A University of Grammar of English. Chennai: Longman, 2000
2. Hornby. A.S. Oxford Learner's Dictionary of Current English
3. Thompson and Martinet, A Practical English Grammar
4. Sharma, R.C & Mohan, K. Business Correspondence and Report Writing (2 Ed.). New Delhi: TataMcGraw-Hill Publishing Co. Ltd., 1999.
5. Pease, A. Body Language (New Ed.), New Delhi: Sudha Publications Pvt.Ltd.. 1999.
6. Heffernan, A.W.J. Writing: A College Handbook, Fifth Edition, New York and London: Norton. 2000.
7. Lewis, Norman , Ho to Read Better and Faster
8. Sinha, K.K. Business Communication, New Delhi: Galgotia Publishing Co.,