

Program Content

Semester	II		
Course Code:	EN2106		
Course Name:	COMMUNICATION SKILLS		
Credit Value:	2		
Core/Optional	Core		
Hourly Breakdown	Theory	Practical	Independent Learning
	15	30	55

Course Aim/Intended Learning Outcomes:

At the completion of this course student will be able to

- Write Clearly with Correct Formation of Letters
- Type Accurately with Moderate Speed
- Use Mechanics of Writing Effectively
- Write Essays Reports, CVs, Cover Letters and Questionnaires Accurately
- Exchange Information and Talk Confidently with Others
- Make Effective Business calls via the Phone
- Face Interviews Confidently
- Conduct Interviews Effectively
- Make Attractive Presentations
- Communicate Effectively with the Public
- Listen and Retrieve Information using Listening Techniques
- Retrieve Necessary Information from Fiction and Non-Fiction Texts
- Summarize a Given Text
- Paraphrase a Given Text

Course Content: (Main Topics, Sub topics)

Topic	Theory (Hrs)	Practical (Hrs.)
1. Writing and Typing	1	1
2. Mechanics of Writing	2	4
3. Writing for a Purpose	3	6
4. Listening for a Purpose	1	2
5. Small Talk and General Communication Skills	2	4
6. Presentations and Public Speaking	2	5
7. Reading for a Purpose	2	3
8. Summarizing and Paraphrasing	2	5
Total	15	30

1. Writing and Typing (1 hrs)

1.1 Improving Hand Writing

- 1.1.1 Importance of Handwriting
- 1.1.2 Formation of English Letters

1.2 Introduction to English Keyboard

- 1.2.1 Importance of TouchTyping
- 1.2.2 How to Practice Touch Typing
- 1.2.3 Typing Words and Paragraphs

2. Mechanics of Writing (2 hrs)

2.1 Capitalization (Ref 2)

- 2.1.1 Introduction to Capitalization
- 2.1.2 Further Use of Capitalization

2.2 Punctuating Texts (Ref1: pg. 212 – 215)

- 2.2.1 Introduction to Punctuation
- 2.2.2 Using Punctuation in Expressions
- 2.2.3 Punctuating numbers and Numerals (Ref 1: pg. 139 -144)

2.3 Cohesive Devices (Ref 3)

- 2.3.1 Introduction to Cohesive Devices
- 2.3.2 Type of Cohesive Devices
- 2.3.3 Use of Cohesive Devices

3. Writing for a Purpose (3hrs) (Ref 1: pg. 1-166, pg. 273-275)

3.1 Purpose of Writing and the Audience

- 3.1.1 Introduction to Purpose of Writing
- 3.1.2 Identify the Audience

3.2 Writing an Essay (Ref 5)

- 3.2.1 Introduction to Essay Writing
- 3.2.2 Organizing an Effective Essay

3.3 Grammar Focus (Ref 4)

- 3.3.1 Using Active Voice
- 3.3.2 Using Passive Voice

3.4 Writing a Report (Ref 1: pg 257 -258), (Ref 6)

3.4.1 Introduction to Report Writing

3.4.2 Preparing an Effective Report

3.5 Applying for a Job

3.4.1 Writing a Cover Letter

3.4.1 Preparing a CV (Ref 1: pg 254-256)

3.6 Making a Questionnaire (Ref 1: pg 267-268) (Ref 7)

3.6.1 Introduction to Questionnaires

3.6.2 Preparing an Effective Questionnaire

4. Listening for a Purpose (1hrs) (Ref 11)

4.1 Importance of listening

4.2 Introduction to listening techniques

4.3 Retrieving and responding to information

5. Small Talk and General Communication Skills (2hrs) (Ref 12)

5.1 Small Talk (Ref 12)

5.1.1 Starting Up a Conversation

5.1.2 Useful Phrases in Conversation

5.1.3 Acceptable and Unacceptable Topics in Small Talk

5.2 Talking through the Phone (Ref 13)

5.2.1 Making a Polite Business Call

5.2.2 Answering Business Calls Politely

5.3 Interviews

5.3.1 Facing an Interview (Ref 14)

5.3.2 Conducting an Interview (Ref 15)

6. Presentations and Public Speaking (2hrs) (Ref 16)

6.1 Making Effective Presentations

- 6.1.1 Introduction to Presentations
- 6.1.2 Making Effective Slides
- 6.1.3 Useful Phrases in Describing Charts and Graphs
- 6.1.4 Presenting Effectively

6.2 Making Effective Public Speeches (Ref 17)

- 6.2.1 Introduction to Public Speaking
- 6.2.2 Making Effective Public Speeches

7. Reading for a Purpose (2hrs) (R1: pg 11 -29)

7.1 Reading and Understanding Text

- 7.1.1 Reading Comprehension
- 7.1.2 Reading Fiction

7.2 Reading for Specific Information

- 7.2.1 Scanning and Skimming (Ref 10)
- 7.2.2 Reading Non Fiction

8. Summarizing and Paraphrasing (2 hrs) (Ref 9) (Ref 1: pg 33-34)

8.1 Summarizing Text (Ref 8)

- 8.1.1 Why Summarize
- 8.1.2 How to Summarize a Given Text

8.2 Paraphrasing Text (Ref 9)

- 8.2.1 Why Paraphrase
- 8.2.2 How to Paraphrase a Given Text

Teaching /Learning Methods:

You can access all learning materials and this syllabus in the VLE: <http://vle.bit.lk>, if you are a registered student of BIT degree program. It is very important to participate in learning activities given in the VLE to learn this subject.

Assessment Strategy:

Continuous Assessments/Assignments:

The assignments consist of two quizzes, assignment quiz 1 (it covers the first half of the syllabus) and assignment quiz 2 (it covers the second half of the syllabus). The maximum mark for a question is 10 and the minimum mark for a question is 0 (irrespective of negative scores). Final assignment mark is calculated considering both assignments, and students will have to obtain at least 50% for each assignment. Students are advised to complete online assignments before the given deadline. It is compulsory to pass all online assignments to qualify to obtain the Level I, Diploma in IT (DIT), certificate.

In the course, case studies/Lab sheets will be introduced, and students have to participate in the learning activities.

Final Exam:

Final exam of the course will be held at the end of the semester. This course is evaluated using a one-hour question paper which consists of 25 MCQs and an online assessment given in the VLE for two weeks soon after the written exam. In order to pass this enhancement course (a compulsory requirement to obtain the BIT degree), you will need to pass the online assessment AND the written exam paper in one sitting.

References/ Reading Materials:

MAIN READING

Ref 1: Academic Writing: A Handbook for International Students. Stephen Bailey
<https://www.kau.edu.sa › Files › Subjects › academic-writing-handbook-inter...>

Ref 2: Capitalization (<https://www.grammarly.com/blog/capitalization-rules/>)

Ref 3: Cohesive Devices ([https:// www.grammarbank.com › cohesive devices](https://www.grammarbank.com › cohesive devices))

Ref 4: Active/Passive Voice

(<https://learningpundits.com/module-view/23-active-&-passive-voice/1-english-grammar-tips---active-&-passive-voice/>)

Ref 5: *How to Write Essays* by Lauren Starkey, Learning Express ,LLC, New York (2004)
(<http://www.nclor.org/nclorprod/file/e3476e91-6740-d289-c98d-fce107874ddb/1/157685521X.pdf>)

Ref 6: Writing a Report, Study & Learning Center, RMIT University, Australia (2008)
(https://www.dlsweb.rmit.edu.au/lsu/content/pdfs/2_assessmenttasks/super_report.pdf)

Ref 7: *Questionnaire Design* by Acharya Bidhan, Tribhuvan University, Nepal (2010)
(http://www.saciwaters.org/CB/IFRM/IFRM/IV.%20Literature/Module%206_Qualitative%20Research%20Methods/6.4%20Questionnaire%20Design_Acharya%20Bidhan.pdf)

Ref 8: Learn to Summarize, University of Houston, Victoria
(<http://www.uhv.edu/ac/style/pdf/summarize.pdf>)

Ref 9: Learn to Paraphrase, University of Houston, Victoria
(<http://www.uhv.edu/ac/style/pdf/paraphrase.pdf>)

Ref 10: Scanning and Skimming, Anne Arundal Community College
(<http://www.aacc.edu/tutoring/file/skimming.pdf>)

Ref 11: Listening Skills (<https://www.skillsyouneed.com/ips/listening-skills.html>)

Ref 12: Small Talk (https://www.englishclub.com/speaking/small-talk_wh.htm)

Ref 13: Basic business telephone etiquette
(<https://www.icosmos.com.tw/templates/images/files>)

Ref 14: Interview Skills
(<https://www.fip.org/files/ypp/Project%20Documents/career%20development/CareerDevelopment-Interviews.pdf>)

Ref 15: Conducting an Interview (<https://www.go2hr.ca/recruitment/preparing-conducting-interviews>)

Ref 16: Presentation Skills
(https://www.ed.ac.uk/files/atoms/files//presentation_skills_checklists_independent_study_version.pdf)

Ref 17: Public Speaking Skills (https://www.isbtweb.org/fileadmin/user_upload/successful-public-speaking.pdf)

SUPPLEMENTARY READING (OPTIONAL)

Ref 18: Murphy R., *English Grammar in Use*, Cambridge University Press, New York (2004)

Ref 19: Michael McCarthy & Felicity O'Dell, *English Vocabulary in Use- upper intermediate*, Cambridge University Press, India (2005)

Ref 20: Allen W.S., *Living English Structures*, Longman(1974)

Ref 21: Wood F.T. Revised by R.H. Flavell & L.M. Flavell *Current English*
a. *Usage*, Macmillan, London.(1989)