

**OBJECTIVES:**

- ◆ Enhancing basic skills to become a good communicator.
- ◆ Recognize and overcome barriers for effective communication.
- ◆ Speak confidently.
- ◆ Enable the learners to develop the skills efficiently and effectively with help of Language Lab.
- ◆ To familiarize the students with various situations of English use.
- ◆ To enhance learners fluency through communicative speaking activities.

**SEMESTER - IV**

1. Speaking Skills – Preparing for Presentations, Seminar Skills, Debates (with exercises)
2. Interview Skills – Types of Interviews, Sample Interview questions.
3. Group discussion – Do's & Don't (with exercises)
4. Narrating Events, Places, Things
5. Public Speaking – Characteristic of a Good Speech, Guidelines for preparing a good speech (with exercises)

**REFERENCES:**

1. Swati Samantaray (2005) Business Communication and Communicative English, Sultan Chand Educational Publishers, New Delhi.
2. R.C.Sharma- Krishna Mohan.(2008) Business Correspondence and Report Writing, A Practical Approach to Business and Technical Communication, Tata Mc Graw-Hill Publishing Company Limited, New Delhi.