**Course outline for 2nd semester**

**Communication Skills**

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**1. INTENSIVE & EXTENSIVE READING**

**What Intensive Reading Is?**

Intensive reading is just what the name implies!

It’s reading where **testing**, **evaluating** and **increasing knowledge** is the primary focus. Understanding the literal meaning of what’s being read is vital. Reading intensively often includes [note-taking](https://www.fluentu.com/blog/language-learning-notes/) and attention to details.

In intensive reading, there’s an emphasis on deconstructing sentences to understand grammar and syntax rules as well as to extricate the details of the topic. It can also involve reading comprehension testing, such as finding answers to specific questions.

## What Extensive Reading Is?

[Extensive reading](https://www.fluentu.com/blog/extensive-reading-activities-for-teaching-language/) is a completely different sort of approach.

Know how it feels when you’re doing something simply for the joy of doing it? Like riding a bicycle or dancing, when you know it won’t matter if you don’t get the gears shifted perfectly or your dance steps don’t hit every downbeat?

Extensive reading is like that. It’s reading for fun. And it’s doing it as often as possible.

Fluency and total comprehension aren’t necessary for extensive reading. It’s great to read at or, even better, below a comfortable level of understanding. Most of the time, an unfamiliar word can be deciphered by the surrounding text and if not, that’s fine, too. It’s not vital to understand every single word in order to get the general idea of a particular passage.

It’s generally accepted that 90-95% of the words should be familiar in order to read comfortably in a foreign language. And most of us can get along pretty well even without having all that vocabulary in our toolboxes. Guessing, especially when reading extensively, does work.

The idea behind extensive reading is that increased exposure leads to stronger language skills. Think of the vocabulary you’re being exposed to when you read a lot. And seeing the structure, idioms and cadence of a language leads to familiarity, which leads to reading competence.

### SMART Goals for Intensive Reading

Setting SMART goals for intensive reading isn’t difficult. An example of an intensive reading program using the SMART method might be:

**Specific:** “I want to read five blog posts each week.”

**Measurable:** “I’ll read one blog post a day.”

**Attainable:** “I’ll only read blog posts in the language I’m studying.”

**Relevant:** “I’m trying to learn how sentences are structured and pick up every detail of what’s written.”

**Timely:** “Every morning from 8-9, I’ll read intensively.”

### SMART Goals for Extensive Reading

It’s far easier to set SMART goals for extensive reading because so many of the stressful challenges (vocabulary lists, searching for answers, etc.) are no longer factors. This is the type of reading for enjoyment, remember? But SMART goals can still ramp up this part of your language program.

A SMART goal strategy for extensive reading could read as follows:

**Specific:** “I want to read one book a week.”

**Measurable:** “I’ll read 30 pages each day.”

**Attainable:** “I won’t read any books that aren’t written in my target language.”

**Relevant:** “I’m doing this so I’ll be able to read well in this foreign language.”

**Timely:** “I’ll read every day from 4-6 before I eat dinner.”

## 2.Precis Writing

A “stand-alone” récis is a summary produced to show a teacher that you have read and understood something. It is common in many 100 and 200 level classes to get assignments that ask you to read a certain number of articles and summarize them. This is also a very common type of writing assignment in graduate school.

**How to produce a récis:**

1. Read the article to be summarized and be sure you understand it.

2. Outline the article. Note the major points.

3. Write a first draft of the récis without looking at the article.

4. Always use paraphrase when writing a récis. If you do copy a phrase from the original be sure it is a very important phrase that is necessary and cannot be paraphrased. In this case put “quotation marks” around the phrase.

5. Target your first draft for approximately ¼ the length of the original.

**The features of a récis:**

1. Start your récis with a clear identification of the type of work, title, author, and main point in the present tense.

Example: In the feature article “Four Kinds of Reading,” the author, Donald Hall, explains his opinion about different types of reading.

2. Check with your outline and your original to make sure you have covered the important points.

3. Never put any of your own ideas, opinions, or interpretations into the summary. This means you have to be very careful of your word choice.

4. Write using “summarizing language.” Periodically remind your reader that this is a summary by using phrases such as *the article claims, the author suggests, etc.*

5. Write a complete bibliographic citation at the beginning of your summary. A complete bibliographic citation includes as a minimum, the title of the work, the author, the source.

**3.Letters**

Different types of letter writing follow certain formats which have been established over the years. **Letter formats are applicable by and large to formal type of letters**. Informal letters do not require a certain pattern of writing and can be written in number of ways. But for guidance purposes we have included few varieties of informal ways of writing which can be termed as sorts of informal formats. These formats makes the letter writing process a convenient one.

**Formal letters**

**Informal letters.**

Types of formal letter.

1. Block letter
2. Semi Block letter
3. Modified Block letter

**4.Essay writing**

## Writing an Effective Essay

1. ***Pick a topic:***

You may have your topic assigned, or you may be given free reign to write on the subject of your choice. If you are given the topic, you should think about the type of paper that you want to produce. Should it be a general overview of the subject or a specific analysis? Narrow your focus if necessary.

***2. Prepare an outline or diagram of your ideas:***

In order to write a successful essay, you must organize your thoughts. By taking what’s already in your head and putting it to paper, you are able to see connections and links between ideas more clearly. This structure serves as a foundation for your paper. Use either an outline or a diagram to jot down your ideas and organize them.

1. ***Write your thesis statement:***

Now that you have chosen a topic and sorted your ideas into relevant categories, you must create a thesis statement. Your thesis statement tells the reader the point of your [essay](https://www.fastweb.com/college-search/articles/formula-for-the-perfect-college-essay). Your thesis statement will have two parts. The first part states the topic, and the second part states the point of the essay.

1. ***Write the body:***

The body of your essay argues, explains or describes your topic. Each main idea that you wrote in your diagram or outline will become a separate section within the body of your essay.

1. ***Write the introduction:***

Now that you have developed your thesis and the overall body of your essay, you must write an introduction. The introduction should attract the reader’s attention and show the focus of your essay.

***6. Write the conclusion:***

The conclusion brings closure of the topic and sums up your overall ideas while providing a final perspective on your topic. Your conclusion should consist of three to five strong sentences. Simply review your main points and provide reinforcement of your thesis.

***Types of essay***

1. Descriptive
2. Narrative
3. Argumentative

**5.Paragraph Writing**

To **write a great paragraph**, start with a topic sentence that states the subject and main idea. In the next 3-5 sentences, present evidence, like facts, examples, or even short anecdotes, to back up your main idea. Use transition phrases, like “in addition to,” or “however,” to help your **paragraph** flow well.

***Write a topic sentence:***

A topic sentence is an introductory line that addresses what the main idea or thesis of the paragraph is going to be. It should contain the most important and relevant point you wish to make regarding your topic, thus summarizing the paragraph as a whole. Every other sentence you write should support the topic sentence and provide further detail and discussion of the issues or ideas it raises.

***Fill in the supporting details:***

Once you have written and are happy with your topic sentence, you can start to fill in the rest of your paragraph. Link each sentence with transition words which form a bridge between one sentence and the next. Transition words can help you compare and contrast, show sequence, show cause and effect, highlight important ideas, and progress smoothly from one idea to the next. Such transition words include "furthermore", "in fact" and "in addition to". You can also use chronological transitions, such as "firstly", "secondly" and "thirdly". The supporting sentences are the meat of your paragraph, so you should fill them with as much evidence to support your topic sentence as possible.

***Write a concluding sentence:***

The concluding sentence of your paragraph should tie everything together. A good concluding sentence will reinforce the idea outlined in your topic sentence. Don’t just reword the topic sentence. Your concluding sentence should acknowledge the discussion that has come before it and remind your reader of the relevance of this discussion. For example, in a paragraph dealing with the topic "Why is Canada a great place to live?" The concluding sentence might look something like "From all the evidence provided above, such as Canada's fantastic health care provisions, its top-notch education system and its clean, safe cities, we can conclude that Canada is indeed a great place to live."

***Check your paragraph for spelling and grammar:***

Once you have finished writing, it is essential that you re-read your paragraph two or three times to check it for misspelled words and poor grammar. Ensure that each sentence has a subject and that all proper nouns are capitalized. Also make sure that all of the subjects and verbs agree with each other and that you use the same tense across the entire paragraph.

**6.Comprehension Passage**

Wren n Martin book

**7.Presentation skills**

Oral practice

**8.Translation**

Wren n Martin book

**9. Skimming & Scanning**