

AMFT21 INTERPERSONAL SKILLS

UNIT-1 LISTENING AS A KEY SKILL

- 1.1 Its importance- speaking- give personal information - ask for personal information
- 1.2 Express ability- enquire about ability
- 1.3 Ask for clarification Improving pronunciation- pronunciation basics taking lecture notes
- 1.4 Preparing to listen to a lecture
- 1.5 Articulate a complete idea as opposed to producing fragmented utterances.

UNIT-2 LISTEN TO A PROCESS INFORMATION

- 2.1 Give information, as part of a simple explanation- conversation starters:
- 2.2 Small talk- stressing syllables and speaking clearly
- 2.3 Intonation patterns- compare and contrast information and ideas from multiple sources-
- 2.4 Converse with reasonable accuracy over a wide range of everyday topics.

UNIT-3 LEXICAL CHUNKING FOR ACCURACY AND FLUENCY

- 3.1 Factors influence fluency,
- 3.2 Deliver a five minute informal talk
- 3.3 Greet- respond to greetings
- 3.4 Describe health and symptoms- invite and offer- accept- decline- take leave
- 3.5 Listen for and follow the gist- listen for detail

UNIT-4 BEING AN ACTIVE LISTENER

- 4.1 Giving verbal and non-verbal feedback
- 4.2 Participating in a group discussion
- 4.3 Summarizing academic readings and lectures conversational speech listening to and participating in conversations- persuade.

UNIT-5 FORMAL AND INFORMAL TALK

- 5.1 Listen to follow and respond to explanations,
- 5.2 Directions and instructions in academic and business contexts
- 5.3 Strategies for presentations and interactive communication
- 5.4 Group/pair presentations- negotiate disagreement in group work.

References Books

- 1 Bhatnagar, Nitin and MamtaBhatnagar. 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 Vargo, Mari. Speak Now Level 4. Oxford University Press: Oxford, 2013.