

## SEMESTER-II

### COURSE 2: ENGLISH BRIDGE-II: COMMUNICATE AND CONNECT

Theory

Credits: 4

4 hrs/week

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#### Learning Objectives (LOs):

- Recognize and reflect on civil and respectful communication in social and professional settings.
- Understand dramatic narratives and short fiction to enhance reading and speaking skills.
- Apply basic grammar and vocabulary in structured communication.
- Practice effective written formats for workplace communication.
- Interpret visual data and convert it into written content using note-making and report writing.

#### Course Outcomes (COs):

- Demonstrate improved communication etiquette through readings on civility and motivation.
- Employ skimming, scanning, and note-making strategies in academic and workplace writing.
- Display awareness of societal values and professional conduct through literature.
- Draft structured texts like reports, agendas, and notices with clarity.
- Integrate vocabulary and grammar in writing and speaking activities effectively.

#### Unit I

- Prose: “On Saying Please” – A.G. Gardiner
- Short Story: “Half a Rupee Worth” – R.K. Narayan
- Conversion of Words.

#### Unit II

- Poem: “If” – Rudyard Kipling
- Prose: “I Have a Dream” – Martin Luther King Jr.
- Skimming & Scanning

#### Unit III

- One-Act Play: “Never, Never Nest” – Cedric Mount
- Short Story: “The Gift of the Magi” – O. Henry
- Report Writing

#### Unit IV

- Short Story: “How I Taught My Grandmother to Read” – Sudha Murty
- Information Transfer: Pie Charts , tree diagram and flow chart.
- Note-making

#### Unit V

- Prose: “The Secret of Work” – Swami Vivekananda
- Notices, Agendas, and Minutes
- One-Word Substitutes

## **Unit-wise Suggested Activities:**

### **Unit I**

- Vocabulary games
- Role-play

### **Unit II**

- Presentation on a dream job.
- Group Discussion

### **Unit III**

- Debate on EMI
- Report Writing college events

### **Unit IV**

- Presentation using ppt (charts/photos)
- Preparing notes from a short lecture/podcast

### **Unit V**

- Drafting a Notice and Agenda for a student meeting
- Vocabulary Quiz

## **Reference Books:**

- Fluency in English – Part II, Board of Editors, Orient BlackSwan
  - Effective Technical Communication by M. Ashraf Rizvi (McGraw Hill)
  - English Grammar in Use by Raymond Murphy (Cambridge)
  - Professional Communication by Aruna Koneru (McGraw Hill)
  - Selected Stories by R.K. Narayan (Indian Thought Publications)
  - Collected Essays of A.G. Gardiner
  - Collected Poems by Rudyard Kipling
  - The Gift of the Magi and Other Stories by O. Henry
  - Selected Speeches of Swami Vivekananda
  - Short Stories by Sudha Murty (Penguin India)
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