

2.1 COMMUNICATING EFFECTIVELY IN ENGLISH II SEMESTER SYLLABUS

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RATIONALE

Interpersonal communication is a natural and necessary part of organizational life. Yet communicating effectively can be challenging because of our inherent nature to assume, overreact to and misperceive what actually is happening. Poor or lack of communication is often cited as the cause of conflict and poor teamwork. In today's team-oriented workplace, managing communication and developing strategies for creating shared meaning are crucial to achieving results and creating successful organizations. The goal of the Communicating Effectively in English course is to produce civic-minded, competent communicators. To that end, students must demonstrate oral as well as written communication proficiency. These include organizational and interpersonal communication, public address and performance.

II SEMESTER 48 hrs

1. LISTENING COMPREHENSION 4hrs

- 1.1 Locating Main Ideas in a Listening Excerpt
- 1.2 Note-taking

2. ORAL COMMUNICATION SKILLS 14 hrs

- 2.1 Offering-Responding to Offers
- 2.2 Requesting-Responding to Requests
- 2.3 Congratulating
- 2.4 Expressing Sympathy and Condolences
- 2.5 Expressing Disappointments
- 2.6 Asking Questions-Polite Responses
- 2.7 Apologizing, Forgiving
- 2.8 Complaining
- 2.9 Persuading
- 2.10 Warning
- 2.11 Asking for and Giving Information
- 2.12 Giving Instructions
- 2.13 Getting and Giving Permission
- 2.14 Asking For and Giving Opinions

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SJ Ball



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Unveiling the Power of Verbal Art: An Psychological Sojourn through **Hsbte Syllabus 2 Nd Sem Maths**

In a world inundated with displays and the cacophony of instant transmission, the profound energy and emotional resonance of verbal art frequently diminish into obscurity, eclipsed by the constant barrage of noise and distractions. However, set within the lyrical pages of **Hsbte Syllabus 2 Nd Sem Maths**, a fascinating function of fictional elegance that pulses with fresh thoughts, lies an wonderful trip waiting to be embarked upon. Penned with a virtuoso wordsmith, this interesting opus books readers on a psychological odyssey, gently exposing the latent possible and profound influence stuck within the complicated internet of language. Within the heart-wrenching expanse of the evocative analysis, we shall embark upon an introspective exploration of the book is key subjects, dissect its fascinating publishing type, and immerse ourselves in the indelible impression it leaves upon the depths of readers souls.

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