

SEMESTER-II

COURSE 2: ENGLISH BRIDGE-II: COMMUNICATE AND CONNECT

Theory

Credits: 4

4 hrs/week

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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