

## **Foundation Course - 4**

### **COMMUNICATION SKILLS AND SOFT SKILLS-1 (CSS -1)**

#### **COURSE CONTENT(30 hours)**

Vocabulary is considered the key to communication and it plays a great role for learners in acquiring a language. The first unit, therefore, is on the different aspects of vocabulary. Since English is a predicate-oriented language, there are two units on grammar focusing on the verb phrase. Listening and speaking are the two receptive skills. Listening is the basic skill of communication, and reading helps a person refine their writing skills. Unit IV and Unit V are on listening and reading respectively.

#### **Unit I: Vocabulary Building**

1a. Prefixes and Suffixes

1b. Conversion

1c. Compounding

1d. Analogy

1. One-Word Substitutes
2. Words Often Confused
3. Synonyms and Antonyms
4. Phrasal Verbs

### **Unit II: Grammar - 1**

1. Types of Verbs
2. Subject-Verb Agreement

### **Unit III: Grammar - 2**

1. Meanings of Modals
2. Tense (Present and Past) and Aspect
3. The Several Possibilities for Denoting Future Time
4. Articles and Prepositions

### **Unit IV: Listening Skills**

1. The Importance of Listening
2. Types of Listening
3. Barriers/Obstacles to Effective Listening
4. Strategies for Effective Listening

### **Unit V: Reading Skills**

1. Skimming
2. Scanning
3. Intensive Reading and Extensive Reading
4. Comprehension