

**THE NATIONAL COLLEGE**  
(AUTONOMOUS)  
JAYANAGAR, BANGALORE.  
**DEPARTMENT OF ENGLISH**

**English Open Elective -3**

**SPEAKING AND LISTENING SKILLS**

**1. Section I: Introduction to Phonetics**

Speech Organs: Speech Mechanism – Classification of English Sounds, Description of English Vowels and Consonants, Consonant Clusters, IPA Symbols and Transcription (words, sentence and short paragraphs); The Syllable Structure, Stress and Intonation - Their Patterns of Stress and Intonation in English Sentences and words (Transcription of short dialogues); Rules for Pronunciation

**2. Section II: Speaking Skills**

Formal and Informal Speeches

Language Functions: Greetings, Making Requests, Persuading, Complaining, Apologizing, Asking for and Giving Permission, Instruction and Directions, Agreeing and Disagreeing, Seeking for/ Giving Advice and Inviting.

**3. Section III: Listening Skills**

1. Definition of Listening; Listening versus Hearing, Process of Listening, Problems the Students Face in Listening; Sub-skills of Listening

2. What is Good Listening?

3. Barriers to Listening

4. Strategies of Listening

5. Listening Activities: Listening to News Broadcast, Telecast and News Bulletins

**4. Section IV: Presentation Skills**

1. Definition, Meaning and Goals of Presentation

2. Some Useful Expressions while Making Presentations – Opening Remarks, Stating Purposes, Giving an Outline, Giving Preliminary Information and Starting with a

Context, Emphasizing Important Points, Drawing Attention to Visuals, Making Recommendation, Keeping Audience Involved, Summarising and Concluding, Inviting

Questions.3. Presentation in Practice - Making Welcome Speech, Introducing Guests to Audience, Making Farewell Speech, Proposing Vote of Thanks