

Sir Bhavsinhji Polytechnic Institute, Bhavnagar
General Department

Learning Resources

Communication Skills in English

Subject Code: DI01000031

Sir Bhavsinhji Polytechnic Institute, Bhavnagar

GENERAL DEPARTMENT

SUBJECT – COMMUNICATION SKILLS IN ENGLISH

SUBJECT CODE -- DI01000031

Reference Books

Sr. No.	Title of Books	Author	Publication
1	Living English Structures	W. S. Allen	Pearson Education India 1992 ISBN: 9788131728499
2	Essentials of English Grammar and Composition	N. K. Aggrawal	Goyal Brothers Prakashan 2015 ISBN : 8183896162
3	English Grammar at Glance	M. Gnanamurali	S. Chand & Co. Ltd. 2010 ISBN : 9788121929042
4	Effective English	E. Suresh Kumar & Others	Pearson 2010 ISBN : 9788131731000
5	English Communication for Polytechnics	S. Chandrashekhar & Others	Orient BlackSwan 2013 ISBN : 8125037462
6	English Fluency Step 1 & 2	-	Macmillan 2010 ISBN : 9781405003650 9781405003667
7	Active English Dictionary	-	Longman 1991 ISBN : 8131707865

8	The Pronunciation of English	Daniel Jones	Cambridge: Cambridge University Press, 4th Edition 1956 ISBN : 0521093694
9	Ed. English Pronouncing Dictionary	James Hartman & et al.	Cambridge: Cambridge University Press.17th Edition 2006 ISBN : 0521680867
10	Effective Communication Skills	Kulbhushan Kumar	Khanna Publishing House, New Delhi (Revised Ed. 2018) ISBN : 9789382609940
11	Better English Pronunciation	J.D.O'Connor	Cambridge: Cambridge University Press 1982 ISBN : 0521231523
12	An English Grammar: Comprehending Principles and Rules	Lindley Murray	Franklin Classics (10 October 2018). ISBN : 0342097008
13	Examine your English	Margaret M. Maison	Orient Longman: New Delhi, 1964 ISBN : 812500176X
14	A Practice Course in English Pronunciation	J. Sethi & et al	New Delhi: Prentice Hall, 2004 ISBN : 9788120325944
15	Technical Communication: A Practical Approach.	Pfeiffer, William Sanborn and T.V.S Padmaja	Delhi: Pearson, 2007. ISBN : 9788131700884

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LINKS OF E-LECTURES

Communication Skills in English

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SECTION : 1 Theory of Communication

Communication Process	https://www.youtube.com/watch?v=rayz1yNvE2Y
	https://www.youtube.com/watch?v=ssSOvvWsEo4
	https://www.youtube.com/watch?v=4Z1Bleje_ko
What is Communication?	https://www.youtube.com/watch?v=YIDFshfYuR4
	https://www.youtube.com/watch?v=5m_u-GSvkPE
	https://www.youtube.com/watch?v=2Lkb7OSRdGE
Types of Communication	https://www.youtube.com/watch?v=K5qQ77cmNPs
	https://www.youtube.com/watch?v=9vKPhjFrccQ
	https://www.youtube.com/watch?v=9W6eeDOs-9E
	https://www.youtube.com/watch?v=T4viV0QbecM
	https://www.youtube.com/watch?v=c-3QEcl3gpl
Barriers to Effective Communication	https://www.youtube.com/watch?v=GjQe8JGc4ql
	https://www.youtube.com/watch?v=hTfsb5ysK80
	https://www.youtube.com/watch?v=kzhBlxxMepI
	https://www.youtube.com/watch?v=ZzuYQfszCKE
	https://www.youtube.com/watch?v=-pJYPnRJ878
Tips for better communication	https://www.youtube.com/watch?v=srn5jgr9TZo
	https://www.youtube.com/watch?v=fPXruR7bgsk

SECTION : 2 GRAMMAR

Parts of Speech	https://www.youtube.com/watch?v=rLkpt9VHT6I
	https://www.youtube.com/watch?v=VP-HVq40Wgg
	https://www.youtube.com/watch?v=uSRf_B8_H5I
	https://www.youtube.com/watch?v=2gTah9w3sFg
	https://www.youtube.com/watch?v=jxsg3EN_EZs
	https://www.youtube.com/watch?v=lwoPWVE8RNs
PREPOSITION	https://www.youtube.com/watch?v=pwmVmWHgC38&list=PLD85An3RPybx4WoqE_oQMCBBgOhA57WWM&index=19
	https://youtu.be/9NVwD85RPFQ
	https://youtu.be/Lr1BBoNu6hI
	https://youtu.be/pPvbHQajhmE
	https://youtu.be/N7A1Q3780qg
CONNECTORS	https://www.youtube.com/watch?v=OCLHslApZK8&list=PLD85An3RPybx4WoqE_oQMCBBgOhA57WWM&index=10
	https://www.youtube.com/watch?v=IH3bOrvPA8&list=PLD85An3RPybx4WoqE_oQMCBBgOhA57WWM&index=11
	https://www.youtube.com/watch?v=oh8IjVqkXQw&list=PLSQj2zZx2KxeasE-7-yKSNF3tpuVyeB83&index=25
	https://www.youtube.com/watch?v=ZB48dkG1OI0&list=PLSQj2zZx2KxeasE-7-yKSNF3tpuVyeB83&index=24
	https://www.youtube.com/watch?v=HclxFKCgy2s&list=PLSQj2zZx2KxeasE-7-yKSNF3tpuVyeB83&index=23
	https://youtu.be/V2OW976IL7I
	https://youtu.be/mrOQcVh_9c0
	https://youtu.be/CRWeVxIhPGU
	https://youtu.be/hJRXbLQuXg4
TENSES	https://www.youtube.com/watch?v=fN-fNXDNM50&list=PLD85An3RPybx4WoqE_oQMCBBgOhA57WWM&index=1
	https://www.youtube.com/watch?v=6rPpLK50r5I&list=PLD85An3RPybx4WoqE_oQMCBBgOhA57WWM&index=2
	https://www.youtube.com/watch?v=uZAKeyUkMVE&list=PLSQj2zZx2KxeasE-7-yKSNF3tpuVyeB83&index=26
	https://youtu.be/vH_DG-Ak_qc
	https://youtu.be/Nd6nnYxz3xg
	https://www.youtube.com/watch?v=x0Oy3FQrjkk
	https://www.youtube.com/watch?v=TeP-0KIGJJE

SUBJECT VERB AGREEMENT	https://www.youtube.com/watch?v=fcu-2Q5M6YI&list=PLD85An3RPybx4WoqE_oQMCBBgOhA57WWM&index=25
	https://www.youtube.com/watch?v=JRDnHtjjCF8&list=PLSQj2zZx2KxeasE-7-yKSNF3tpuVyeb83&index=34
	https://www.youtube.com/watch?v=jE6UTIUFneQ&list=PLSQj2zZx2KxeasE-7-yKSNF3tpuVyeb83&index=36
	https://www.youtube.com/watch?v=HpA9B7ksTbs&list=PLSQj2zZx2KxeasE-7-yKSNF3tpuVyeb83&index=32
	https://youtu.be/dl-6ppn_udc
	https://youtu.be/LfJPA8GwTdk
	https://youtu.be/JZvOtQTEkhl
	https://youtu.be/nLlIIZHcpp8
MODAL VERBS	https://www.youtube.com/watch?v=xJSsv0eZVSg&list=PLD85An3RPybx4WoqE_oQMCBBgOhA57WWM&index=7
	https://www.youtube.com/watch?v=egRlyulugQs&list=PLD85An3RPybx4WoqE_oQMCBBgOhA57WWM&index=8
	https://www.youtube.com/watch?v=pQ7LXScCGRA&list=PLSQj2zZx2KxeasE-7-yKSNF3tpuVyeb83&index=30
	https://www.youtube.com/watch?v=K_lhWqKfckE&list=PLSQj2zZx2KxeasE-7-yKSNF3tpuVyeb83&index=27
	https://youtu.be/0tiJgzh-7o
	https://youtu.be/aPnjdGjTurY
	https://youtu.be/gzqWJjoCeWA

SECTION : 3 Prose and Poetry	
The Leopard Ruskin Bond	https://www.youtube.com/watch?v=KerN_3oxMRc
After Twenty Years- O Henry	https://www.youtube.com/watch?v=9Jeya2YZZs8
	https://www.youtube.com/watch?v=5Clg9UKPIT0
	https://www.youtube.com/watch?v=JuXdCEfaVlo
	https://www.youtube.com/watch?v=hkOD7NNU_Kk
Stopping by Woods on Snowy Evening Robert Frost	https://www.youtube.com/watch?v=to0UbOOUEnl
	https://www.youtube.com/watch?v=jroY_ZPJ7tQ
	https://www.youtube.com/watch?v=XvAQNqLH6TA
	https://www.youtube.com/watch?v=aX06BA4A4fY
	https://www.youtube.com/watch?v=YfP-wyJkYbA

SECTION : 4 Techniques of Writing	
Email Writing	
	https://www.youtube.com/watch?v=JCjI9xmITbs
	https://www.youtube.com/watch?v=YXUr6fVtiVc
	https://www.youtube.com/watch?v=3Tu1jN65slw
	https://www.youtube.com/watch?v=5hhf4spot88
	https://www.youtube.com/watch?v=m6ogPqjIECw
	https://www.youtube.com/watch?v=IJJmKAqttks
Paragraph Writing	
	https://www.youtube.com/watch?v=1Y_-rP8sbUs
	https://www.youtube.com/watch?v=IMRTtUrSFOc
	https://www.youtube.com/watch?v=DPaU8kYS3ml