

NIRMA UNIVERSITY

Institute:	Institute of Law
Name of Programme:	B.A., LL.B (Hons.), B.Com.LL.B(Hons.), B.B.A LL.B (Hons.)
Course Code:	1LA101CC23
Course Title:	English I (Communication)
Course Type:	Core Course
Year of Introduction	2024-25

Course Learning Outcomes:

After completion of the course, the students will be able to:

1. Demonstrate knowledge in such strategies of communication as persuasion, cultural sensitivity, minimizing miscommunication, and the ability to handle disagreements (BL-2)
2. Demonstrate their oral and written communication skills, focusing on comprehension (reading and listening), speaking, and writing. (BL-2)
3. Construct sentences appropriate and correct in terms of syntax and punctuation (BL-3)
4. Apply English idioms and phrasal verbs effectively. (BL-3)
5. Construct legal documents with apt phraseology and style (BL-3)
6. Develop professional communication and soft skills – especially emotional intelligence (BL-6)

L	T	Practical component				C
		LPW	PW	W	S	
3	1	--	0	--	--	4

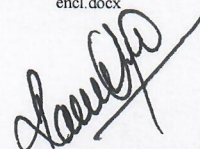
Syllabus

Unit I

Strategies of Communication

**Teaching Hours: 60
12 Hours**

- 1.1 Introduction to General Principles of Communication
 - a. The Process of Communication
 - b. Verbal and Non-Verbal Communication
 - c. Communication Barriers and Strategies for Overcoming Them
 - d. Effective Communication: the 7Cs of Communication
 - e. Giving and Receiving Feedback
- 1.2 Avoiding the Perils of Miscommunication
Text for Discussion: "I Only Came to Use the Phone" by Gabriel Garcia Marquez
- 1.3 Surmounting the Cultural Barriers
Text for Discussion: "A Horse and Two Goats" by R.K. Narayan
- 1.4 Handling Disagreements:
Text for Discussion: "The Proposal" by Anton Chekhov



Unit II Skills of Communication: Listening and Persuasive Speaking 12 Hours

2.1 Mastering the Art of Persuasion

- a. *"The Gettysburg Address" by Abraham Lincoln*
- b. *"Tryst with Destiny" by Jawaharlal Nehru*
- c. *"A Pale Blue Dot" by Carl Sagan*
- d. *Speech from "The Great Dictator" by Charlie Chaplin*

2.2 Practice Exercises in Skills of Persuasive Speaking:

- a. Public Speaking
- b. Debate
- c. Group Discussion
- d. Presentation Skills

Unit III Reading and Comprehension 12 Hours

- 3.1 Comprehension and Interpretation of Inferential and Factual Passages
- 3.2 Reading and Enriching the Legal Vocabulary: Words, Idioms, Phrasal Verbs

Unit IV Legal Writing 14 Hours

- 4.1 Approaches to Writing Formal Emails/Letters
- 4.2 Genres of Writing
- 4.3 Characteristics of Academic Writing
- 4.4 Structure of an Effective Paragraph
- 4.5 Principles of All Legal Writing
- 4.6 Writing a Legal Essay
- 4.7 Writing a Legal Problem-Question Answer

Unit V Language and Communication Skills for Employment 10 Hours

- 5.1 Basic Tenses/Voice/Sentence Structure
- 5.2 Punctuation
- 5.3 Resume Building
- 5.4 Statement of Purpose Writing
- 5.4 Interview Skills

Self-Study: NA
Suggested List of NA

Experience:

Suggested
Reference:

Reading

- Rai, Urmila (2015). *English Language Communication Skills*, Revised Edition. Himalaya Publications.
- Templeton, Melody (2010). *Public Speaking and Presentations Demystified*. McGraw-Hill Education
- Safire, W. (2004). *Lend Me Your Ears: Great Speeches in History*. London: WW Norton.

- Asprey, Michele M. (2011). *Plain Language for Lawyers*. Delhi: Universal Law Publishing Co.Pvt.Ltd.
- Booher, Dianna. (2008). *E-Writing: 21st Century Tools for Effective Communication*. Delhi: Macmillan
- Thomson, A J & Martinet, A V. (1997). *A Practical English Grammar* (3rd ed). OUP
- Swan, Michael (2017). *Practical English Usage* (4th ed). OUP.
- Workman, Graham (1997). *Making Headway: Phrasal Verbs and Idioms* (Advanced).
- Gairns, Ruth and Stuart Redman (1986). *Working with Words: A Guide to Teaching and Learning Vocabulary*. Cambridge University Press.
- McCarthy, Michael and Felicity O'Dell (2018). *English Vocabulary in Use* (Advanced). Cambridge University Press
- Templeton, Melody (2010). *Public Speaking and Presentations Demystified*. McGraw-Hill Education
- Amin A. and Eravelly R. and Ibrahim F. J. (2004). *Grammar Builder*. Cambridge University Press.
- Hewings M. (1999). *Advanced English Grammar*. Cambridge: Cambridge University Press.
- Barker, Alan. (2007). *Improve Your Communication Skills*. New Delhi: Kogan Page.
- Sen, Leena. (2009). *Communication Skills*. New Delhi: PHI.
- Balasubramanian, T. *A Textbook of English Phonetics for Indian Students*. New Delhi: Macmillan India Ltd.

Legal Writing

- Garner, Bryan A (2001). *Legal Writing in Plain English: A Text with Exercises*. Chicago: University of Chicago Press.
- Johns, Margaret Z. & Clayton S. Tanaka (2nd ed., 2014). *Professional Writing for Lawyers: Skills and Responsibilities*. North Carolina: Carolina Academic Press.
- Bast, Carol, M. and Margie Hawkins (5th ed., 2012). *Functions of Legal Research and Writing*. New York: Delamar Cengage Learning.
- Lehman, Dufrene and Sinha. *B.COM: An Innovative Approach to Learning & Teaching Business Communication*. India: Cengage Learning.
- Monipally, M.M and Badrinarayan P. *Academic Writing*. India: SAGE Publication.
- Chandratre, K.R. *Legal & Business Writing in Plain English*. New Delhi: Taxmann Pvt. Ltd.

Suggested Case List:

NA

