



SPEAKING EFFECTIVELY

PROF. ANJALI GERA ROY

Department of Humanities and Social Sciences
IIT Kharagpur

TYPE OF COURSE : Rerun | Core | UG

COURSE DURATION : 8 weeks (24 Jan' 22 - 18 Mar' 22)

EXAM DATE : 27 Mar 2022

PRE-REQUISITES : An intermediate course in English Language

INTENDED AUDIENCE : Any discipline

INDUSTRIES APPLICABLE TO : All industries

COURSE OUTLINE :

This course aims to introduce learners to the dynamics of effective spoken communication by establishing speaking as an autonomous medium with a distinctive vocabulary, syntax, structure, style and register. It will enable learners to participate in one to one interactions, in small groups and before a group. Learners are expected to master the fundamentals of speaking such as vocabulary, body language, pronunciation and basic conversation skills before they move on to more advanced activities such as appearing in interviews, making formal presentations and participating in meetings.

ABOUT INSTRUCTOR :

Prof. Anjali Gera Roy is a Professor in the Department of Humanities and Social Sciences IIT Kharagpur where she has designed and taught courses in language, literature and communication for more than 25 years. She has conducted and taught in a number of executive development programs in IIM Bangalore and IIT Kharagpur and run several tailor-made programs for the industry. She has been a Visiting Faculty in IIM Bangalore and Guest Faculty in Communication in IIM Rohtak and IIM Kashipur.

In addition, she has lectured in several universities in Australia, Canada, Germany, Singapore and New Zealand. Her research interests span linguistic, literary, cultural and performing traditions of India, oral histories, folklore, postcolonial and diaspora theory. Her recent publications include *Cinema of Enchantment: Perso-Arabic Genealogies of the Hindi Masala Film* (Hyderabad: Orient Blackswan 2015), *Imagining Punjab, Punjabi, Punjabiya in the Transnational Era* (New York: Routledge 2015), *Bhangra Moves: From Ludhiana to London and Beyond* (Aldershot: Ashgate 2010), *The Magic of Bollywood: At Home and Abroad* (Delhi: Sage 2012), (with Chua Beng Huat) *The Travels of Bollywood Cinema: From Bombay to LA* (Delhi: OUP 2012) and (with Nandi Bhatia) *Partitioned Lives: Narratives of Home, Resettlement and Displacement* (Delhi: Pearson Education 2008)

COURSE PLAN :

Week 1: Introduction

Week 2: Nonverbal Communication

Week 3: Phonetics

Week 4: Voice and delivery

Week 5: Basic conversational skills

Week 6: Appearing in interviews and taking interviews

Week 7: Making and assessing presentations

Week 8: Group discussions and meetings