

COURSE STRUCTURE WITH CREDITS DISTRIBUTION

AEC: ENGLISH LANGUAGE SKILL AND COMMUNICATION

Programme: Undergraduate	Year: 2	Semester: IV TH
Offered by : Department of ENGLISH		
Course Code: Z020401T	Course: ENGLISH LANGUAGE SKILL AND COMMUNICATION	
Credit: 3	Ability Enhancement Course (Elective Course)	
<p>Course Outcome: after completion of the course, student will be able to:</p> <p>CO1: improve proficiency in reading, writing, listening, and speaking in English, enabling them to communicate effectively in various contexts.</p> <p>CO2: express ideas clearly and coherently in both written and oral forms, utilizing appropriate language structures, vocabulary, and tone.</p> <p>CO3: analyze, interpret, and critique texts, arguments, and presentations, demonstrating an understanding of underlying themes, purposes, and rhetorical strategies.</p> <p>CO4: tailor their communication style and content according to the audience, purpose, and context, enhancing the impact and clarity of their message.</p> <p>CO5: produce and present professional documents, such as reports, emails, and presentations, adhering to formal standards and conventions.</p>		
Unit	Course Contents	
1	Language of Communication: Verbal and Non-verbal Communication, Personal, Social and Business Communication, Intra-personal, Inter-personal and Group Communication, Barriers and Strategies.	
2	Speaking Skills: Monologue, Dialogue, Group Discussion, Interview, Public Speech.	
3	Reading and Understanding: Close Reading, Comprehension, Summery Paraphrasing, Analysis and Interpretation, Translation (from Indian language to English and vice-versa)	
4	Writing Skills: Documenting, Report Writing, Letter Writing, Notice Writing and E- mail Writing.	
5	English Grammar: Parts of Speech, Synthesis, Direct and Indirect Speech, Transformation, Active and Passive Voice, Spotting the Errors, Figures of Speech, Vocabulary - Synonyms, Antonyms, One-word Substitution, Idioms and Phrases.	
6	English Composition: Paragraph Writing, Story Writing, Essay Writing, Precis Writing, Comprehension, Autobiography Writing, Expansion of Passages.	
7	Essay - <i>Women's Education</i> by S. Radhakrishnan	
8	<ul style="list-style-type: none"> ● Short Story - <i>Under the Banyan Tree</i> by R.K. Narayan ● Drama - <i>Where There Is Will</i> by Mahesh Dattani ● Novel - <i>He Who Rides A Tiger</i> by Bhabani Bhattacharya 	
Suggested Readings:		
<ul style="list-style-type: none"> ● High School English Grammar and Composition by Wren and Martin, Edition: 2017 ● English Grammar and Composition by S.C. Gupta, Edition:2018 ● Compton Rickett: A History of English Literature, Nabu Press, 2010 ● Indian Writing in English by K.R. Srinivasa Iyngar ● A History of Indian English Literature by M.K. Naik 		