

SYLLABUS

Semester: I

Subject: AEC

Paper Code:

Paper Name: English Communication- I

Paper Credit: 4

Total No. of Classes: 40

Marks: 60

Course Objectives:

This course aims

- To enable the students with the basics of English communication skills both written and spoken in a variety of real-life situations.
- To develop communication skills that are crucial to their personal, social, and professional interactions.
- To equip students effectively to acquire skills in reading, writing, comprehension, and communication.

Course Outcomes:

After completing the course, the students will be able to:

- Speak with confidence and clarity in both formal and informal situations.
- Apply appropriate conventions of intonation, stress, and rhythm to speak English with intelligibility.
- Compose short and long pieces of writing creatively and grammatically for both academic and other purposes.
- Better understand the process of communication both in theoretical and practical sense.

CONTENTS:

Theory:

UNIT I: Use of English in Everyday Situations

- a) Importance of learning English

- b) English as a global language
- c) India and the English language
- d) English and everyday situations

UNIT II: Basics of Communication

- a) Communication—Definition, Nature
- b) Process of communication
- c) Forms and types of communication
- d) Barriers to communication

UNIT III: Communication Skills (EL Component)

- a) Soft skills
- b) Language skills (listening, speaking, reading, and writing)
- c) Group discussion
- d) Power Point Presentation

UNIT IV: Writing Skills for Correspondence

- a) Letter writing
- b) Notice
- c) Job application
- d) Circular

Practical/ Presentation: Students will be evaluated on topic-based assignment/ practical/ presentation.

Suggested readings:

1. Dhanavel, S.P. *English and Soft Skills*. Orient Blackswan, 2013.
2. Kapoor, Himani, and Anita George. *Communication in Everyday Life*. Worldview, 2024.
3. Sharma, R. K. *Functional English*. Atlantic Publishers, 2005.
4. Tamuli, A. *English Language for Undergraduate Students*. Cambridge University Press, 2019.