

FOUR YEAR UNDERGRADUATE PROGRAM (2024 –28)
DEPARTMENT OF English
COURSE CURRICULUM

PART- A: Introduction			
Program: Bachelor in-Arts/Science/Commerce (Diploma)		Semester -IV	Session: 2024-2025
1	Course Code	AEC- 04	
2	Course Title	Communicative English and Soft Skills	
3	Course Type	AEC [Ability Enhancement Course]	
4	Pre-requisite (if, any)	As per program	
5	Course Learning Outcomes (CLO)	After completion of this course, the students will be able to: <ul style="list-style-type: none"> ➤ Learn deviant use of English both in written and spoken forms. ➤ Understand the importance of communication in English. ➤ Apply the ability to improve competence in using English language. ➤ Analyze the importance of reading skills. ➤ Develop language for speaking with confidence. 	
6	Credit Value	2 Credits	Credit = 15 Hours - learning & Observation
7	Total Marks	Max. Marks: 50	Min Passing Marks: 20
PART -B: Content of the Course			
Total No. of Teaching-learning Periods (01 Hr. per period) - 30 Periods (30 Hours)			
Unit	Topics (Course contents)		No. of Period
I	What is communication? <ul style="list-style-type: none"> • Purpose of Communication, • Types of Communication (Verbal and Non- Verbal), • The motivating factors (Intrinsic and Extrinsic) • Barriers of Communication (Internal and External). 		08
II	Building Vocabulary <ul style="list-style-type: none"> • Use of Dictionary, • Building Vocabulary through synonyms and antonyms, • Use of Phrasal Verbs, Idioms and Phrases • Unseen passage 		07
III	Conversation in English (Performance Based) <p>A) Reading: Very short stories (Gift of Magi, Cinderella, The Selfish Giant, Stories from Panchatantra), Newspaper reports / Fact- based articles, Diction and tone, Identifying topic sentences, Reading aloud: Reading an article/report.</p> <p>B) Spoken English for the Real world and Situational Dialogues) (any four)</p> <ul style="list-style-type: none"> • Call Center: Talking to service Providers, Professional Enquiries, Talking with peers/ seniors. • Bank: for opening an account (seeking information on loans/FDs/other schemes. • Office: (seeking information regarding job vacancy) • Market (asking for price of an object, discount etc), • Restaurant: (asking for the special dish, offerings in the menu and ordering for food) 		08

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	<ul style="list-style-type: none"> At the Railway Station/ Bus Station enquiry: (Arrival and departure of buses/ trains) Hotel: Booking a room, asking tariff rate Travel agency: (Asking to book tickets fares, finding vacancies in hotels) <p>C) Greetings and Common Etiquettes: Introducing oneself; Invitation; Making Requests; Expressing Gratitude; Complimenting and Congratulating; Expressing Sympathy; Apologizing; Complaining and Expressing Regret</p>	
IV	<p>Presentation skills (Performance Based):</p> <p>Effective oral presentation, Characteristics of good oral presentation. Use of quotations and anecdotes. Ways of Oral Presentation (Seminar, Viva -voce, Interview, Power Point etc.) Gestures/ Mannerism during oral presentation. Media methods used for effective oral presentation, Body Language, Attire.</p>	08
Key words	Communication, Vocabulary, Conversation, Reading, Presentation.	

Signature of Convener & Members (CBoS) :

PART-C: Learning Resources
Text Books, Reference Books and Others
<p>Text Books Recommended - Suggested Reading:</p> <ul style="list-style-type: none"> ➤ Fluency in English - Part II, Oxford University Press, 2006. ➤ Enrich Your English, OUP, SR Inthira and V. Saraswathi, CIEFL, 1997 ➤ Oxford A-Z of English Usage, ed. Jeremy Butterfield, OUP, 2007. ➤ Longman Dictionary of Common Errors, N.D. Turton and J.B. Heaton, Longman, 1998 ➤ Contemporary Communicative English, S Chand ➤ Malhotra Perna, Deb Dulal Halder, (2019) Communication Skills: Theory and Practice, Eighth Edition, BookAge Publications, New Delhi.
<p>Online Resources-</p> <ul style="list-style-type: none"> ➤ Applying Communication Theory for Professional Life: A Practical Introduction. Dainton and Zolley, http://tsime.uz.ac.zw/claroline/backends/download.php?url=L0ludHJvX3RvX2NvbW11bmljYXRpb25f ➤ https://web.sol.du.ac.in/my_modules/type/cbcs-41-2/data/root/B.Com/Semester%202/ABILITY-ENHANCEMENT%20COMPULSORY%20COURSE-AECC/English%20Communication%20A-B-C/Unit%201-5.pdf ➤ https://archive.org/details/personality-development-book/mode/1up ➤ https://www.coursera.org/articles/presentation-skills ➤ https://www.cbs.de/en/blog/15-effective-presentation-tips-to-improve-presentation-skills/ ➤ https://benjaminball.com/blog/good-body-language-best-visual-aid-talks/ ➤ https://blog.moderngov.com/importance-of-body-language-in-presentations-good-bad-examples
PART -D: Assessment and Evaluation
<p>Suggested Continuous Evaluation Methods:</p> <p>Maximum Marks: 50 Marks</p> <p>Continuous Internal Assessment (CIA): 15 Marks</p> <p>End Semester Exam (ESE): 35 Marks</p>

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Continuous Internal Assessment (CIA): (By Course Teacher)	Internal Test / Quiz-(2): 10 & 10 Assignment/Seminar +Attendance - 05 Total Marks - 15	Better marks out of the two Test / Quiz + obtained marks in Assignment shall be considered against 15 Marks
End Semester Exam (ESE):	Q1. Objective/ MCQs to be asked only from Unit I (1 x5= 05 Mark) Q2. I Vocabulary: (5Marks) II Unseen Passage (5 Marks) Q3. Particles from Unit 3 & 4 consisting of 20 marks.	

Name and Signature of Convener & Members of CBoS:

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