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

## COURSE CURRICULUM

		COURSI	E CURRICULUM			
PAI	RT-A: I	ntroduction				
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 En	hancement Course]			
4 P	Pre-requisite (if, any)	As per program				
	Course Learning. Outcomes (CLO)	After completion of this course, the students will be able to:  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		rs - learning & Observat	ion	
7 I	Total Marks	Max. Marks:	50		20	
PART	Γ-B: Content	of the Course				
	Total No. of Tea	ching-learning	Periods (01 Hr. per per	riod) - 30 Periods (30 Hou	urs)	
Unit			pics (Course content	ts)	No. of Period	
	<ul><li>Types of Con</li><li>The motivation</li></ul>	communication, nmunication (Ver ng factors (Intrins			08	
<ul> <li>Barriers of Communication (Internal and External).</li> <li>Building Vocabulary</li> <li>Use of Dictionary,</li> <li>Building Vocabulary through synonyms and antonyms,</li> <li>Use of Phrasal Verbs, Idioms and Phrases</li> <li>Unseen passage</li> </ul>						
Ш	from Panchar Identifying to B) Spoken Eng Call C with p Bank	ry short stories (Cotantra), Newspaper opic sentences, Relish for the Real Center: Talking to opeers/ seniors.	Fift of Magi, Cinderella, Fer reports / Fact- based areading aloud: Reading an world and Situational I	article/report.  Dialogues) (any four) ssional Enquiries, Talking	08	

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	<ul> <li>At the Railway Station/ Bus Station enquiry: (Arrival and departure of buses/ trains)</li> <li>Hotel: Booking a room, asking tariff rate</li> <li>Travel agency: (Asking to book tickets fares, finding vacancies in hotels)</li> <li>C) Greetings and Common Etiquettes: Introducing oneself; Invitation; Making Requests; Expressing Gratitude; Complimenting and Congratulating; Expressing Sympathy; Apologizing; Complaining and Expressing Regret</li> </ul>	7			
IV	Presentation skills (Performance Based):  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.				
Key words	Communication, Vocabulary, Conversation, Reading, Presentation.				

Signature of Convener & Members (CBoS):

## PART-C: Learning Resources

Text Books, Reference Books and Others

### Text Books Recommended - Suggested Reading:

- > 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 Prerna, Deb Dulal Halder, (2019) Communication Skills: Theory and Practice, Eighth Edition, BookAge Publications, New Delhi.

#### Online Resources-

Applying Communication Theory for Professional Life: A Practical Introduction. Dainton and Zelley,

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/lup
- 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

**Suggested Continuous Evaluation Methods:** 

Maximum Marks:

50 Marks

Continuous Internal Assessment (CIA):

15 Marks

End Semester Exam (ESE):

35 Marks

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Continuous Internal Assessment (CIA): (By Course Teacher)	Internal Test / Quiz-(2): Assignment/Seminar +Atter Total 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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