

PART-A: Introduction			
Program: Bachelor in Arts / Commerce / Science (Certificate/Diploma/Degree/Honors)		Semester – I/ II/III	Session: 2024-2025
1	Course Code	AEC 02	
2	Course Title	English Language	
3	Course Type	AEC (Ability Enhancement Course)	
4	Pre-requisite (if any)	As per Program	
5	Course Learning Outcomes(CLO)	After the completion of this course, the students will be able to – <ul style="list-style-type: none"> ➤ Understand and apply the use of Articles and Tenses in day to day life. ➤ Analyze the power of imagination and creativity and critically appreciate the poems. ➤ Identify and develop different types of writing skills. ➤ Appreciate and value the use of idioms and phrases as enriching elements of language expression. 	
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	Prose: 1. Darshana Dholakia : Baa – My Mother – A Person, A Woman 2. Anita Desai : A Devoted Son 3. Rabindranath Tagore : The Home Coming		08
II	Poetry : 1. William Wordsworth: The Solitary Reaper 2. Robert Lee Frost: Stopping by the Woods on a Snowy Evening		07
III	Letter Writing : 1. Formal Letter 2. Informal Letter Composition : 1. Describing a Place or a Person 2. Writing a Biographical Sketch 3. Narrating an Event or Experience		08
IV	Writing Skills : Word Formation, Idioms and Phrases Coordination and Subordination, One Word Substitutes Grammar : 1. Articles 2. Tenses		07

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Keywords	<i>Love, admire, alone, devote, solitary, frozen lake, darkest evening.</i>
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Signature of Convener & Members (CBoS):

PART-C: Learning Resources

Text Books, Reference Books and Others

Text Book:

1. Flamingo : A textbook for college students publication : Macmillan Publishers.

Reference Books:

2. Essential English Grammar, 2nd Edition by Raymond Murphy, Cambridge Publication.
3. English Grammar in use 5th Edition by Raymond Murphy, Cambridge Publication
4. Advanced English Grammar by Martine Hewings Cambridge University Press.

Online Resources–

➤ **e-Resources / e-books and e-learning portals**

- i) <https://englishsummary.com/devoted-son-summary-anita-desai/>
- ii) <https://litmarked.com/the-homecoming-by-rabindranath-tagore-summary/>
- iii) <https://www.litcharts.com/poetry/william-wordsworth/the-solitary-reaper>
- iv) <https://www.sparknotes.com/poetry/frost/section10/>
- v) <https://www.wikihow.com/Write-a-Biographical-Sketch>
- vi) <https://study.com/learn/lesson/composition-writing-rules-format.html>
- vii) <https://www.thelearninglab.com.sg/blog/2021/02/how-to-write-an-impressive-composition/>

PART-D: Assessment and Evaluation

Suggested Continuous Evaluation Methods:

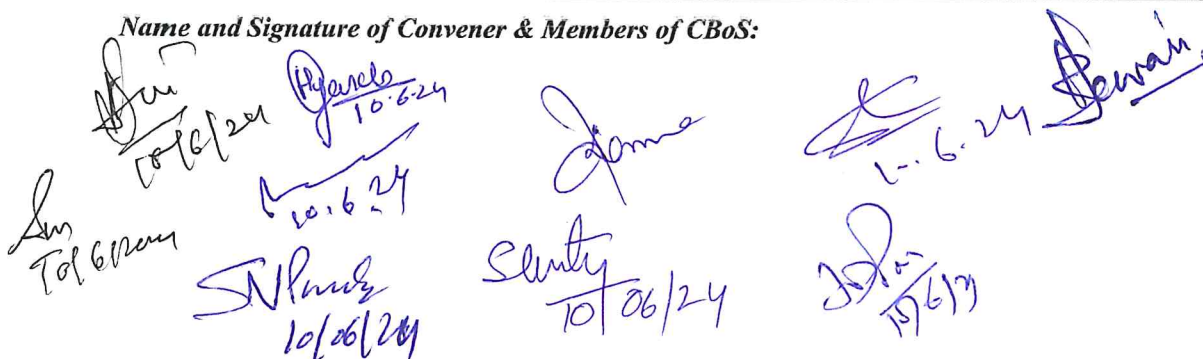
Maximum Marks: 50 Marks

Continuous Internal Assessment(CIA):15 Marks

End Semester Exam (ESE):35Marks

Continuous Internal Assessment(CIA): (By Course Teacher)	Internal Test / Quiz-(2): 10 &10 Assignment/Seminar +Attendance- 05 otal Marks -15	Better marks out of the two Test / Quiz + obtained marks in Assignment shall be considered against 15 Marks
End Semester Exam (ESE):	Two section – A & B Section A: Q1. Objective – 10 x1= 10 Mark; Q2. Short answer type- 5x4 =20 Marks Section B: Descriptive answer type qts., 1out of 2 from each unit-4x10=40 Marks	

Name and Signature of Convener & Members of CBoS:








 Signatures and dates of CBoS members:

- 10/6/24
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- 10/06/24
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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

		ordering for food)		
 T. P. 6/24 Am 10/6/24	 Hank 10-6-24 Hank 10/6/24	 James	 10-6-24	 Stewart 10/6/24 Stewart 10/6/24

	<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

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 Perna, 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/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

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): 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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