

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

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

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	<ul style="list-style-type: none"> <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> </ul> <p>C) <b>Greetings and Common Etiquettes:</b> Introducing oneself; Invitation; Making Requests; Expressing Gratitude; Complimenting and Congratulating; Expressing Sympathy; Apologizing; Complaining and Expressing Regret</p>	
<b>IV</b>	<p><b>Presentation skills (Performance Based):</b></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>	<b>08</b>
<b>Key words</b>	Communication, Vocabulary, Conversation, Reading, Presentation.	

**Signature of Convener & Members (CBoS) :**

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

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