

ABILITY ENHANCEMENT COMPULSORY COURSE (AECC)

FIRST SEMESTER

ENGLISH COMMUNICATION

COURSE CODE: GEN-AE1014

CREDITS ASSIGNED: 4 CREDITS

COURSE OBJECTIVES:

- To introduce students to the theory, fundamentals and tools of communication and to equip them with vital communication skills which are integral in personal, social and professional interactions.
- To address the significance of clear and effective communication through an interactive mode of teaching- learning process and by focusing on various dimensions of communication skills.

COURSE OUTCOME:

- After the completion of this course, the students would have the ability to interact effectively in their personal and professional
- The students would also master the skill of effective communication in various environments and situations.

UNIT I

COMMUNICATION: THEORY AND TYPES

Theory of Communication, Types and modes of Communication

Verbal and Non-verbal

(Spoken and Written)

Personal, Social and Business communication

Barriers and Strategies

Intra-personal, Inter-personal and Group communication

UNIT II

SPEAKING SKILLS:

Monologue

Dialogue

Group Discussion

Effective Communication

Interview

Public Speech

UNIT III

READING AND UNDERSTANDING

Close Reading

Comprehension

Summary

Paraphrasing

Analysis and Interpretation

Translation (from Indian language to English and vice-versa) Literary/Knowledge Texts

UNIT IV

WRITING SKILLS:

Documenting
Report Writing
Making notes
Letter writing

PRESCRIBED TEXT:

Language and Communication Skills, Cambridge University Press, 2019

RECOMMENDED READINGS:

1. *Fluency in English - Part II*, Oxford University Press, 2006.
2. *Business English*, Pearson, 2008.
3. *Language, Literature and Creativity*, Orient Blackswan, 2013.
4. *Enrich Your English*, OUP, SR Inthira and V. Saraswathi, CIEFL, 1997
5. *Oxford A-Z of English Usage*, ed. Jeremy Butterfield, OUP, 2007.
6. *Longman Dictionary of Common Errors*, N.D. Turton and J.B. Heaton, Longman, 1998.

