VIDYASAGAR UNIVERSITY

Paschim Midnapore 721102, West Bengal

ABILITY ENHANCEMENT COMPULSORY COURSE (AECC)

ENGLISH

Revised syllabus (w.e.f. academic session 2022-23)

AECC-English: English Communication **Credits 02**

Course Contents:

1. **Communication Skills**
   a) Types and Models of Communication
   b) Verbal and Non-verbal Communication
   c) Barriers and Strategies
   d) Inter-personal Communication

2. **Listening Skills:**
   a) Active and Passive Listening

3. **Speaking Skills:**
   a) Different forms of Speaking – Formal/Informal
   b) Group Discussion
   c) English in Situations: Greeting & Leave Taking, Making & Granting/Refusing Requests, Queries & Giving Information/Direction, Describing objects/process, Narrating events &Commentary, Persuasion & Motivation, Complaints &Apologies, Expressing disapproval, Alerting & Warning

4. **Reading Skills:**
   a) Close Reading
   b) Comprehension
   c) Summary
   d) Paraphrasing

5. **Writing Skills:**
   a) Report Writing
   b) Making notes
   c) Letter writing

Suggested Readings:

1. **Connect: Course in Communicative English**, Debashis Bandyopadhyay & Malathi Krishnan Cambridge University Press, New Delhi, 2018.
2. **A Textbook of English and Communication Skills**. Richa Mishra and Ratna Rao, New Delhi: Macmillan: 2019

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