

# Vidyasagar University

## AECC – Ability Enhancement Compulsory Course

### English Communication

**English Communication**

**Credits: 2**

#### **1. Communication Skills**

- a) Theory and Types of Communication
- b) Verbal and Non-verbal Communication
- c) Barriers and Strategies
- d) Workplace Communication
- e) Telephone Communication

#### **2. Speaking Skills:**

- a) Inter-personal Communication
- b) Group Discussion
- c) Interview

#### **3. Reading Skills:**

- a) Close Reading
- b) Comprehension
- c) Summary
- d) Paraphrasing
- e) Interpreting Graphs and Charts

#### **4. Writing Skills:**

- a) Report Writing
- b) Making notes
- c) Letter writing
- d) Business Communication

#### **Prescribed Text:**

***Connect: Course in Communicative English***, Debashis Bandyopadhyay & Malathi Krishnan Cambridge University Press, New Delhi, 2018