

B. A. Programme

AECC

Paper Code: 21ENG1000

Nomenclature: Communicative English

Total Credits: 2

Maximum Marks-100

Theory- 80 marks

Internal Assessment- 20 marks

Time: 3 hrs

Note: There shall be nine questions in all. Question no. 1 shall be compulsory, consisting of eight short answer type questions covering the entire syllabus. Two questions will be asked from each unit. Students will have to attempt one question from each unit. All questions shall carry equal marks.

Course Objectives:

1. To familiarize the students with the nature and importance of communication.
2. To orient the students towards theory and practice of Communication Skills.
3. To impart knowledge of common courtesies and conversational practices.
4. To acquaint students with positive attributes of personality.

Course Outcomes:

1. Students should be able to understand the nature and importance of Communication Skills.
2. Students would gain knowledge of common courtesies and conversational practices in various situations.
3. Students would be acquainted with the knowledge of skills necessary for Personality Development.
4. Students would be able to demonstrate the skills and knowledge of effective communication.

Unit I

Parts of Speech: Noun, Pronoun, Adjective, Verb, Adverb, Conjunction, Interjection, Identifying parts of speech, 20 commonly used verb patterns, Common errors

Unit II

Listening & Speaking: Hearing and Listing, Barriers to Listening, Academic Listening

Conversational English: Greeting and Introducing, Making Requests, Asking for and Giving Permission, Offering Help, Giving Instructions and Directions, Arts of Small Talk

Speech and Oration: Making a Short Formal Speech, Describing People, Places, Events and Things

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Unit III

Conversational Practices in Various Situations: Meeting, parting, at railway station, buying at shops, asking about buses, travelling by bus, Using expressions of time, talking about money, identifying people, at the bank, at the grocery store, immediate family and relatives, hiring a taxi, talking about weather/weather conditions, ordering food, dinner conversations, at the doctor's clinic, quitting and finding jobs, office conversations, conversations about school/ college/university, the English class

(Students shall develop dialogue-based conversations on the above-mentioned situations)

Unit IV

Public speaking: Introduction, Welcome and introductory speech, Vote of thanks speech, Farewell speech, Audience analysis.

Suggestive Readings:

Dutt, P. Kiranmai and GeethaRajeevan et. Al. A Course in Communication Skills. Foundation Books, CUP, 2016

Hornby, A. S. A Guide to Patterns and Usage in English. OUP (latest edition),

Raymond Murphy. Intermediate English Grammar CUP (latest edition),

Tickoo, M. L. and Subramanian et. Al. Intermediate grammar usage and composition. Orient BlackSwan (latest edition),

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