



গড়গাঁও মহাবিদ্যালয়

GARGAON COLLEGE

NAAC accredited with 'B' Grade

Communication and Language Skill Paper by English Department



B.A-CBCS-English-ed... @

ABILITY ENHANCEMENT COMPULSORY COURSE (AECC)

FIRST SEMESTER
COURSE CODE: 1018
AECC I: ENGLISH COMMUNICATION
CREDITS ASSIGNED: 2 CREDITS

COURSE OBJECTIVES: The purpose of this course is to introduce students to the theory, fundamentals and tools of communication and to develop in them vital communication skills which should be integral to personal, social and professional interactions. One of the critical links among human beings and an important thread that binds society together is the ability to share thoughts, emotions and ideas through various means of communication: both verbal and non-verbal. In the context of rapid globalization and increasing recognition of social and cultural pluralities, the significance of clear and effective communication has substantially enhanced. The present course helps to address some of these aspects through an interactive mode of teaching-learning process and by focusing on various dimensions of communication skills. Some of these are: Language of communication, various speaking skills such as personal communication, social interactions and communication in professional situations such as interviews, group discussions and office environments, important reading skills as well as writing skills such as report writing, note-taking etc. While, to an extent, the art of communication is natural to all living beings, in today's world of complexities, it has also acquired some elements of science.

UNIT I



About the Program:

English Department of Gargaon College has prepared a Paper to enhance the skills required to enhance the capability of communication in English language. Communication skills are some of the most utilized and the most sought after in the workplace. They're essential for leaders and individual contributors to hone. Looking at our largely remote and hybrid work environments, great communication skills make the difference between connected, agile teams, and teams who fail to collaborate, stay aligned, and achieve common goals.

Photograph of the Paper:

Semester III

English : Writing skills II (5+1 credits)

1. Interview
2. Feature article
3. Questionnaire/ Survey
4. Essay/Speech writing
5. Report writing
6. Dialogue writing

Internal assessment (20 marks)

Speaking skills, Listening/ comprehension

Project work

Suggested projects

Creative writing, Theatre Action Group (TAG)/ other theatre groups, *Billy Elliot*, Translating a poem, Arranged marriages, Interviewing a celebrity, Writing a newspaper article on a current topic, Today's youth and youth icons, Leadership and politics, Examination system and benefits of reform, The *Mahabharata*, Communalism, Gender discrimination, Social activism.

MODE OF ASSESSMENT:

Internal Assessment: 20 marks

(Sessional test 1: 5marks, Sessional test 2: 5 marks, Presentation/viva voce/Group discussion/projects: 5 marks, Attendance: 5 marks)

Total: 20 marks

Final Examination: 80 marks

Unit 1 to 6: 6 long answer questions (one from each unit) x 10 marks each = 60 marks

Unit 1 to 6: 4 short answer questions (out of six) + 5 marks each = 20 marks

Total: =80 marks

Recommended Readings

Fluency in English Part II, Delhi: Oxford University Press, 2015.

El Dorado: A Textbook of Communication Skills, Orient Blackswan Private Limited, Hyderabad, 2014, Units 6-10.

Interchange, Workbook III, Fourth Edition, Cambridge University Press, Delhi, 2015. Units 9 - 16.

New Headway, Intermediate Student's Book, 3rd Edition, Oxford University Press, 6-12.

Write to be Read: Reading, Reflecting & Writing, Cambridge University Press, Delhi, First South Asian edition 2014, Units 5-7

