

**AEC (Ability Enhancement Course)**  
**Paper 1 (Semester 2)**  
**English Communication**  
**Total Marks 50**  
**2 Credits**  
**(15 Classes Per Credit)**  
**Contact + Non-Contact Classes: Total 30**

**GRADUATE ATTRIBUTES:** This introductory course in English Communication is designed to equip students from all disciplines with the basics of English Communication skills both written and spoken in a variety of real-life situations. To this end the graduates are expected to acquire, by the end of this course, a comprehensive knowledge of the theory and practical application of communication, especially in English, and to develop communication skills that are crucial to their personal, social and professional interactions. Graduates will also be able to develop complex problem-solving abilities, critical thinking and analytical reasoning which will enable them to think out of the box in the job sector. Having acquired competence in English, the graduates will be able to confidently coordinate and collaborate with others in an inclusive spirit thereby demonstrating their people and leadership skills. The communicative ability of the graduates will reflect their acquisition of digital and technological skills imparted through the necessary inclusion of information and communication technology while teaching.

**COURSE OUTCOME:**

After studying / completing the course the students will be able to:

- Understand the process of communication
- speak with confidence and clarity in both formal and informal situations
- identify different purposes for listening in both academic and other contexts
- distinguish purpose, gist and intent of English when spoken and participate in formal and informal conversations adequately
- apply appropriate conventions of intonation, stress and rhythm to speak English with intelligibility and perform different language functions
- distinguish and analyze various types of reading texts
- apply efficient reading techniques to understand the overall idea and specific information in a text
- compose short and long pieces of writing creatively and grammatically for both academic and other purposes

**ASSESSMENT:** \*Practical assessment will involve exercises on speaking and interpersonal skills

**UNIT I: UNDERSTANDING COMMUNICATION**

It is important for everyone to understand what communication involves in order to improve communication skills. In this section the aim is to introduce the students to the basics of communication:

- the process of communication
- types of communication: verbal-non-verbal – oral-written communication – formal-informal communication – modern forms of communication
- qualities of effective communication: reading - listening intelligently – thinking and planning – using appropriate language – using appropriate channel – using appropriate language – intercultural sensitivity – showing empathy – not pre-judging – clarity – avoiding distractions – showing respect – barriers to effective communication

**UNIT 2: LISTENING AND SPEAKING**

In this unit, students will be acquainted with the attributes of effective speech like confidence, clarity, audibility, appropriate body language, intonation etc. and will acquire practice in listening and speaking in a variety of formal and informal settings. Listening enhances our understanding and enables us to process ideas and arguments better. It sharpens our ability to empathize with others, which is a critical factor in effective communication. Students will be training to acquire the following skills:

- Familiarity with English sounds, stress and intonation
- Understanding the main idea

- Listening for detailed and specific information
- Understanding the speaker's intent and attitude
- Introducing oneself and others
- Asking for clarification, giving directions/instructions
- Expressing gratitude, making requests, congratulating, apologizing etc.
- Agreeing/disagreeing, sharing opinions etc.

The above skills will be applied in a number of settings like:

- **Describing an idea, scenario, picture, etc.**
- **Group Discussion:** Students will learn to articulate their views in group situations and to also be group leaders adept at presenting the views of the group whenever necessary.
- **Interviews:** Mock interviews will be conducted to equip students with the skills needed to face formal interview situations whether face-to-face, telephonic or the visual mode.
- **Oral presentations:** Students will also learn to make formal oral presentations using information and communication technology besides the verbal mode of communication.
- **Public speaking:** Students will be given practice in speaking on given topics before an audience with correct pronunciation, body language etc.
- **Interpersonal skills in speaking:** Besides the above, various other contexts of interpersonal communication, situations requiring expression of opinions, feelings, and description will be simulated in the classroom so that students can speak with appropriate tone, politeness, gestures and postures.