



RABINDRANATH TAGORE UNIVERSITY
SYLLABUS
AECC (ENGLSIH)
NEP

Course Title: English Language Proficiency-I

SEMESTER II

ABILITY ENHANCEMENT COMPULSORY COURSE-I

(B.A / B. Sc / B.Com)

Course Code : AECC-ENG- 2.1

Nature of Course : AECC

Total Credits : 2

Distribution of Marks: 30 (End-Sem) +20 (Internal)

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.
- The present course hopes to address some of these aspects through an interactive mode of teaching learning process and by focusing on various dimensions of communication skills.
- It will also help the students to learn the language of communication, 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-making etc.

Learning Outcomes

- After studying this course, students will find a difference in their personal and professional interactions.
- This course aims at addressing the importance of communication skills through an interactive mode of teaching-learning process and by focusing on various dimensions of communication skills.
- It will also enable the students to commit fewer errors while organizing, structuring and writing sentences as the course focuses on improving the grammatical skills of the students.

Unit 1- INTRODUCTION

- a. Elements of Communication Process
- b. Communication Cycle
- c. Barriers of Communication

Unit 2

- a. Types of Communication
- b. 7 C's of Communication

c. Strategies for Effective Communication.

Unit 3- SPEAKING

a. Monologue

b. Dialogue

c. Interview

Unit 4- READING AND UNDERSTANDING

- a. Summary
- b. Paraphrasing
- c. Comprehension
- d. Précis Writing

Unit 5-WRITING

- a. Report Writing
- b. Letter Writing
- c. Paragraph Building
- d. Grammar
- i. Phrasal Verbs and Idioms
- ii. Uses of Tenses
- iii. Articles
- iv. Active and Passive Voice
- v. Comparative and Superlative
- vi. Determiners

Recommended Readings:

- Jeremy Butterfield (ed.) *Oxford A-Z of English Usage*, OUP, 2007.
- N.D. Turton and J.B. Heaton, *Longman Dictionary of Common Errors*, Longman, 1998.
- SR Inthira and V. Saraswathi, *Enrich Your English*, OUP, 1997

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Course Title: English Language Proficiency-II

SEMESTER IV

ABILITY ENHANCEMENT COMPULSORY COURSE-II

(B.A / B. Sc / B.Com)

Course Code : AECC-ENG- 4.1

Nature of Course : AECC

Total Credits : 2

Distribution of Marks: 30 (End -Sem) +20 (Internal)

Objectives

- To develop awareness of the complexity of communication process.
- To develop effective listening skills in students so as to enable them to comprehend instructions and become a critical listener.
- To develop effective oral skills so as to enable students to speak confidently interpersonally as well as in large groups.
- To develop effective writing skills so as enable students to write in a clear, concise, persuasive and audience centered manner.
- To develop ability to communicate effectively with the help of electronic media.

Learning Outcomes

- After studying this course, students will find a difference in their personal and professional interactions.
- This course aims at addressing the importance of communication skills through an interactive mode of teaching-learning process and by focusing on various dimensions of communication skills, including online.
- It will also enable the students to make fewer errors while organizing, structuring and writing sentences.

Unit 1- INTRODUCTION

- a) Theory of Communication
- b) Personal, Social and Business
- c) Intra-personal and Inter-personal

Unit 2-TECHNOLOGY AND COMMUNICATION

a) Types- Internet, Blogs, E-mails, Social media (Facebook, Tweeter &WhatsApp), Advantages and Disadvantages

Unit 3- SPEAKING

- a) Group Discussion
- b) Effective Communication/Mis-communication
- c) Public Speech

Unit 4- READING AND UNDERSTANDING

- a) Analysis and Interpretation
- b) Translation (from Indian Language to English and Vice Versa)

Unit 5-WRITING

- a) Resume Writing
- b) Making Notes
- c) Use of Prefixes
- d) Use of Suffixes
- e) Use of Conjunctions
- f) Correction of sentences

Recommended Readings:

- Griffin, E., & Langan, E. (2006). *A First Look at Communication Theory*, [web page], 3 November, 2013.
- Jeremy Butterfield (ed.) *Oxford A-Z of English Usage*, OUP, 2007.
- Kumar, S. P. *Language, Literature and Creativity*, Orient Blackswan, 2013.
- N.D. Turton and J.B. Heaton, *Longman Dictionary of Common Errors*, Longman, 1998.
- Sereno, K. K., and Mortensen, C. D. *Foundations of Communication Theory*. New York: Harper & Row, 1970.

{The syllabus of AECC-English-Sem II (**English Language Proficiency-II: AECC-ENG-2.1**), for FYUGP under NEP, is prepared and approved by the Board of Studies in English, RTU, on 18th January 2025, subject to approval of the Academic Council}

Dr. B. P. Varma
Chairperson
Board of Studies (English), RTU