



# VIDYASAGAR UNIVERSITY

Paschim Midnapore 721102, West Bengal

## ABILITY ENHANCEMENT COMPULSORY COURSE (AECC)

### ENGLISH

*Revised syllabus (w.e.f. academic session 2022-23)*

**AECC-English: English Communication**

**Credits 02**

#### **Course Contents:**

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

- Types and Models of Communication
- Verbal and Non-verbal Communication
- Barriers and Strategies
- Inter-personal Communication

##### **2. Listening Skills:**

- Active and Passive Listening

##### **3. Speaking Skills:**

- Different forms of Speaking – Formal/Informal
- Group Discussion
- English in Situations: Greeting & Leave Taking, Making & Granting/Refusing Requests, Queries & Giving Information/Direction, Describing objects/process, Narrating events & Commentary, Persuasion & Motivation, Complaints & Apologies, Expressing disapproval, Alerting & Warning

##### **4. Reading Skills:**

- Close Reading
- Comprehension
- Summary
- Paraphrasing

##### **5. Writing Skills:**

- Report Writing
- Making notes
- Letter writing

#### **Suggested Readings:**

- Connect: Course in Communicative English**, Debashis Bandyopadhyay & Malathi Krishnan Cambridge University Press, New Delhi, 2018.
- A Textbook of English and Communication Skills**. Richa Mishra and Ratna Rao, New Delhi: Macmillan: 2019