



# VIDYASAGAR UNIVERSITY

Paschim Midnapore 721102, West Bengal

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## 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

- a) Types and Models of Communication
- b) Verbal and Non-verbal Communication
- c) Barriers and Strategies
- d) Inter-personal Communication

#### 2. Listening Skills:

- a) Active and Passive Listening

#### 3. Speaking Skills:

- a) Different forms of Speaking – Formal/Informal
- b) Group Discussion
- c) 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:

- a) Close Reading
- b) Comprehension
- c) Summary
- d) Paraphrasing

#### 5. Writing Skills:

- a) Report Writing
- b) Making notes
- c) Letter writing

### Suggested Readings:

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