



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