

# Under Graduate Syllabus

Semester Pattern under CBCS  
(w.e.f. July, 2018)

OF

## ENGLISH COMMUNICATION (AECCEL) (Semester II)



**THE DEPARTMENT OF ENGLISH**  
**Panskura Banamali College**  
**(AUTONOMOUS)**

**Panskura R.S., Purba Medinipur**  
**West Bengal – 721152**

**Ability Enhancement Compulsory**  
**Course 01 (AECCEL1)**  
2 Credits [ L-T-P = 1-1-0 ]  
50 Marks [ ESE = 40; IA = 5; CA = 5 ]  
20 Hours, 20 Classes

## Structure & Contents

### **I. Introduction to Communication**

Communication: human vs. animal  
Very Brief introduction to theories of Communication  
Communication Barriers and Strategies  
Types and modes of Communication:  
    Verbal (Spoken & Written) vs non-verbal  
    Personal, Social and Business  
    Intra-personal, inter-personal & mass communication  
Modern era and Electronic communication.

### **II. Speaking and Listening Skills**

Effective Communication, Miscommunication  
Meaning of Silence  
Monologue vs. Dialogue  
Group Discussion, Interview  
Public Speech

### **III. Reading: Theory and Practice**

British English, American English and GIE  
Reading and Comprehension  
Summary Paraphrasing  
Analysis and Interpretation  
Literary/Knowledge Texts

### **IV. Writing Skills**

Paragraph, Making Notes  
Narration and Description  
Translation (from Indian language to English and vice-versa)  
Academic writing, Business writing  
CV writing,  
Report Writing: Newspaper reports and others  
e-mailing and Letter Writing

## Recommended Readings

1. *Connect: A Course in Communicative English.* by Malathi Krishnan and Debashis Bandyopadhyay. Cambridge University Press, New Delhi, 2018.
2. Language Literature and Creativity, Editorial Board, Orient BlackSwan, 2013.
3. Developing Language Skills-2 Ed. S.C. Sood et al. Spantech, Delhi 1992
4. *Language through Literature* (forthcoming) ed. Dr. Gauri Mishra, Dr Ranjana Kaul, Dr Brati Biswas
5. Fluency in English Part II Oxford University Press, 2006
6. *Business English*, Pearson, 2008.
7. Fluency in English, Part 1
8. English at the Workplace Parts 1 and 2, Edited by Promodini Varma and Others, Oxford University Press, 2006.
9. Strengthen Your English, M. Bhaskaran and D. Horsburgh, Oxford University Press, Delhi 1973.

## Further Reading

1. Communication Skills, 2nd Edition (English, Paperback, Sanjay Kumar, Pushp Lata). OUP.
2. A Course In Communication Skills (With CD). National ed Edition. Dutt, Rajeevan and Prakash. Cambridge Univ. Press.
3. Communication Skills, 4th Edition (Peter Simon). Ramesh Publishing House.
4. Communication Skills For Engineers And Scientists. 1 Edition (Sangeeta Sharma). PHI.
5. Written And Spoken Communication In English, 1/e PB 1 Edition. Board of Editors. Orient Blackswan.
6. A Companion to Communication Skills in English: A Practical Approach to Improving Pronunciation (Jitendra Kumar Mishra). PHI.
7. English Language Communication Skills (With CD): Lab Manual cum Workbook 1st Edition (English, Paperback, Rajesh Kumar). Cengage Learning.

## Question Pattern & Marks Distribution

INTERNAL ASSESSMENT (Written)

Full Marks 10

(Full Marks 10; Time 30 minutes)			
AECCEL1	Answer 5 questions (maximum 3 from a group) out of 8 carrying 02 marks each	2 x 5=10	Exam schedule as per notification
<p><b>** Gross total marks obtained in this test (out of 10) would be put into the formula <math>TOTAL \div 2</math> to calculate the final score on a 5 mark scale. Rounding-off to be adopted, wherever necessary, to the advantage of the examinees.</b></p>			

ESE (End-Semester Examination): **AECCL1 (English Communication)** **2 credits**

Full Marks 40			
AECCEL1: English Communication	1	Answer 10 MCQ questions out of 10 carrying 01 mark each	1 x 10 = 10
	2	Answer 4 questions out of 6 carrying 05 marks each	5 x 4 = 20
	3	Answer 1 question out of 3 carrying 10 marks each	10 x 1 = 10
<p><b>** In both the groups, questions carrying 05 or 10 marks need not necessarily to be a single question.</b></p>			

Class Attendance (CA) and Marks distribution (as per college regulation): **Full Marks 05**

Attendance Band	Percentage	Award
A	91% — 100%	5
B	81% — 90%	4
C	75% — 80%	2
D*	60% — 74%	1

\* Subject to the Approval by the Principal.

P.S. - For the Legends<sup>1</sup> used throughout the document, please follow the footnote.

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<sup>1</sup> **L** = Lecture; **T** = Tutorial; **P** = Practical.

**ESE** = End-Semester Examination; **IA** = Internal Assessment; **CA** = Class Attendance