

**English**  
**Semester-III**

Nomenclature of the Course: **English Language and Communication Skills: Level 3**

Course Code: **B23-AEC-311**

Course Type: **AEC-3**

Level of the Course: **200-299**

Credits: 2 (Theory 2)

Total Marks: 50

End Term Exam Marks: 35

Internal Assessment Marks: 15

Time: 3 Hrs.

**Workload:** Theory 2 hours

**Course Learning Outcomes**

After the successful completion of the course, the student will be able to:

- E301.1. The students will understand the importance of close reading and comprehension
- E301.2. They will learn the practical use of interview and presentation skills.
- E301.3. They will enhance their vocabulary for better communication.
- E301.4. They will be introduced to the correct use of articles and other parts of speech.

**Content of the Course:**

Unit I: Cloze Reading and Comprehension

Summarizing and Paraphrasing

Unit II: Interview Skills, Seminar Skills, Presentation Skills

Data Interpretation – Bar Graph, Pie Chart, Tree Diagram

Unit III: Vocabulary: Homonyms, Homophones, Pair of words

Rearranging jumbled sentences

Unit IV: Common errors in the use of English

(Noun, Pronoun and Articles)

**Suggested Readings:**

Bienvenu, Sherron. *The Presentation Skills Workshop: Helping People Create and Deliver Great Presentations*. Amacom Books, 2006.

Brians, Paul. *Common Errors in English Usage*. Franklin, Beedle & Associates, 2003.

McNamara, Danielle S. *Reading Comprehension Strategies: Theories, Interventions, and Technologies*. Psychology P, 2007.

**Instructions to the Paper Setters:**

1. Question No 1 will be compulsory and will have 7 parts based on all the four Units and the students will be required to attempt all the 7.
2. Question No 2 and 3 will be set on Unit-I covering the entire Unit. Students will be required to attempt any one.
3. Question No 4 and 5 will be set on Unit-II covering the entire Unit. Students will be required to attempt any one.
4. Question No 6 and 7 will be set on Unit-III covering the entire Unit. Students will be required to attempt any one.
5. Question No. 8 and 9 will be based on Unit-IV having 7 parts each covering the entire Unit. Students will be required to attempt any one of these

**Evaluation of Internal Assessment**

Internal Assessment (Theory) will be based on the following components.

i.	Class Participation	4 Marks
ii.	Seminar/Presentation/Assignments/ Quiz/Class Test etc.	4 Marks
iii.	Mid-Term Exam	7 Marks
	Total	15 Marks