

English
Semester-I

Nomenclature of the Course: **English Language and Communication Skills: Level 1**

Course Code: **B23-AEC-111**

Course Type: **AEC-1**

Level of the Course: **100-199**

Credits: 2 (Theory 2)

Total Marks: 50

End Term Exam Marks: 35

Internal Assessment Marks: 15

Exam Time: 3 Hrs.

Workload: Theory 2 hours

Course Learning Outcomes:

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

- E101.1. The students will learn various types of verbal and non-verbal communication.
- E101.2. They will understand the importance of interpersonal communication on workplaces and different ways of behaviour and communication.
- E101.3. They will comprehend the importance of listening skills and its types.
- E101.4. They will be introduced to parts of speech and their role in language learning.

Contents of the Course:

Unit I: Theory and Types of Communication

Verbal and Non-Verbal Communication

Unit II: Workplace and Interpersonal Communication

Introducing Oneself, Introducing Others, Making Requests,
Offering Help, Congratulating, Making Enquiries and Seeking
Permission

Unit III: Importance of Listening Skills and their types

Barriers to Effective Listening and how to overcome them
Note-taking Techniques to capture the main ideas

Unit IV: Parts of Speech

Suggested Readings:

Hargie, Owen. *The Handbook of Communication Skills*. Routledge, 2006.

Knapp, Mark L., et al. *Nonverbal Communication in Human Interaction*. Cengage Learning, 2013.

West, Richard, and Lynn H. Turner. *Understanding Interpersonal Communication: Making Choices in Changing Times*. Cengage Learning, 2010.

Instructions to the Paper Setters:

1. Question No 1 will be compulsory and have 7 questions based on all the four Units and the students will be required to write answers in 30 words.
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 questions.

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