

**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