

**ST. EDMUND'S COLLEGE | THE DEPARTMENT OF ENGLISH**

**2<sup>ND</sup> SEMESTER ABILITY ENHANCEMENT COURSE | AEC-170: COMMUNICATIVE ENGLISH**

<i>TOPIC</i>	<i>SEC 1 AD/JD/TW</i>	<i>SEC 2 AC/MN/DW</i>	<i>SEC 3 PS/WK/WK</i>	<i>SEC 4 WK/PS/PS</i>	<i>SEC 5 WK/PS/WK</i>	<i>SEC 6 PS/WK/PS</i>	<i>SEC 7 EN/JD/DW</i>	<i>SEC 8 MN/AC/EN</i>
<b>UNIT I – COMMUNICATION</b> 1.1 Introduction, Meaning, Definition, Objectives and its importance: Print and Digital 1.2 Types of Communication: Verbal, Non-verbal, Spoken and Written 1.3 Barriers to Communication: Physical, Physiological, Psychological, Language and Cultural Barriers.	TW	MN	PS	PS	PS	PS	EN	EN
<b>UNIT II – LANGUAGE SKILLS: LISTENING AND SPEAKING</b> <b>LISTENING SKILLS</b> 2.1 Effective Listening: Introduction 2.1.1 Intensive & Extensive Types of Listening 2.1.2 Hearing vs Listening 2.1.3 Process of Listening: Receiving, Understanding, Evaluating, and Responding 2.1.4 Listening Strategies: eye contact, paraphrasing, supportive body language, unspoken messages and attentive listening.	AD	DW	PS	PS	PS	PS	DW	EN
<b>SPEAKING SKILLS</b> 2.2 Speech sounds and Phonetic Symbols: Consonants and Vowels 2.3 Dialogues and Monologues 2.4 Conversation Skills 2.4.1 Types of Conversations: Formal & Informal 2.4.2 Factors Influencing Conversations: Setting, Topic, Attitude & Language 2.5 Basic Presentation Skills 2.5.1 Coordinating, Organising and Making a Presentation 2.6 Vocabulary Building and Situation-Specifics	AD	AC	WK	WK	WK	WK	DW	AC
<b>UNIT III: LANGUAGE SKILLS: READING AND WRITING SKILLS</b> <b>READING SKILLS:</b> 3.1 Introduction 3.2 Types of Reading: Loud Reading and Silent Reading 3.3 Types of Silent Reading: Intensive and Extensive 3.4 Reading Techniques: Skimming & Scanning 3.5 Reading Comprehension: Unseen Passages	JD	AC	WK	WK	WK	WK	JD	AC
<b>WRITING SKILLS</b> 3.6 Introduction to Writing: Print and Digital 3.6.1 Written Composition	TW	MN	WK	WK	WK	WK	EN	MN

3.6.2 Passage Writing: Expansion of a Sentence; Short Passage and a Story-line, Pictorial Analysis 3.6.3 Precis Writing 3.6.4 Content Writing for Social Media: Reviews, Emails, Infographics, Press Releases, Marketing and Creating Memes 3.7 Communication Practice: 3.7.1 Business Writing Memoranda, Announcements, Circulars, Notices, Agenda, Minutes, Reports 3.7.2 Formal Letters Writing Applications, Letters to the Editor, Letters lodging formal Complaint 3.7.3 Informal Ways of Communication: WhatsApp, SMS, Messenger	JD	DW	PS	PS	PS	PS	JD	MN
---	----	----	----	----	----	----	----	----

- Aarts, Bas. *Oxford Modern English Grammar*. Oxford University Press. 2011.
- Bamon, T.K. *Spoken English and the Non-Native Speaker*. Bookland. Guwahati.
- Brown, Kristine and Susan Hood. *Writing Matters*. CUP, 1989.
- Carnegie, Dale. *The Quick and Easy Way to Effective Speaking*. Rupa. 1st ed. 2016.
- Collins, Sandra D. *Listening and Responding*. Ed. James S. O'Riurke, IV, South-Western, *CENGAGE Learning*. Dwivedi, R. K. and A. Kumar. Macmillan Foundation English.
- Ehrenborg. Jons & Jones Mattock. *Powerful Presentation*. Kogan Page. Delhi
- Hedge, Tricia. *Writing*. Oxford University Press. 1991.
- Kaul, Asha. *Business Communication* Prentice- Hall of India. New Delhi 1998.
- Lewis, Norman. *How to Read Better and Faster*. Goyal Publishers and Distributors Private Limited. 4th Ed. 1980.
- Murphy, Raymond. *English Grammar in Use*. Cambridge University Press. 2012.
- Narayanaswami, V.R. *Strengthen Your Writing*. Hyderabad: Orient Longman Pvt. Ltd 2002.