

SANT GADGE BABA AMRAVATI UNIVERSITY

B.P.A. – Part- I Semester - I
ABILITY ENHANCEMENT COURSE [AEC]
ENGLISH COMMUNICATION SKILLS - I

Level	Semester	Course Code	Course Name	Credits	Teaching Hours	Exam Duration	Max Marks
4.5	I		English Communication Skills - I	2	30	2 Hrs	30

Course Objectives	<ul style="list-style-type: none"> To make undergraduate students proficient in everyday communication skills using English language. To provide them with a solid understanding of the process of interpersonal communication. 	
Course Outcomes	<p>At the end of this course, the students will be able to:</p> <ul style="list-style-type: none"> Demonstrate moderate ability to listen to and understand real and recorded conversations and audios in English. Read and comprehend variety of texts in English for different purposes. Introduce themselves and build a conversation with others. Show and understanding of the process of interpersonal communication along with the barriers therein and overcoming them. 	
UNIT	CONTENTS	HOURS
Unit I LISTENING	<p>Techniques of active listening</p> <ul style="list-style-type: none"> Listening and comprehension <ul style="list-style-type: none"> Purpose of Listening, Difference between Active and Passive listening <ul style="list-style-type: none"> Asking probing questions, Barriers to listening Active Listening Techniques 	02
Unit II SPEAKING	<ul style="list-style-type: none"> -Introducing self and others - Situational conversation -Describing events, people and places -Seeking and giving permission 	05
Unit III READING	<ul style="list-style-type: none"> -Reading for details. (Understanding tone and setting) -Skimming, Scanning and taking notes -Understanding different kinds of texts like newspaper articles, instructions, manuals, advertisements, charts and graphs, etc. -Information Transformation Word to Chart/ Graph/ Table and Vice versa 	03
Unit IV INTERPERSONAL COMMUNICATION	<ul style="list-style-type: none"> - Understanding Interpersonal Communication -Meaning and definition of communication -Types of Communication -Purposes of Communication -Communication Process, Communication Networks -Feedback and its importance -Barriers to Effective Communication and how to overcome them Non-verbal communication: Body language, Paralanguage, signs and images and their role and importance in communication. 	05

References :

- Board of Editors, SGBAU, Magnificence, Orient BlackSwan, Hyderabad
- Board of Editors, The Communicator, An Anthology for Degree Classes, OrientBlackSwan, Hyderabad
- J Culpeper and others, English Language: Description, Variation and Context 2nd Edition by Bloomsbury Academic.
- Kamlesh Sadanand, Susheela Punitha, Spoken English, A Foundation Course Part I & II, Orient Blackswan
- Madhavi Apte, A Course in English Communication for the Learners of English as a Second

- Language – PHI Learning.
6. Meenakshi Raman, Sangita Sharma, Technical Communication, Principles and Practice-Oxford University Press, 3rd edition.
 7. Michael Swan, 2013, Practical English Usage, Oxford University Press, New Delhi
 8. Pradip Raut, 2010, Confident English Grammar, Sir Sahitya Kendra, Nagpur
 9. Raymond Murphy, 2013, Intermediate English Grammar, Cambridge University Press, New Delhi
 10. Sanjay Kumar and Pushpa Lata, Communication Skills – 2nd edition, Oxford University Press, New Delhi
 11. V. Sasikumar, P. Kiranmai Dutta & Geetha Rajeevan, A Course in Listening and Speaking I, Cambridge University Press India Pvt. Ltd.
 12. <https://www.teachingenglish.org.uk/>
 13. <https://www.britishcouncil.in/programmes/english/teaching-english-india>
 14. <https://www.britishcouncil.in/teach/resources-for-teachers>
 15. <https://elt.oup.com/>
 16. <https://www.cambridgeenglish.org/>

B.P.A. – Part- I Semester - I as per NEP 2020
ABILITY ENHANCEMENT COURSE [AEC]
ENGLISH COMMUNICATION SKILLS - I

Internal Assessment :

Total 20

The course should be conducted in an interactive mode through demonstration, using appropriate tools.

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| 1) Part A | 10 |
| 2) Part B | 10 |

Note for Internal Assessment:-

1. Internal assessment the subject teacher shall be the sole examiner.
2. Internal Assessment shall be carried out by the respective course Teacher by choosing any two activities from the following variety of assessment tools / methods : Home assignment/Unit test/Oral Demonstrative Test/Seminar/Field Work/Record Book/ Quiz/Case study, etc.

B.P.A. I Semester I as per NEP 2020 ABILITY
ENHANCEMENT COURSE [AEC] ENGLISH
COMMUNICATION SKILLS - I

Course Code:

Pattern of Question paper and Distribution of Marks	Maximum
Marks: 30	Time : One Hour

Que. 1 A : Students shall have to answer any 8 out of 12 short answer questions based on Unit I to Unit II.
8 X 2 = 16

Que. 2 Students shall have to answer 4 out of 6 long answer questions based on Unit I to Unit II. $3.5 \times 4 = 14$

B. P.A. – Part- I Semester - II
ABILITY ENHANCEMENT COURSE [AEC]
ENGLISH COMMUNICATION SKILLS - II

Level	Semester	Course Code	Course Name	Credits	Teaching Hours	Exam Duration	Max Marks
4.5	II		English Communication Skills - II	2	30	2 Hrs	30

Course Objectives	<ul style="list-style-type: none"> To make undergraduate students proficient in everyday communication skills using English language. To provide them with a solid understanding of the process of interpersonal communication. 	
Course Outcomes	<p>At the end of this course, the students will be able to:</p> <ul style="list-style-type: none"> Demonstrate moderate ability to listen to and understand real and recorded conversations, discussions, and other audios in English. Read and comprehend variety of texts in English for different purposes. Use spoken English skills for functions like asking questions of different kinds, offering, and asking for help, agreeing and disagreeing etc. Show and understanding of the process and purpose of writing emails and be able to write formal emails. 	
UNIT	CONTENTS	HOURS
Unit I Listening	-Listening to conversations, narrations. Broadcasts, discussions.arguments and debates. -Identifying Main Idea In the Conversation narrations. Broadcasts,discussions -Note taking of narrations. Broadcasts, discussions -Active Listening Techniques - How to be a good Listener	02
Unit II Speaking	-Asking polite questions, inquiry, complements and responds tothem. -Expressing agreements and disagreements -Expressing ideas, Narrating experiences, Talking about future, -Paraphrasing - Roll Models(Imaginary Dialogue / Conversation)	05
Unit III Reading	-Reading for details. And Main Idea -Reading and understanding scientific texts, opinion pieces andargumentative texts -Reading and understanding instructional manuals and officialforms. -Understanding the logical relationship between the sentence. - Understanding the structure of the sentence	03
Unit IV Writing Emails and Letters	-Understanding the basics of email communication: purpose ofwriting emails, difference between formal and informal emails. -Understanding email etiquettes: the Dos and Don'ts of emailwriting. -Writing emails / Letters for:job applications, inquiry,complaint, feedback. Types of Letters – formal and InformalOffice Letters-	05

References :

- Board of Editors, SGBAU, Magnificence, Orient BlackSwan, Hyderabad
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