



For Units III, IV & V: One essay type question from each unit (10x3=30)

SEMESTER II: AEC ENGAEC151 English Language and Communication

Course Objectives: The purpose of this course is to introduce students to the theory, fundamentals, and tools of communication and enable them to develop vital communication skills which should be integral to personal, social, and professional interaction. In the context of rapid globalization and increasing recognition of social and cultural pluralities, the significance of clear and effective communication has been substantially enhanced. The present course is intended to address some of these aspects through an interactive mode of teaching-learning process and by focusing on various dimensions of communication skills.

Learning Outcome: After completing this course, students will be able to express values and skills gained through effective communication. They will acquire the skills of LSRW (Listening, Speaking, Reading, and Writing) and in this way, the students will improve their mediation skills

Contents:

Unit I: Communication: Theory and Types

1. Theory of Communication
2. Types and modes of Communication
3. Verbal and Non-verbal (Spoken and Written)
4. Barriers and Strategies
5. 7 C's of Communication

Unit II: Listening Skills

1. Process of Listening
2. Basic Types of Listening
3. Netiquettes
4. Audio-book Listening & Discussions
5. Note-taking

Unit III: Speaking Skills

1. Components of Speaking
2. Dialogue & Monologue



3. Group Discussion
4. Interview
5. Miscommunication

Unit IV: Reading and Understanding

1. Close Reading
2. Comprehension
3. Summary
4. Paraphrasing
5. Analysis and Interpretation

Unit V: Writing Skills

1. Documenting
2. Summarising
3. Making Notes
4. Report Writing
5. Letter Writing

Recommended Readings:

1. Department of English, University of Delhi. *Fluency in English II*. Oxford University Press, 2006.
2. Mishra, Dr. Gauri, Dr. Ranjana Kaul, Dr. Brati Biswas. *Language through Literature*. Pearson Education, 2016.
3. Sood, S.C. *Developing Language Skills I: Oral Communication and Reading Comprehension, Writing Skills, and Workbook*. Manohar, 2003.
4. University of Delhi. *Language, Literature and Creativity*. Orient Black Swan, 2012.
5. University of Delhi. *Business English*, Pearson Education, 2008.

Scheme of End Semester Examination:

The Core Course will be of 50 marks in End Semester Examination.

There is no Internal Examination.

End Semester Examination: 50 Marks

Ten (10) questions of Five (5) marks taking Two (2) questions from each unit (5x10=50)
