

Ahmednagar Jilha Maratha Vidya Prasarak Samaj's
New Arts, Commerce, and Science College, Ahmednagar
(Autonomous)
(Affiliated to Savitribai Phule Pune University, Pune)



National Education Policy (NEP)
Choice Based Credit System (CBCS)

Syllabus for
Ability Enhancement Courses (AEC)
For
UG Programmers'

Implemented from
Academic Year 2023-24

Credit Distribution: UG Programme

	Type of Courses	III Yr	IV Yrs (Honours)	IV Yrs Research
Major Marathi	Discipline-Specific Courses (DSC)	46	74	66
	Discipline Specific Elective (DSE)	08	16	16
	Skill Enhancement Courses (SEC)	06	06	06
	Vocational Skill Courses (VSC)	08	08	08
	On-Job Training (OJT)	04	08	04
	Field Project (FP)	04	04	04
	Community Engagement and Service (CEP)	02	02	02
	Research project	00	00	12
	Research Methodology	00	04	04
	Indian Knowledge System	02	02	02
	Total (I, II and III Year)	80	124	124
Minor	Minor	20	20	20
Other Courses	Open Elective (OE)	12	12	12
	Co-Curricular Courses	08	08	08
	Ability Enhancement Courses	08	08	08
	Value Education Courses	04	04	04
	Total	132	176	176

Basket of Ability Enhancement Courses (AEC)

Sr. No.	Course Code	Year	Semester	Humanities	Commerce	Science	Credits
1.	AEC-01	I	I	English	English	English	02
2.	AEC-02	I	II	English	English	English	02
3.	AEC-03	II	III	MIL (Marathi /Hindi)	MIL (Marathi /Hindi)	MIL (Marathi /Hindi)	02
4.	AEC-04	II	III	MIL (Marathi /Hindi)	MIL (Marathi /Hindi)	MIL (Marathi /Hindi)	02

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Title of the Course: Communicative English								
Year: I					Semester: I			
Course Type	Course Code	Credit Distribution		Credits	Allotted Hours	Allotted Marks		
		Theory	Practical			CIE	ESE	Total
AEC	AEC-01	02	00	02	30	15	35	100

Learning Objectives:

1. To enhance learner's communication skills by giving adequate exposure in speaking, writing skills and the related sub-skills.
2. To enable the learners to develop communication skills in English, both oral and written.
3. To equip the learners with the language skills for use in their personal, academic and professional lives.
4. To develop the learner's essential employability skills.
5. To make the learners aware of the different communicative functions of English.
6. To help the learners to enter the job market with confidence and the ability to work effectively.
7. To help the learners to learn and practice both language and soft skill.
8. To encourage the active involvement of the learners in learning process.
9. To enable the learners to cultivate a broad, human and cultured outlook.

Course Outcomes (Cos):

1. By giving adequate exposure in speaking and writing skills and the related sub-skills learners will enhance the communication skills.
2. The learners will increase their confidence in written, interpersonal and professional communication.
3. The learners will recognize and use the sentence structures in English.
4. The learner will be able to speak and write properly.
5. Enact a dialogue on a specific situation with proper contextual language markers and turn-taking
6. Speak independently on a given topic
7. This course will help to enhance the ability of the students in speaking and writing.

Detailed Syllabus:

SPEAKING SKILLS

UNIT I

15 Lectures

1. Communication: Theory I

- a. Introduction
- b. Theory of Communication
- c. Types and modes of Communication

2. Communication: Theory II

- a. Language of Communication
- b. Verbal and Non-verbal
- c. Spoken and written
- d. Personal, Social and Business
- e. Barriers and Strategies
- f. Intra-personal, Inter-personal and Group communication

UNIT II

15 Lectures

1. Conversational English I

- 1. Greeting and Leave-taking
- 2. Making and Granting/Refusing Requests
- 3. Queries and Giving Information
- 4. Wishing others on various occasions
- 5. Complaints and Apologies
- 6. Thanking and responding to thanks

2. Conversational English II

- 1. Expressing opinions
- 2. Alerting and Warning
- 3. Giving instructions
- 4. Regretting and responding to regret
- 5. Offering and accepting
- 6. Expressing likes and dislikes

3. Oral Communication

- 1. Public Speaking
- 2. Group Discussion

3. Interview Skills

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Title of the Course: Communicative English								
Year: I				Semester: II				
Course Type	Course Code	Credit Distribution		Credits	Allotted Hours	Allotted Marks		
		Theory	Practical			CIE	ESE	Total
AEC	AEC-02	02	00	02	30	15	35	100

Detailed Syllabus:**Written Communication****UNIT III****1. Grammar and Vocabulary****15 Lectures**

- a. Vocabulary Building
- b. Sentence and Sentence construction
- c. Types of Sentences

2. Reading and Understanding

- a. Close Reading
- b. Comprehension
- c. Summary and Paraphrasing

UNIT IV**15 Lectures****1. Business Correspondence I**

- a. Formal Letters: Business and Order Letters
- b. Resume
- c. memos
- d. Reports

2. Business Correspondence II

- a. Notice
- b. Agenda
- c. Minutes

d. Proposals

Suggested Readings:

1. O. Scot, Contemporary Business Communication, New Delhi: Biztantra
2. R. Ludlow and F. Panton, The Essence of Effective Communications, New Delhi: Prentice Hall of India Pvt Ltd
3. R.C. Bhatia, Business Communication, New Delhi: Ane Books Private Limited
4. W.S. Allen, Lining English Speech, London: Orient Longman, 1968
5. R.K. Bansal and J.B. Harrison, Spoken English for India, Madras: Orient Longman, 1972
6. Leena Sen, Communication Skills, New Delhi: Prentice Hall of India
7. Sethani J. & Selvam R., Advanced Skills for Communication in English: Book I, New Century Book House, 2015
8. Raymond V and Marie E. Flatley Basic Business Communication: Skills for Empowering the Internet Generation Lesikar, Tata McGraw – Hill, 2005
9. Business Communication Today Bovee, Courtland L.; Thill, John V. Pearson Education 2015 9
10. Rao N. Communication Skills, Himalaya Publishing
11. Fluency in English - Part II, Oxford University Press, 2006.
12. Business English, Pearson, 2008.
13. Inthira SR and Saraswathi V. Enrich Your English, OUP, SR Inthira and V. Saraswathi, CIEFL, 1997
14. Butterfield J. Oxford A-Z of English Usage, ed., OUP, 2007.
15. Longman Dictionary of Common Errors, N.D. Turton and J.B. Heaton, Longman, 1998.