

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)

Programme Framework and Syllabus for

Skill Enhancement Courses: English

कौशल्य वृद्धी अभ्यासक्रम: English

Implemented from

Academic Year 2024-25

Ahmednagar Jilha Maratha Vidya Prasarak Samaj's
**New Arts, Commerce and Science College, Ahmednagar
(Autonomous)**

Introduction of Skill Enhancement Courses: English

The present syllabus of SEC covers the skills of listening, speaking, reading and writing (LSRW) with particular emphasis on speaking, reading and writing. The primary goal of the course is to improve communicative competence i.e. the ability to communicate in English according to the situation, purpose and roles of the participants.

The course teaches students to use English for everyday situation and purposes related to work, college, social life, and leisure. The underlying philosophy of the course is that learning a second / foreign language is more rewarding, meaningful and effective when the language is used for authentic communication. Throughout the course, students have the opportunity to personalize the language they learn and make use of their own life experience and world knowledge.

The course has an integrated, multi-skills syllabus that links grammar and communicative functions. Though grammar is an essential component of second/ foreign language proficiency, the course does not have purely grammar exercises. The syllabus also contains the four skills of listening, speaking, reading and writing.

Throughout the course, natural and useful language is presented that can be used in real-life situation. The exercises which encourages real communication, are a central part of the course and allow students to extend personalize what they have learned in each unit. We hope the present course will useful and interesting for the students in the journey of education.

**New Arts, Commerce and Science College, Ahmednagar
(Autonomous)
Syllabus
B. A. English (Major)
SEC-1: Skill Enhancement Course**

Title of the Course: Basic Skills in English								
Year: I				Semester: II				
Course Type	Course Code	Credit Distribution		Credits	Allotted Hours	Allotted Marks		
		Theory	Practical			CIE	ESE	Total
SEC-1	BA-ENG	02	00	02	30	15	35	50

Prescribed Text: English for Practical Purposes (Edi. Board of Editors, Macmillan India Limited, 1999)

Learning Objectives:

1. To introduce students to Spoken English.
2. To create awareness about using language according to the situation/context.
3. Enhancing students' ability to communicate in written mode.
4. To help learners acquire the basic skills of effective writing.
5. Acquainting students with Digital/Online Learning Platforms.

Course Outcomes (Cos):

1. Student will acquire the basic skills (L,S,R,W) in English.
2. Student will learn to develop reading skill with the help of skimming and scanning.
3. It helps to impart the awareness about using language according to the situation.
4. Student will learn to write notice, paragraph, reports, curriculum vitae, letters, e-mail, etc.
5. Student will learn to use social and electronic media effectively.

Course Content–

- 1] Reading Skills parts from – **English for Practical Purposes**
- 2] Conversational Skills parts from - **English for Practical Purposes**
- 3] Writing Skills parts from- **English for Practical Purposes**

(Following topics from chapter – 1, 2, and 3 of the prescribed book)

Unit I: Reading Skills (10 Clock Hours)

1. Introduction of Reading Skills
2. Reading and Comprehension
3. Increasing your Eye-span
4. Surveying the Matter and Identifying the Text
5. Skimming and Scanning the Text

Unit II: Conversational Skills (10 Clock Hours)

- 1 Introduction of Conversational Skills
- 2 Greeting and Response to Greetings
- 3 Introducing yourself
- 4 Introducing others
- 5 joining and Leaving a Conversation
- 6 Taking Leave
- 7 Requesting
- 8 Inviting, Accepting and Declining Invitations

Unit III: Writing Skills (10 Clock Hours)

- 1 Introduction
- 2 Notice, Agenda and Minutes
- 3 Summarizing
- 4 Note making
- 5 Reports

Suggested Readings/Material:

1. A Course in Listening & Speaking – v.V. Sasikumar, P. KiranmaiDatt, Geeta Rajeevan
2. Speaking English Effectively – Krushna Mohan , N P Singh: Macmillan India LTD, Mumbai-2007
3. Effective Communication and Sopken English – Nandini Gore : Mark Publishers, Jaipur-2017
4. English for Practicle Purposes – Dr. S.D.Mahajan-2014
5. Step by Step English Learning Skills – Dr. Vipul V Makodia : Paradise Publishers, Jaipur
6. Advance Handbook of Learning English & Communication Skills – R.M.Chhipa : Corner Stone Press- 2020