

*New Arts, Commerce and Science College, Ahmednagar*

**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**

**Ability Enhancement Course  
ENGLISH**

**(For Students of all Faculty)**

**Implemented from**

**Academic Year 2024-25**

## **Ability Enhancement Course: Communicative English**

### **Course Discription:**

Acquiring a language means, above all, acquiring a means to communicate confidently and naturally. In other words, in order to communicate effectively in real life, students need more than mere knowledge about the language. In addition, they must be able to use the language effectively, with confidence and fluency. Therefore, the course of Communicative English has been designed to develop the practical language communication, skills needed for academic study and subsequent adult life. The course brings together a number of ideas about the nature of language and language learning. Knowledge and Skill One of the tenets of the communicative approach is the idea that Language is a skill to be acquired, not merely a body of knowledge to be learnt. Acquiring a language has been compared to learning to drive. It is not enough to have only theoretical knowledge of how an engine works: you must know how to use the gears and how to interact with other road users. Similarly, simply knowing parts of speech or how to convert the active into the passive does not mean you are proficient in a language. You must be able to put knowledge into practice in natural use.

The course allows the students to explore the various ways in which language functions while communicating. Along with theoretical learning of the language, the course also includes various practical session allowing the students to develop their skills such as listening, speaking, reading, and writing in standard, academic English.

**Credit Distribution: UG Programme**

**Bucket List 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

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

Title of the Course: <b>Communicative English</b>								
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

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

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.