

**ABILITY ENHANCEMENT COURSE (AECC)
SEMESTER II**

BEG-A201

Time allowed: 3Hrs

Max. Marks =100

Theory = 70 Marks + Internal Assessment = 30 Marks

ENGLISH COMMUNICATION

Preamble:

The purpose of this course is to introduce students to the theory, fundamentals and tools of communication and to develop in them vital communication skills which should be integral to personal, social and professional interaction. One of the critical links among human beings and an important through various means of communication: both verbal and non-verbal. In the context of rapid globalization and increasing recognition of social and cultural pluralities, the significance of clear and effective communication has substantially enhanced.

The present course hope to address some of these aspects through an interactive mode of teaching-learning process and by focusing on various dimensions of communication skills.

Some of these are: Language of communication, various speaking skills such as personal communication, social interactions and communication in professional situation such as interviews, groups discussion and office environment, important reading skills as well as writing skills such as report writing, note talking etc. While, to an extent, the art of communication is natural to all living beings, into day's world of complexities, it has also acquired some elements of science. It is hoped that after studying this course, students will find a difference in their personal and professional interactions. The recommended readings given at the end are only suggestive; the students and teachers have the freedom to consult other materials on various units/topics given below. Similarly, the questions in the examination will be aimed towards assessing the skills learnt by the students rather than the textual content of the recommended books.