

Govt PG College Ambala Cantt.

Course File (Session 2023-24)

Name of Assistant Professor: Sunil Kumar

Class: BA /B.Com./B.Sc. / second semester

Nomenclature of the Course: **English Language and Communication Skills: Level 2**

Course Code: **B23-AEC-211**

Course Type: **AEC-2** Level of the Course: **100-199**

Credits: 2 (Theory 2) Total Marks: 50

End Term Exam Marks: 35

Internal Assessment Marks: 15 Exam Time: 3 Hrs.

Workload: Theory 2 hours

Course Learning Outcomes

After the successful completion of the course, the student will be able to: E201.1. The students will be introduced to the phonetics and syllables in English.

E201.2. They will learn various components of speaking skills and their use in communication.

E201.3. They will learn the practical use of punctuation and capitalization. E201.4. They will have the comprehensive knowledge of tenses.

Contents of the Course:

Unit I: Sounds in English Language

Phonetic symbols and their understanding through a dictionary (Oxford Advanced Learner's Dictionary)

Transcribing one and two syllable words in English

(*For Blind Students: Develop a story from the given prompt or idea)

Unit II: Developing Fluency in Speaking Skills

Speech Making: Expository Speech, Argumentative Speech

Dialogues, Role Plays and Group Discussions Unit III: Proper use of Punctuation and

Capitalization Unit IV: Introduction to Tenses

Suggested Readings:

34(320)

Fraleigh, Douglas M., and Joseph S. Tuman. *Speak Up: An Illustrated Guide to Public Speaking*. Macmillan, 2011.

Lucas, Stephen. *The Art of Public Speaking*. McGraw-Hill, 2008.

Murphy, Raymond. *English Grammar in Use with Answers*. Cambridge UP, 2002.

Instructions to the Paper Setters:

1. Question No 1 will be compulsory and will have 7 parts based on all the four Units and the students will be required to attempt all the 7.

2. Question No 2 and 3 will be set on Unit-I covering the entire Unit. Students will be required to attempt any one.

3. Question No 4 and 5 will be set on Unit-II covering the entire Unit. Students will be required to attempt any one.

4. Question No 6 and 7 will be set on Unit-III covering the entire Unit. Students will be required to attempt any one.

5. Question No. 8 and 9 will be based on Unit-IV having 7 parts each covering the entire Unit. Students will be required to attempt any one of these

Course Objectives: English Language and Communication Skills: Level 2

Phonetic Mastery:

Acquire proficiency in interpreting phonetic symbols, particularly through the use of the Oxford Advanced Learner's Dictionary.

Demonstrate the ability to transcribe one and two-syllable words accurately, facilitating improved pronunciation and phonetic understanding.

Oral Fluency Enhancement:

Develop fluency in spoken English through the delivery of expository and argumentative speeches.

Participate in dialogues, role-plays, and group discussions to refine verbal communication skills and foster confidence in public speaking.

Written Communication Precision:

Enhance written communication effectiveness by mastering proper punctuation and capitalization usage.

Apply punctuation rules and capitalization conventions accurately to ensure clarity and coherence in written expression.

Tense Proficiency Attainment:

Gain proficiency in the understanding and application of English tenses, including present, past, and future forms.

Utilize appropriate tenses in both oral and written communication to convey precise meaning and temporal relationships.

Creative Storytelling Development (For Visually Impaired Students):

Cultivate storytelling abilities among visually impaired students by generating narratives from given prompts or ideas.

Encourage creativity and narrative expression through alternative mediums, fostering imaginative communication skills.

Active Engagement and Collaboration Encouragement:

Promote active participation in learning activities, discussions, and collaborative exercises to foster effective communication skills.

Provide opportunities for feedback and reflection to facilitate continuous improvement in language proficiency and communication competence.

These objectives delineate the specific learning targets aimed at empowering students with advanced English language and communication proficiencies, facilitating confident and effective communication across various personal, academic, and professional contexts.

Course Outcome: English Language and Communication Skills: Level 2

Upon successful completion of this course, students will:

Master Phonetic Symbols:

Demonstrate proficiency in understanding phonetic symbols using the Oxford Advanced Learner's Dictionary.

Transcribe one and two-syllable words accurately in English, enhancing pronunciation skills.

Develop Fluency in Speaking:

Deliver expository and argumentative speeches effectively, showcasing improved speaking fluency and articulation.

Engage in dialogues, role-plays, and group discussions to enhance communication skills and confidence in expressing ideas.

Utilize Proper Punctuation and Capitalization:

Apply correct punctuation rules and capitalization conventions to enhance clarity and coherence in written communication.

Understand Tenses:

Gain an introduction to English tenses, including present, past, and future forms.

Identify and use appropriate tenses in both spoken and written contexts to convey meaning accurately.

Develop Creative Expression:

For visually impaired students, cultivate storytelling skills by developing narratives from given prompts or ideas, fostering creativity and imagination.

Through engaging with course materials, interactive exercises, and practical applications, students will enhance their English language and communication skills, enabling them to communicate effectively and confidently in a variety of personal, academic, and professional settings.

Lesson Plan
Session 2023-24, Even Sem
BA1 AEC
English Language and Communication Skills: level-2

Date	Topics
Week 1	Sounds in English Language
Week 2	Phonetic symbols
Week 3	Transcription
Week 4	Continued
Week 5	Developing fluency in Speaking skills
Week 6	Speech making
Week 7	Dialogues
Week 8	Role plays and group discussions
Week 9	Punctuation and capitalisation
Week 10	continued
Week 11	continued
Week 12	Continued
Week 13	Introduction to tenses: present tense
Week 14	Past tense
Week 15	Future tense
Week 16	revision