

Govt PG College Ambala Cantt.
Course File (Session 2023-24)
Name of Assistant Professor: Sunil Kumar
Class: B.A/B.Com./B.Sc. / first semester
Nomenclature of the Course: English Language and Communication Skills: Level 1
Course Code: B23-AEC-111
Course Type: AEC-1 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:

E101.1. The students will learn various types of verbal and non-verbal communication.

E101.2. They will understand the importance of interpersonal communication on workplaces and different ways of behaviour and communication.

E101.3. They will comprehend the importance of listening skills and its types.

E101.4. They will be introduced to parts of speech and their role in language learning.

Contents of the Course:

Unit I: Theory and Types of Communication

Verbal and Non-Verbal Communication

Unit II: Workplace and Interpersonal Communication

Introducing Oneself, Introducing Others, Making Requests, Offering Help, Congratulating, Making Enquiries and Seeking Permission

Unit III: Importance of Listening Skills and their types

Barriers to Effective Listening and how to overcome them Note-taking Techniques to capture the main ideas

Unit IV: Parts of Speech

34(318)

Suggested Readings:

Hargie, Owen. *The Handbook of Communication Skills*. Routledge, 2006.

Knapp, Mark L., et al. *Nonverbal Communication in Human Interaction*. Cengage Learning, 2013.

West, Richard, and Lynn H. Turner. *Understanding Interpersonal Communication: Making Choices in Changing Times*. Cengage Learning, 2010.

Instructions to the Paper Setters:

1. Question No 1 will be compulsory and have 7 questions based on all the four Units and the students will be required to write answers in 30 words.

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 questions.

Course Objectives: AEC-1 English Language and Communication Skills: Level-1

Understand Communication Theory:

Comprehend foundational theories of communication, including verbal and non-verbal communication dynamics.

Analyze how communication functions within various contexts and its impact on interpersonal relationships.

Apply Workplace and Interpersonal Communication Skills:

Demonstrate proficiency in introducing oneself and others appropriately in professional and social environments.

Utilize effective language strategies to make requests, offer assistance, congratulate others, seek permission, and make inquiries in diverse situations.

Develop Active Listening Proficiency:

Recognize the significance of active listening in comprehension and communication.

Employ techniques to overcome barriers to effective listening and enhance understanding.

Utilize note-taking strategies to capture essential information accurately during listening activities.

Master Parts of Speech:

Identify and classify different parts of speech, including nouns, pronouns, verbs, adjectives, adverbs, prepositions, conjunctions, and interjections.

Understand the grammatical functions of each part of speech and their role in constructing meaningful sentences.

Enhance Communication Competence:

Communicate ideas clearly and cohesively in both written and verbal formats.

Apply appropriate language and communication etiquette in various personal, academic, and professional contexts.

Collaborate effectively with peers in communication tasks to develop interpersonal skills and foster a supportive learning environment.

These objectives outline specific learning targets aimed at equipping students with essential English language and communication competencies. Through focused instruction and practice, students will develop the skills necessary to communicate effectively in diverse settings and contexts.

Course Outcome: AEC-1 English Language and Communication Skills: Level-1

Upon completion of this course, students will:

Understand Communication Theory: Students will grasp the fundamentals of communication theory, distinguishing between verbal and non-verbal communication effectively. They will demonstrate comprehension by applying these theories in practical scenarios.

Master Workplace and Interpersonal Communication: Students will acquire essential skills for workplace and interpersonal communication. They will proficiently introduce themselves and others, make requests, offer assistance, congratulate peers, make inquiries, and seek permission in various professional and social contexts.

Develop Active Listening Skills: Students will recognize the importance of active listening and its various types. They will identify common barriers to effective listening and employ strategies to overcome them. Through practical exercises, students will enhance their note-taking techniques to capture main ideas accurately.

Grasp Parts of Speech: Students will achieve a comprehensive understanding of the different parts of speech in the English language. They will demonstrate proficiency in identifying and using nouns, pronouns, verbs, adjectives, adverbs, prepositions, conjunctions, and interjections in written and spoken communication.

Communicate Effectively: By integrating theoretical knowledge with practical skills, students will communicate confidently and effectively in both personal and professional settings. They will demonstrate clarity, coherence, and appropriateness in their verbal and written communication, contributing to their overall academic and professional success.

Through active engagement in the course materials, practical exercises, and assessments, students will develop a strong foundation in English language and communication skills, laying the groundwork for continued growth and proficiency in future endeavors.

Lesson Plan

Date	Topics
Week 1	Theory of Communication
Week 2	Types of Communication
Week 3	Verbal communication
Week 4	Non-verbal communication
Week 5	Workplace communication
Week 6	Interpersonal communication
Week 7	Basic day-to-day communication
Week 8	Offering help, congratulating, making enquiries and seeking permission
Week 9	Listening skills
Week 10	Types of listening skills
Week 11	Barriers to effective communication
Week 12	Note taking techniques to capture the main ideas
Week 13	Parts of Speech
Week 14	Continued
Week 15	Continued
Week 16	revision