

Vidyasagar University

AECC – Ability Enhancement Compulsory Course

English Communication

English Communication

Credits: 2

1. **Introduction** : Theory of Communication, Types and modes of Communication
2. **Language of Communication:**
 - Verbal and Non-verbal
 - (Spoken and Written)
 - Personal, Social and Business
 - Barriers and Strategies
 - Intra-personal, Inter-personal and Group communication
3. **Speaking Skills:**
 - Monologue
 - Dialogue
 - Group Discussion
 - Effective Communication / Mis-communication
 - Interview
 - Public Speech
4. **Reading and Understanding:**
 - Close Reading
 - Comprehension
 - Summary / Paraphrasing
 - Analysis and Interpretation
 - Translation (from Indian language to English and vice-versa)
 - Literary / knowledge Texts
5. **Writing Skills:**
 - Documenting
 - Report Writing
 - Making notes
 - Letter writing
 - Notice writing

Prescribed Text: *Connect: Course in Communicative English*, Malathi Krishnan & Debashis Bandyopadhyay, Cambridge University Press, New Delhi, 2018

Recommended Readings:

1. *Fluency in English*, Part-II, Oxford University Press, 2006.
2. *Business English*, Pearson, 2008.
3. *Language, Literature and Creativity*, S.P.Kumar(ed), Orient Blackswan, 2013.
4. *Language through Literature* (forthcoming) ed. Dr. Gauri Mishra, Dr Ranjana Kaul, Dr Brati Biswas.
5. *Communicative English*, E. Suresh Kumar & P. Sreehari.Orient BlackSwan,2017
6. *Synerges : Communication in English and Study Skills*, Board & Editors, Orient Longman, 2008.