



Rayat Shikshan Sanstha's  
**R. B. Narayanrao Borawake College, Shrirampur**  
**(Autonomous)**

(Affiliated to Savitribai Phule Pune University, Pune)

**Department of English**

**FYUG English Syllabus as per NEP-2020**

**ABILITY ENHANCEMENT COURSE**

**Implemented**

***From***

**Academic Year: 2023-24**

## Semester-I

### ABILITY ENHANCEMENT COURSE (AEC)

#### Enhancing English Communication Skills

Course Code & Title	Credits	Credit distribution of the course	
		Theory	Practical
<b>EN-AEC-01</b> Enhancing English Communication Skills	2	2	---

#### • **LEARNING OBJECTIVES:**

The contents of this course are designed with the following learning objectives:

1. To build self-confidence through communication skills
2. To enhance the use of effective verbal and non-verbal communication
3. To enhance listening skills for better comprehension of spoken English
4. To acquire skills for expressing opinions
5. To learn to communicate effectively in a professional work environment

#### • **LEARNING OUTCOMES:**

After the completion of this course, the student can be expected to:

- CO-1: Develop active listening skills to understand English speakers
- CO-2: Enhance ability to express fluently, confidently, and coherently in English
- CO-3: Enhance reading skills in English, such as skimming, scanning, and critical analysis
- CO-4: Acquire and utilize non-verbal cues and body language effectively
- CO-5: Learn formal and informal communication styles used in professional settings

#### • **COURSE CONTENTS:**

##### Unit 1- An Introduction to Communication Skills:

[15 Hours]

1. Importance of Communication in Personal and Professional Life
2. Definitions of Communication
3. The Process of Communication
4. Levels of Communication
5. Types of Communication

- a. Verbal (Oral and Written)
- b. Non-verbal (Visual and Aural)
6. Tips for Effective Communication

**Unit- 2- Oral Communication Skills:****[15 Hours]**

1. Greeting and Response to Greeting
2. Introducing Yourself
3. Introducing People to One Another
4. Taking Leave
5. Making Requests
6. Asking for Directions
7. Asking Permission
8. Giving Permission
9. Refusing Permission
10. Agreeing: Partially and Completely
11. Making and Accepting an Apology
12. Inviting and Accepting / Declining an Invitation
13. Making a Complaint
14. Congratulating, Expressing Sympathy and Offering Condolences
15. Making Suggestions, Offering Advice and Persuading
16. Expressing Agreement/Disagreement and Seeking Clarification

**• Reading List:**

1. *Literary Gleam: An Anthology of Prose and Poetry* (Board of Editors, Orient BlackSwan)
2. *Horizons: English in Multivalent Contexts* (Board of Editors, Orient BlackSwan)
3. *Enriching Oral and Written Communication in English* (Board of Editors, Orient BlackSwan)
4. *English for Practical Purposes* (Board of Editors, Orient BlackSwan)
5. “*The Art of Public Speaking*” by Stephen E. Lucas (Publication: McGraw-Hill Education)
6. “*Writing That Works: How to Communicate Effectively in Business*” by Kenneth Roman and Joel Raphaelson (Publication: Collins)

## Semester-II

### ABILITY ENHANCEMENT COURSE (AEC)

#### Enhancing English Communication Skills

Course Code & Title	Credits	Credit distribution of the course	
		Theory	Practical
<b>EN-AEC-02</b> Enhancing English Communication Skills	2	2	---

- **LEARNING OBJECTIVES:**

The contents of this course are designed with the following learning objectives:

1. To Improve and master written communication by expressing ideas clearly and effectively
2. To develop effective writing skills to convey information concisely and coherently
3. To acquire skills in writing skills to facilitate efficient and accurate communication in formal settings
4. To develop proficiency in writing skills to convey information professionally and effectively in various contexts.

- **LEARNING OUTCOMES:**

After the completion of this course, the student can be expected to:

- CO-1: Exhibit professionalism in all aspects of academic and professional writing.
- CO-2: Organize and present information logically and persuasively
- CO-3: Edit, proofread, and revise their written work to improve clarity and quality
- CO-4: Demonstrate proficiency in different types of writing
- CO-5: Enrich written communication effectively and professionally through technology

**• COURSE CONTENTS:****Unit 1- Academic Writing Skills:****[15 Hours]**

1. Paragraph Writing
2. Expansion of Ideas
3. Note-Taking Techniques
4. Note-Making Techniques
5. Writing Essays
6. Writing Summaries
7. Informal Letter Writing

**Unit-2- Professional Writing Skills:****[15 Hours]**

1. Notice
2. Agenda
3. Minutes/ Memorandums
4. Report Writing
5. Professional Letters
6. Professional E-Mail Writing
7. Proof reading and Editing Skills

**• Reading List:**

1. *Enriching Oral and Written Communication in English* (Board of Editors, Orient BlackSwan)
2. *English for Practical Purposes* (Board of Editors, Orient BlackSwan)
3. *English for Communication* (Registrar Shivaji University, Kolhapur 1996)