**B.A**
**ABILITY ENHANCEMENT COMPULSORY COURSE (AE-1)**
**SEMESTER-I**
**(AE1B31107T): EFFECTIVE COMMUNICATION IN ENGLISH**

**MAX.MARKS: 100**
**EXTERNAL: 70**
**INTERNAL: 30**
**PASS: 40%**
**Credits: 4**

**OBJECTIVE:**

The course is designed to develop in learners the vital communication skills which should be integral to personal, social and professional interactions. Besides, the awareness to use verbal and non-verbal skills appropriately and with confidence will help them excel in the academics and in their upcoming professional spheres.

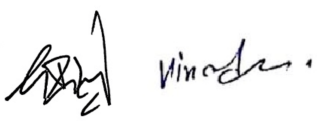
## Course Outcomes:

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| CO 1: | To cultivate fundamental communication skills crucial for personal, social, and professional interactions |
| CO 2: | To foster awareness of effective verbal and non-verbal communication techniques to enhance confidence and excel academically |
| CO 3: | To equip students with the ability to navigate diverse communication contexts with proficiency |
| CO 4: | To empower students to apply communication strategies confidently in academic and professional settings, facilitating success in both spheres. |

**INSTRUCTIONS FOR THE PAPER SETTER/EXAMINER:**

1. The syllabus prescribed should be strictly adhered to.
2. The question paper will consist of three sections: A, B, and C. Sections A and B will have four questions from the respective sections of the syllabus and will carry 10 marks each. Thecandidates will attempt two questions from each section.
3. Section C will have fifteen short answer questions covering the entire syllabus. Each question will carry 3 marks. Candidates will attempt any ten questions from this section.
4. The examiner shall give a clear instruction to the candidates to attempt questions only at one place and only once. Second or subsequent attempts, unless the earlier ones have been crossed out, shall not be evaluated.
5. The duration of each paper will be three hours.

**INSTRUCTIONS FOR THE CANDIDATES:**
Candidates are required to attempt any two questions each from the sections A and B of the question paper and any ten short questions from Section C. They have to attempt questions only at one place and only once. Second or subsequent attempts, unless the earlier ones have been crossed out, shall not be evaluated.



**Section-A**

**Unit 1:** Understanding Human Communication, Constitutive Processes of Communication, Language as a tool of communication, Barriers to Effective communication, Strategies to Overcomethe Barriers

**Unit 2:** Non-Verbal Communication, Importance of Non-Verbal Communication, Non-Verbal Communication and Cultural influences, Body language

**Unit 3**:Listening Comprehension**:** Difference between Hearing and Listening, Barriers to Listening, Effective Listening strategies, Listening in Conversational Interaction, Listening to Structured Talks

**Unit 4:** Speaking Skills: Expressions in different Communicative Functions: Asking Questions; Making Requests and suggestions; Expressing Greetings, Apologies and Gratitude

Job Interviews, Group Discussions, Presentation Skills

**Section-B**

**Unit 5:** Reading Comprehension**:** Introduction, Reading Process, Reading different kinds ofTexts,Reading Methods- Using KWL for reading comprehension, SQ3R approach.

**Unit 6:**Effective Written Communication**:** Constituents of Effective Writing, Coherence andCohesion for effective writing, Paragraph Development, Note Making.

**Unit 7:** Business correspondence-I: Letter writing, Resume/CV, E mails for Communication

**Unit 8:** Business correspondence-II: Writing Reports, Describing Tables and Charts, Meetings:Agenda and Minutes

**Suggested Readings:**


- Koneru, Aruna. Professional Communication. Delhi: McGraw, 2008.
- Mahanand, Anand. English for Academic and Professional Skills. Delhi: McGraw, 2013. Print.
- Rani, D Sudha, TVS Reddy, D Ravi, and AS Jyotsna. A Workbook on English Grammar andComposition. Delhi: McGraw, 2016.
- Rizvi, M. Ashraf. Effective Technical Communication. Delhi: McGraw, 2018.
- Pease, Allan and Barbara Pease. The Definitive Book of Body Language. New Delhi: ManjulPublishing House, 2005.
- Sharma, R.C. and Krishna Mohan. Business Correspondence and Report Writing. Delhi: McGraw,2013.