

Course Syllabus AEC

Semester I

English Language and Literature-I (For Students of Non-English medium)

1.7 Ability Enhancement course (AEC)	For Students of Non-English medium
Course Title	English Language and Literature- I For Students of Non-English medium
Course Credits	
Course Outcomes	After completing the course, the learners will be able to:
	1.Read and understand simple literary texts.
	2.Be aware of and apply the forms of email and letter writing.
Module 1 (Credit 1) Reading and Listening Skills	

Learning Outcomes	After learning the module, learners will be able to:
	1.Use the literary text as a context to learn language through receptive skills.
	2.Develop reading skills.
Content Outline	Short stories from Let's Go Home and other Stories by Meenakshi Mukherjee. 1. <i>The Portrait of a Lady</i> by Khushwant Singh 2. <i>Let's go Home</i> by Kewlian Sio Comprehension- Close Reading, Skimming, Scanning
Module 2 (Credit 1) Speaking and Writing Skills	
Learning Outcomes	After learning the module, learners will be able to:
	1.Use language in context.
	2.Learn to communicate effectively through formal, goodwill letters

	and emails.
Content Outline	1. Language in Use: Vocabulary Building, Verbs – Tenses, Subject- Verb Agreement 2. Formal Letters - Leave Notes, Enquiries and Complaints 3. Goodwill Letters - Thank You and Congratulatory notes The student should also be able to write emails in all the above given topics.

PATTERN OF EVALUATION

External (Summative) Assessment: 50 marks

Question 1 –

Seen Passage- Comprehension and Grammar

(15 marks) Question 2 – 20 marks

A. Formal Letter and Email- 1 out of 2 (10 marks)

B. Goodwill Letter and Email- 1 out

of 2 (10 marks) Question 3-

Drafting speeches- 15 marks

References

1. *Let's Go Home and Other Stories*. Ed. by Meenakshi Mukherjee. Orient Blackswan Pvt Ltd. New Delhi (2009)
2. Gangal, J.K. *A Practical Course in Effective English-Speaking Skills*. PHI Learning Private Limited, 2012.
3. Gangal, J.K. *A Practical Course in Developing Writing Skills in English*. PHI Learning Private Limited, 2011.
4. Urmila Rai, S.M Rai (2007), *Business Communication*. Himalaya Publishing House Pvt. Ltd.
5. *Principles and Practices of Business Communication*. Aspi Doctor and Rhoda Doctor, Sheth Publishers.