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| <b>1.7 Ability Enhancement course (AEC) For Students of Non-English medium</b> |                                                                                                                                                                                                                                                                                         |
| <b>Course Title</b>                                                            | <b>English Language and Literature- I For Students of Non-English medium</b>                                                                                                                                                                                                            |
| <b>Course Credits</b>                                                          | 2                                                                                                                                                                                                                                                                                       |
| <b>Course Outcomes</b>                                                         | 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.                                                                                                                                                                                                                          |
| <b>Module 1 (Credit 1) Reading and Listening Skills</b>                        |                                                                                                                                                                                                                                                                                         |
| <b>Learning Outcomes</b>                                                       | 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.                                                                                                                                                                                                                                                               |
| <b>Content Outline</b>                                                         | Short stories from Let's Go Home and other Stories by Meenakshi Mukherjee.<br>1. <i>The Portrait of a Lady</i> by Khushwant Singh<br>2. <i>Let's go Home</i> by Kewlian Sio<br>Comprehension- Close Reading, Skimming, Scanning                                                         |
| <b>Module 2 (Credit 1) Speaking and Writing Skills</b>                         |                                                                                                                                                                                                                                                                                         |
| <b>Learning Outcomes</b>                                                       | 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.                                                                                                                                                                                                         |
| <b>Content Outline</b>                                                         | 1.Language in Use: Vocabulary Building, Verbs – Tenses, Subject-Verb Agreement<br>2.Formal Letters - Leave Notes, Enquiries and Complaints<br>3.Goodwill Letters - Thank You and Congratulatory notes<br>The student should also be able to write emails in all the above given topics. |

## 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.