

F. Y. B. Sc.
Ability Enhancement Compulsory Course (AEC)
ENG-BSc-101 AEC- A) English Communication
(w.e.f. 2022-23)

Course Credits: 02

Teaching Lectures: 30 hrs

Objectives-

1. To introduce the students with spoken and written English skills
2. To acquaint the students with oral and written forms in English language communication
3. To enable the students use correct English grammar in English language communication

Sem. I /II

Unit- 1 – Spoken and Written Skills

1. Introduce Yourself
2. Group Discussion and Personal Interview
3. Writing Job Application
4. Preparing Resume, Curriculum Vitae (CV), & Bio-data

Unit- 2 Grammar

1. Nouns, Pronouns, Adjectives, Verbs
2. Adverbs, Prepositions, Conjunctions, Interjections

External Exam- 60 marks

Question Paper Format for Sem. I /II–

Q1. Introduce Yourself (2/4) (Unit-1)-	12 marks
Q2. A) Questions on Group Discussion (1/3) (Unit-1)	6 marks
B) Questions on Personal Interview (1/3)(Unit-1)	6 marks
Q3. A) Letter Writing (1/2)(Unit-1)	6 marks
B) Prepare Resume/CV/Bio-data- (1/2) (Unit-1)	6 marks
Q4. Fill-in the blanks/ exercises (Unit 2)	12 marks
Q.5 Do as directed(Unit-2)	12 marks

Internal Exam- 40 marks

Two written tests will be conducted, each for 20 Marks.

Recommended Reading

1. *Business Communication* - SusmitaDey and others, Reliable Publications, Mumbai: June 2008
2. *Language, Literature and Creativity*, Editorial Board, Orient Black swan
3. *Developing Language Skills- 2*, Ed. S.C. Soodet. Al. Spantch Delhi, 1992.
4. *English at the Workplace*, Part I and II, Ed, Pramodini Varma and others, OUP, Delhi, 2006.
5. *Strengthen Your English*, M. Bhanskaran and D. Horeburgh, OUP, Delhi,1973.