

**Maulana Abul Kalam Azad University of Technology, WB**  
(Formerly known as West Bengal University of Technology)

**Detailed Syllabus**

<b>Course: English &amp; Professional Communication</b>		
<b>Course Code: AECC101</b>		<b>Semester: I</b>
<b>Maximum Marks: 100</b>		
<b>Teaching Scheme</b>		<b>Examination Scheme</b>
Lecture: 2		End semester Exam: 70
Tutorial: 0		Attendance: 5
Practical: 0		Continuous Assessment: 25
Credit: 2		Practical/Seasonal internal continuous evaluation: 0
		Practical/Seasonal external examination: 0
<b>Sl. No.</b>	<b>Course Objective</b>	
<b>1</b>	To lay emphasis on the development of linguistic competence and honing skills in the domain of communication and its allied affairs.	
	<b>Course Outcomes</b>	<b>Mapped module/Unit</b>
<b>CO 1</b>	To improve communicative competence of the students.	U1
<b>CO 2</b>	To enable the students converse in the real-life situations.	U1, U2
<b>CO 3</b>	To make the effective use of English for practical purposes.	U1, U2, U3
<b>CO 4</b>	To enable the students, acquire phonetic skills.	U1, U3, U4

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**Learning Outcome/Skills:**

The candidate will be able to have a deep insight into the areas of grammar, communication, reading aspects and practical skills and preparation to face the corporate world and the general life with confidence. There should be a close linkage between the various elements of language and communication for a flawless reflection.

Unit	Total Hours	% of Questions	Bloom's Taxonomy	Remarks, if any
<b>THEORY</b>				
<b>U1</b>	<b>6</b>	<b>30</b>	<b>1, 2, 3</b>	<b>NA</b>
<b>U2</b>	<b>8</b>	<b>20</b>	<b>1, 2, 3</b>	<b>NA</b>
<b>U3</b>	<b>7</b>	<b>20</b>	<b>1, 2</b>	<b>NA</b>
<b>U4</b>	<b>9</b>	<b>30</b>	<b>1, 2, 3</b>	<b>NA</b>
	<b>30</b>	<b>100%</b>		

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<b>Course Code:</b>	<b>AECC101</b>	
<b>Course:</b>	<b>English &amp; Professional Communication</b>	<b>Credits:2.0</b>
<b>Contents</b>		
<b>Chapter</b>	<b>Name of the topic</b>	<b>Hours</b>
<b>Unit-I</b>	Grammar: Tense, Voice, Phrases and Clauses, Narration, Transformation of Sentences, Vocabulary.	<b>6</b>
<b>Unit-II</b>	Communication: Definition, importance, purpose, elements, barriers, body language and strategies.	<b>8</b>
<b>Unit-III</b>	Reading Skills: Purpose, Articulation, Syllables, Accent and Voice Modulation.	<b>7</b>
<b>Unit-IV</b>	Presentation Skills, its structure, speech preparation, public speaking on special occasion. Interview, types, Group Discussion, Mock Sessions for practice.	<b>9</b>
	<b>Total</b>	<b>30</b>

**List of Books**

<b>Name of Author</b>	<b>Title of the Book</b>	<b>Name of the Publisher</b>
K C Verma	The Art of Communication	Kalpaz Publication.
B K Mitra	Personality Development and Soft Skills	Oxford Publication
Wren and Martin	High School Grammar and Composition, Wren and Martin	S Chand Publication