

**Ability Enhancement and Value-Added Course (AE&VAC)**

**Semester: I**

**Paper VI (EDN-06)**

**Yoga and Understanding Self**

**Credits: 2**

**Marks 50(35+15)**

**Learning Outcomes**

After completion of the course, the student teachers will be able to

- Explain the importance of Yoga and how it helps an individual in understanding Self.
- Understand the importance of regular yoga practice, nature centered food habits and disciplined life style.
- Perform yoga Asana, Pranayama and Dhyana with regard AYUSH suggested Common Yoga Protocol.
- Practice Mudra, Bandhana, Kriyas etc.
- Knowledge on precautions, procedure, benefits and therapeutic values of AYUSH suggested Common Yoga Protocol

**UNIT-I: Introduction and Philosophical perspective of Yoga.**

1. Yoga: Etymology, Definitions, Aim, Objectives and Misconceptions of Yoga. Origin and history and development of Yoga. .
2. Principles of Yoga (Triguna, Antahkarana- Chatushtaya, Tri-Sharira, Panchakosha, Ashta Chakras)
3. Introduction to major schools of Yoga - Patanjali Ashtanga Yoga, raja yoga, Gita- yogas' (Jnana, Bhakti, Karma, Patanjala, Hatha)
4. Importance of Yoga for healthy living. Yoga and its relevance in the modern times, Traditions in Yoga.

**UNIT-II: Yoga Practice and its therapeutic values**

1. Precautions, Procedure and Benefits of Yogic Sukshma Vyayama. Stula Vyayama
2. Yoga Asana, pranayama as per the AYUSH Common Yoga Protocol and Surya Namaskara.
3. Precautions, Procedure and Benefits of Pranayama sadhana as per the AYUSH Common Yoga Protocol
4. Precautions, Procedure and Benefits of Dhyana.
5. Introduction to Shatkarma: meaning, purpose and their significance in Yoga Sadhana.

**UNIT-III: Yoga fundamentals for Health promotion**

1. Systems of Human body – Digestive, Respiratory, Skeletal & muscular, Excretory, Nervous and Glandular system.
2. Nature centered Food habits and Yogic Diet
3. Dincharya and Ritucharya with respect to Yogic lifestyle.
4. Yogic management of stress and its consequences.
5. Holistic approach of Yoga towards health and diseases.

**Ability Enhancement and Value-Added Course (AE & VAC)**

**Semester: I**

**Paper VII (EDN-07)**

**Communication Skills in English**

Credits: 2

Marks 50 (35 + 15)

**Learning Outcomes**

After completion of the course the student will be able to:

1. Understand the Importance of communication in the Professional World
2. Identify the various purposes for which communication is used in professional situations
3. Understand the barriers in communication and learn the ways to overcome these barriers
4. Learn in detail about the importance of grammar in effective communication
5. Understand how Listening is different from hearing and learn about the different types of listening and use them effectively
6. Identify the major causes of poor listening
7. Understand what is meant by non-verbal communication
8. Learn to appreciate the subtleties of non-verbal communication and use them in personal and professional communication
9. Combat Stage fright while making professional presentation
10. Deliver effective just-a-minute presentation
11. Understand what group discussion is and how important it is in the selection process
12. Learn the dos and don'ts for achieving success in job interviews
13. Learn in detail about the various personality traits that are assessed during job interviews
14. Learn how to deliver different types of speeches
15. Learn how to draft effective dialogues and perform role plays
16. Understand the do's and don'ts of a successful negotiation
17. Understand the importance of reading in achieving success in academic and professional life
18. Apply the various skills required in understanding a passage and answering the questions
19. Develop skills to condense a given text
20. Learn how to construct paragraphs effectively
21. Develop techniques required to construct an effective essay
22. Learn how to write different types of business letters
23. Develop techniques to write an effective blog
24. Learn how to draft the notice, agenda, and minutes of a professional meeting
25. Understand what a memo is and its style and structure
26. Develop the ability in writing an effective book review and a movie review

**Unit I: Communication and English Language Skills**

1. Definition, Nature, and Scope of Communication, Importance of communication, Features of successful professional communication, purpose of professional communication, Different forms of communication, Barriers to communication

2. Developing English Language Skills: Essentials of Grammar - Parts of Speech, Articles, Modals, Sentences and their types, Subject verb concord, using tenses, Direct/Indirect speech, using non-finites, punctuation marks.
3. Basics of Phonetics: Reasons for Incorrect Pronunciation, Misconceptions about sounds, Sounds – Vowels, Consonants, Consonant Cluster, Problems of Indian English, Syllable, Word Stress Weak forms, Stress, Intonation and Rhythm. Difference between British, American and Indian Spoken English.
4. Building Vocabulary: Word Formation, Synonyms, Antonyms, Learning words through Situations, Homonyms and Homophones, Words often Confused, One Word Substitution, Phrasal Verbs, Developing Technical Vocabulary, Idiomatic Expression, Eponyms

## **Unit II: Listening Skills and Speaking Skills**

### **Listening Skills**

#### **Developing Effective Listening Skills**

1. Listening versus Hearing, Poor Listening versus Effective Listening, Advantages of Good Listening, Process of Listening, Intensive Listening versus Extensive Listening, Barriers to Effective Listening, Five steps to Active Listening, Techniques for Effective Listening, Listening and Note Taking, Guidelines for Improving Listening Skills

### **Speaking Skills**

#### **Non Verbal Communication**

1. What is Non Verbal Communication, Body Language – Personal Appearance, Posture, Gestures and Hand Movements, Eye Contact, Facial Expressions
2. Paralinguistic Features: Rate, Pause, Volume, Pitch/Intonation/Cadence/Voice Modulation, Pronunciation and Articulation
3. Proxemics/Space Distance: Intimate Zone, Personal Zone, Social Zone, Public Zone, Haptics

### **Dynamics of Professional Presentation**

1. Combating Stage Fright, Preparing PowerPoint Slides for Presentation, Qualities of a Skilful Presenter
2. Individual and Group Presentation
3. Delivering Just-A-Minute Sessions

### **Group Discussion**

1. Concept and meaning of Group Discussion, Difference between GD and Debate, Number and Duration,
2. Personality Traits to be Evaluated – Reasoning Ability, Leadership, Openness, Assertiveness, Initiative, Motivation, Attentive Listening, Awareness
3. Dynamics of Group Behaviour/Group Etiquette and Mannerisms
4. Types of Group Discussions, Summarising a Discussion
5. Guidelines for Effective Group Discussion

### **Job Interview**

1. Meaning of Job Interview, Process, Stages of Job Interview, Desirable Qualities, Preparation for Job Interview
2. What Does a Job Interview Assess?



3. Using Proper Verbal and Non Verbal Cues, Exhibiting Confidence
4. Strategies for Success at Interviews

### **Public Speaking**

1. Difference between Public Speaking and Elocution
2. Choosing an Appropriate Pattern, Selecting an Appropriate Method, Art of Persuasion,
3. Making Speeches Interesting, Different Types of Speeches

### **Conversations, Dialogues, and Debates**

1. Purpose of General conversation
2. Features of Good Conversation
3. Effective Conversation
4. Tips for Improving Conversation
5. Short Conversation
6. Telephonic Skills
7. Debate, Situational Dialogues and Role Plays

### **Negotiation**

1. The Art of Negotiation,
2. Nature of Negotiation
3. Need for Negotiation
4. Different Types of Negotiation, Different Styles of Negotiation
5. Factors Affecting Negotiation
6. Stages in the Negotiation Process
7. Negotiation Strategies
8. Tips for Win –Win Negotiation

## **Unit III: Reading Skills and Writing Skills**

### **Reading Skills**

#### **The Art of Effective Reading**

1. What is Reading, Elements of Reading, How Do We Read, Need for Developing Efficient Reading Skills, Benefits of Effective Reading, Speed of Reading, Four Basic Steps of Effective Reading, Overcoming Common Obstacles in Developing Efficient Reading,
2. Types of Reading, Styles of Reading
3. Methods of Reading
4. Approaches to Efficient Reading
5. Guidelines for Effective Reading

#### **Reading Comprehension**

1. What is Reading Comprehension, What Goes Wrong and Where?, Employing Different Reading Skills, Understanding the Authors Point of View, Identifying the Central Idea
2. Inferring Lexical and Contextual Meaning, Employing Discourse Analysis

### **Writing Skills**

#### The Art of Condensation

1. What is Condensation
2. Major forms of Condensation, Précis, Summary, Abstract, Synopsis, Paraphrasing
3. Art of Condensation, Some Working Principles
4. Seven Step Ladder to Writing an Effective Précis
5. Writing Précis of Given Passages

#### Paragraph Writing

1. Meaning of a Paragraph, Structure of a Paragraph, Construction of a Paragraph, Features of a Paragraph
2. Descriptive Writing Techniques
3. Argumentative Paragraph, Analytical Paragraph

#### Essay Writing

1. Meaning of Essay, Types of Essay, Characteristics features of an Essay, Stages in Essay Writing, Components Comprising an Essay,
2. Essay Writing – Guiding Principles

#### Business Letters

1. What is a Letter? Importance of Business Letters, Elements of Structure, Layout
2. Types of Business Letters
3. Essentials of Good Business Letters

#### Resume

1. Resume Preparation, Types of Resume, Important features of a selling Resume

#### Email and Blog Writing

1. Email Writing- Some Common Pitfalls
2. Email Writing – Guiding Principles for Composition
3. Email Writing – Maintaining Common Etiquette
4. Blog Writing- Guiding Principles and Etiquette

#### Other Business Writings

##### Itinerary Writing

1. Itinerary Writing – Guiding Principles

##### Inter-Office Memorandum (Memo)

1. Meaning of a Memo
2. Structure of a Memo
3. Style of a Memo

##### Circulars

1. What is a Circular
2. Informative Circulars, Public Circulars, Circulars of Partnership and Companies, Official Circulars

##### Notice Agenda and Minutes

1. What is a Notice, How to prepare a Notice, Salient features of a Notice

2. Agenda, What is an Agenda, Significance of an Agenda, How to Prepare an Agenda
3. Minutes: What are Minutes, How to Write Minutes of a Meeting

#### Movie and Book Review

1. What is a Book Review? How to Write a Book Review
2. What is a Movie Review? How to Write a Movie Review

#### Engagement:

1. Each student has to participate actively and conduct activities related all the language skills. It should become their regular practice not only in the allotted slot but also during their routine schedule.
2. They should listen carefully and try to understand and imitate and use all the vocabulary and converse with everybody.... likewise speaking reading and writing a regular concerted effort should be made by each and every student to acquire the skills with adequate practice.
3. Each student has to read the texts at home and reflect in the class room among teacher trainees and also record the same the same as a document. Teachers should guide them.
4. Students should speak about their family, friends, hobbies, interests, books they read & stories & life stories, oral histories related to their village / district and inspired personalities across the disciplines.
5. Each student has to act as interviewee and interviewer in mock interview as group presentation with respect to listening, speaking, reading and writing.
6. Each student has to read autobiographies/ biographies of leaders, elites, scientists across the countries
7. Texts are suggested and provided to read and reflect by following different techniques, (Gibbs, SQ3R, KWL.. etc.)
8. Read any two traditional texts of wisdom and write your reflections and share them with the peer group.
9. Select any two texts with different ideology & write your reflection and share with the peer group.
10. Read any two novels / fiction/, etc. and write your reflection and share with the peer group.
11. Each student has to participate and conduct activities individuals and in group covering all topics related to skills through improving communication for life and career building.
12. Creating a happy and peaceful life without any conflicts after each activity, they should reflect on their experiences, various incidences, classroom, hostel, library, play field, laboratory, etc.

#### References

1. Alan Barker(2010): Improve your Communication Skills, Kogan Page Limited
2. Grellet, F. (1981). Developing reading skills: A practical guide to reading comprehension exercises. Cambridge University Press.
3. Jeya Santhi.V(2015): Advanced Skills for Communication in English, New Century Book House
4. Owen Hargie,Ed.(2019),:The Handbook of Communication Skills, Routledge 711