

Paper Code- AEC

No. of Credits- 02

Paper Title: Communicative English

Full Marks- 50 ( ESE: 2 Hrs.)

Pass Marks- 20

### Unit 1- Listening Skills

- Principles of Good Listening
- Barriers to Listening
- Academic Listening -*Lectures, Talks and Presentations*

### Unit 2- Speaking Skills

- Interpersonal Communication
- Personal Interview & Group Discussion
- Public Speech/Presentation

### Unit 3- Skills Related to Reading and Comprehension

- Comprehension/ Close Reading
- Summary Paraphrasing
- Note-Making

### Unit 4- Writing Skills

- Writing Letters and E-mails: *Formal and Informal*
- Report Writing : *Types, Basic Format and Steps of Report Writing*
- Writing Personal Profiles: *Résumé, Bio-data and Curriculum Vitae*

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### Distribution of Marks for End Semester Examination

#### Group A - (Compulsory)

*AEC*  
10/8/23

*PG*  
10/08/23

*PG*  
10/08/23

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10/8/23

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10.08.23