

**AGHOREKAMINI PRAKASHCHANDRA MAHAVIDYALAYA**

ADD-ON COURSE ON

*The Art of Communication: A Course to Improve One's Communication Skills in English*

ORGANISED BY

**Department of English**

In association with

IQAC, AGHOREKAMINI PRAKASHCHANDRA MAHAVIDYALAYA

**COURSE TITLE :** The Art of Communication: A Course To Improve One's Communication Skills In English

**COURSE DURATION :** 36 HOURS (from 15.05.2023 to 27.06.2023)

**Course Offered by :** Department of English , AKPC Mahavidyalaya, Bengai ,  
Hooghly.

**Participating Teachers :**

- 1 . Muktiprakash Roy (Assistant Professor)
2. Rajnarayan Chaudhuri (SACT)
3. Suparna Bag ( SACT)

**COURSE COORDINATOR :** Muktiprakash Roy (9832178075)

# Syllabus

## Paper 1: Receptive Communication Skills

### Group A: Reading Skill

- Select short stories by Ruskin Bond
- Select short stories by R.K. Narayan
- English dailies

### Group B: Listening Skill

- English news podcasts from BBC
- English news podcasts from CNN
- Select English movies (as per the teachers' choice)

## Paper 2: Expressive Communication Skills

### Group A: Writing Skill

- Basic English grammar
- CV writing
- Business letter writing
- Informal letter writing
- Email writing
- Research proposal writing

### Group B: Speaking Skill

- Developing English vocabulary
- Pronunciation
- Conversation
- Group Discussion
- Presentation

## Recommended Texts/Sources:

- *Collected Short Stories* by Ruskin Bond, Penguin edition, 2016.
- *Malgudi Days* by R.K. Narayan. Indian Thought Publications, 2019.
- YouTube Content as per the choice of teachers.
- *High School English Grammar and Composition* by Wren and Martin.
- *Oxford Advanced Learner's Dictionary*
- Samsad English to Bengali Dictionary
- *A Course in Phonetics and Spoken English* by J. Sethi and P.V. Dhamija. Prentice Hall India Learning Private Limited, 1999.

## **COURSE OUTCOMES**

*At the end of the course, students will be able to...*

**CO1:** Comprehend and analyse a text in English.

**CO2:** Write in English without grammatical error.

**CO3:** Understand and participate in verbal communications in English.

**CO4:** Speak English with appropriate pronunciation and fluency.

**CO5:** Face job interviews with much confidence.

**CO6:** Master skills in different types of business communication.

## **MODE OF EVALUATION :**

The students who will register for the Add-On Course in "The Art of Communication", conducted by the Department of English, have to take a written test as well as a viva voce test after the completion of the said course. Each of these tests will be of 50 marks, i.e. 100 marks in total. Grades will be awarded to students as per the following system.

### **Grades at a glance:-**

**A++ (90-100%) A+ (80-89%) A (70-79%) B+ (60-69%) B (50-59%) C+ (40-49%) C (30-39%) D (Below 30%) NA (Not Applicable)**