

# **DRAFT**

## **National Education Policy-2020**

### **Common Minimum Syllabus for Uttarakhand State Universities and Colleges**

## **ABILITY ENHANCEMENT COURSE (AEC)**

### **DEPARTMENT OF ENGLISH**

### **KUMAUN UNIVERSITY**

#### **ABILITY ENHANCEMENT COURSE (AEC) PREPARED FOR THE POOL OF COURSES**

	<b>Paper Title</b>	<b>Semester</b>	<b>Practice</b>	<b>Credits</b>
Ability Enhancement Course (AEC)	English Communication in Practice	I	<b>Practice</b>	2
Ability Enhancement Course (AEC)	Written Communication	II	<b>Practice</b>	2
Ability Enhancement Course (AEC)	Communication through Digital Tools	III	<b>Practice</b>	2
Ability Enhancement Course (AEC)	Functional Translation	IV	<b>Practice</b>	2

## Department of English

### ABILITY ENHANCEMENT COURSE (AEC) –English Communication in Practice

**No. of Hours-30**

**(30 Hours Practical)**

#### CREDIT DISTRIBUTION, ELIGIBILITY, AND PRE-REQUISITES OF THE COURSE

Course Title	Credits	Credit distribution of the Course			Eligibility criteria	Pre-requisite of the course (if any)
		Lecture	Tutorial	Practical/Practice		
<b>AEC: English Communication in Practice</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>XII</b>	<b>Nil</b>

### Semester I

#### **Learning Objectives:**

- Learn the fundamentals of clear and confident communication, focusing on pronunciation, stress, and intonation.
- Develop the ability to introduce themselves and others, and engage in small talk and daily interactions with confidence.
- Acquire practical skills in handling inquiries in real-life situations such as banks, hospitals, airports, and more.
- Improve presentation skills, including storytelling, narration, and overcoming stage fear and speaking anxiety.

#### **Learning Outcomes:**

After studying this course, students will be able to,

- Pronounce words correctly, using appropriate stress and intonation for clear communication.
- Engage confidently in introductions, casual conversations, and polite exchanges in both personal and professional settings.
- Demonstrate effective communication skills through role-plays, group discussions, and interviews on various topics.
- Organize and deliver short presentations, debates, and storytelling exercises with clarity, engaging an audience effectively.
- Handle stage fright and speaking anxiety through practical techniques, including self-assessment and peer feedback.

Unit	Topic
<b>Unit I</b>	<b>Basics of clear and confident communication:</b> Pronunciation, stress, and intonation

	Introducing yourself and others Small talk and daily interactions Polite expressions: greetings, requests, apologies <b>Activities:</b> Pronunciation drills and tongue twisters Role play: Meeting new people, making polite conversation
<b>Unit II</b>	<b>Smart Conversations:</b> Asking questions, giving directions; Describing events, people, places; Handling inquiries: bank, hospital, airport, etc.; Expressing opinions <b>Activities:</b> Dialogue building, situation-based role play, group discussion on current topics, Interview practice
<b>Unit III</b>	<b>Presentation Skills:</b> Debates, Storytelling and Narration Skills; Handling Stage Fear and Speaking Anxiety <b>Activities:</b> Short presentations with peer feedback, Debates in pairs/groups, Extempore speech and storytelling, Audio/Video recording and self-assessment

**Recommended Readings:**

- *Foundation Course in English Language* (Revised, 2022) by H P Pathak et al.
- *Communication Skills in English* by Shilpa Sapre-Bharmal et al.
- *Spoken English* by R.K Bansal and J.B. Harrison

**Note:**

**Examination: Subject to the University's directions.**

## Department of English

### ABILITY ENHANCEMENT COURSE (AEC) – Written Communication

**No. of Hours-30**

**(30 Hours Practical)**

#### CREDIT DISTRIBUTION, ELIGIBILITY, AND PRE-REQUISITES OF THE COURSE

Course Title	Credits	Credit distribution of the Course			Eligibility criteria	Pre-requisite of the course (if any)
		Lecture	Tutorial	Practical/Practice		
AEC: Written Communication	2	0	0	2	XII	Nil

### Semester II

#### Learning Objectives:

- Develop foundational writing skills through the application of essential grammar rules and sentence construction techniques.
- Practice structured academic and descriptive writing for effective idea development and expression.
- Apply writing skills to functional, real-world contexts including professional and official communication.
- Strengthen their ability to summarize, paraphrase, and make notes from lectures or texts.
- Build confidence in writing common formats such as letters, résumés, notices, and reports.

#### Learning Outcomes:

After studying this course, students will be able to,

- Write grammatically correct and clear sentences, paragraphs, and messages.
- Summarize, paraphrase, and organize content from spoken or written sources.
- Compose academic essays, descriptive paragraphs, and reflective reviews with coherence and structure.
- Demonstrate competence in writing formal and informal letters, notices, résumés, and basic reports.
- Adapt tone and structure in writing for academic, personal, and professional purposes.

Unit	Topic
<b>Unit I</b>	<b>Foundations of Writing</b> Sentence formation: structure, punctuation, and clarity Parts of speech in use (nouns, verbs, adjectives, prepositions), Subject-verb agreement and tenses in context, Writing short notes, and messages, Summarizing and paraphrasing simple texts

	<b>Activities:</b> Grammar games and sentence correction Write a personal note or email Summarize a short video or news piece
<b>Unit II</b>	<b>Academic and Descriptive Writing</b> Paragraph development: topic sentence, coherence, and unity Essay writing: descriptive, narrative, and opinion-based Note-making from lectures and texts Review writing <b>Activities:</b> Write a paragraph on a visual or a quote Essay writing and Book Review practice Note-making from a short lecture or article
<b>Unit III</b>	<b>Functional Writing</b> Formal and informal letter writing Writing notices, applications, and announcements Creating a bio-data, résumé, and cover letter Introduction to basic report writing (factual or event-based) <b>Activities:</b> Write a complaint/request letter Draft a notice for a college event Prepare your résumé and a covering letter

### **Recommended Readings:**

- *Foundation Course in English Language* (Revised, 2022) by H P Pathak et al.
- *Improve your Writing* by V. N. Arora and Laxmi Chandra

### **Suggested Readings:**

- *Communication Skills in English* by Shilpa Sapre-Bharmal et al.

### **Note:**

**Examination: Subject to the University's directions.**

## Department of English

### ABILITY ENHANCEMENT COURSE (AEC) - Communication through Digital Tools

**No. of Hours-30**

**(30 Hours Practical)**

#### CREDIT DISTRIBUTION, ELIGIBILITY, AND PRE-REQUISITES OF THE COURSE

Course Title	Credits	Credit distribution of the Course			Eligibility criteria	Pre-requisite of the course (if any)
		Lecture	Tutorial	Practical/Practice		
AEC: Communication through Digital Tools	2	0	0	2	XII	Nil

### Semester III

#### Learning Objectives:

- To introduce students to various digital communication tools and their role in their personal and professional lives.
- To develop proficiency in writing and managing email communication with appropriate etiquette.
- To equip students with the skills required for conducting and participating in virtual meetings, webinars, and video conferencing.
- To familiarize students with digital content creation on social media and blogging platforms.
- To enhance students' ability to build and maintain a professional online presence for networking and career growth.

#### Learning Outcomes:

After studying this course, students will be able to,

- Understand the significance of effective communication in digital and professional settings.
- Compose clear, concise, and professional emails following proper etiquette.
- Effectively conduct and engage in virtual meetings and webinars using video conferencing tools.
- Utilize digital platforms for content creation and professional communication.

Unit	Topic
Unit I	<b>Communication tools in the digital era: An Overview</b> Importance of effective communication in personal and professional life

	<b>Email Communication:</b> Writing effective emails, managing email communication etiquette
<b>Unit II</b>	<b>Video Conferencing and Webinars:</b> Conducting virtual meetings using video conferencing tools, Engaging participants in online webinars, Tips for effective virtual communication and presentation skills
<b>Unit III</b>	<b>Digital Platforms and Content Creation</b> Digital platforms (Instagram, Facebook, WhatsApp), and the use of AI chatbots for content creation <b>Virtual Networking</b> Networking strategies on professional platforms (LinkedIn)

### Suggested Reading:

- *Art of social media: Power Tip for Power Users* by Guy Kawasaki and Peg Fitzpatrick
- *India Social: How Social Media is Leading the Charge and Changing the Country* by Ankit Lal
- *Social Media: Strategies To Mastering Your Brand- Facebook, Instagram, Twitter and Snapchat* (Social Media, Social Media Marketing) by David Kelly
- *Strategic Social Media Management: Theory and Practice* by Karen E. Sutherland

### Note:

**Examination: Subject to the University's directions.**

## Department of English

### ABILITY ENHANCEMENT COURSE (AEC) – Functional Translation

**No. of Hours-30**

**(30 Hours Practical)**

#### CREDIT DISTRIBUTION, ELIGIBILITY, AND PRE-REQUISITES OF THE COURSE

Course Title	Credits	Credit distribution of the Course			Eligibility criteria	Pre-requisite of the course (if any)
		Lecture	Tutorial	Practical/Practice		
AEC: Functional Translation	2	0	0	2	XII	Nil

#### **Semester IV**

#### **Learning Objectives:**

- Introduce students to fundamental concepts, principles, and techniques of translation.
- Strengthen proficiency in both source and target languages through practical translation exercises.
- Develop the ability to preserve the original text's meaning, tone, and style in translation.

#### **Learning Outcomes:**

After studying this course, students will be able to,

- Translate by thinking about what kind of text it is, who will read it, and why it's being translated.
- Use fairness and respect for different cultures when translating to make sure everyone's language and identity are treated well.
- Translate in English, Hindi, Sanskrit, Kumaoni, and Garhwali, making sure it sounds natural and is easy to understand.

Unit	Topic
<b>Unit I</b>	Translation: Theory and Practice
<b>Unit II</b>	Methods of Translation Translation: Culture and Ethics
<b>Unit III</b>	Translation from English to Hindi/Kumaoni/Garhwali/Sanskrit Translation from Hindi/Kumaoni /Garhwali/Sanskrit to English

#### **Recommended Readings:**

- *Translation the basics* by Juliane House



**Suggested Readings:**

- *Translation Studies* by Susan Bassnett and André Lefevere
- *Translation as Intercultural Communication* by Fernando Poyatos

**Note:**

**Examination: Subject to the University's directions**