

DRAFT

National Education Policy-2020

Common Minimum Syllabus for Uttarakhand State Universities and Colleges

ABILITY ENHANCEMENT COURSE (AEC)

DEPARTMENT OF ENGLISH AND FOREIGN LANGUAGES

SOBAN SINGH JEENA UNIVERSITY

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

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

Department of English and Foreign Languages

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		
AEC: English Communication In Practice	2	0	0	2	XII	Nil

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 or 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
Unit I	Basics of clear and confident communication: Pronunciation, stress, and intonation

	Introducing yourself and others Small talk and daily interactions Polite expressions: greetings, requests, apologies Activities: Pronunciation drills and tongue twisters Roleplay: Meeting new people, making polite conversation
Unit II	Smart Conversations: Asking questions, giving directions; Describing events, people, places; Handling inquiries: bank, hospital, airport, etc.; Expressing opinions Activities: Dialogue building, situation-based role play, group discussion on current topics, Interview practice
Unit III	Presentation Skills: Debates, Storytelling and Narration Skills; Handling Stage Fear and Speaking Anxiety Activities: 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 and Foreign Languages

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 writings 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
Unit I	Foundations of Writing 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

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

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 and Foreign Languages

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	Communication tools in the digital era: An Overview Importance of effective communication in personal and professional life

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

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
Unit I	Translation: Theory and Practice
Unit II	Methods of Translation Translation: Culture and Ethics
Unit III	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