

**DR. BABASAHEB AMBEDKAR MARATHWADA UNIVERSITY,
CHHATRAPATI SAMBHAJINAGAR.**



Circular / Acad Sec./ UG /NEP Curri./ Affiliated Colleges / 2024.

It is hereby inform to all concerned that, on the recommendation of Dean of Faculty of Humanities; **the Academic Council at it's Meeting held on 08th April, 2024 has accepted the "Curriculum of English for Ability Enhancement Courses [AEC] common for all faculty at UG Level as per National Education Policy-2020"** run at all concerned affiliated colleges.

This is effective from the Academic Year 2024-25 and Onwards as per appended herewith.

All concerned are requested to note the contents of this circular and bring notice to the students, teachers and staff for their information and necessary action.

University campus,
Chhatrapati Sambhajinagar-431 004.
Ref. No. SU/ UG/ Affi.Colleges/
NEP Curri/ 2024/ **2479-87**

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**Deputy Registrar,
Academic.**

Date: 29.06.2024.

Copy forwarded with compliments to:-

- 1] **The Principal, all affiliated colleges,**
Dr. Babasaheb Ambedkar Marathwada University, Chhatrapati Sambhajinagar.
- 2] **The Director, University Network & Information Centre, UNIC,**
with **a request to upload this Circular on University Website.**

Copy to :-

- 1] **The Director, Board of Examinations & Evaluation,**
- 2] **The Sec. Officer, [Concerned Unit] Exam. Branch,**
- 3] The Section Officer, [Eligibility Unit],
- 4] The Programmer [Computer Unit-1] Examinations,
- 5] The Programmer [Computer Unit-2] Examinations,
- 6] The In-charge, [E-Suvidha Kendra],
- 7] The Public Relation Officer,
- 8] The Record Keeper,
Dr. Babasaheb Ambedkar Marathwada University, Chhatrapati Sambhajinagar.

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**DR. BABASAHEB AMBEDKAR
MARATHWADA UNIVERSITY,
AURANGABAD.**



Curriculum of

English

Semester-I

Ability Enhancement Courses

[AEC]

Common for all faculty

‘ As per National Education Policy [NEP]-2020

Implemented at College

Level

[Effective from the Academic Year 2024-25 & Onwards]

Ability Enhancement Course (AEC-1)

ACE-1

Course Title: Communication Skills in English

Credit: 02

Hours/Periods: 30

Marks:

Course Outcome:

At the end of course, students will learn

- To communication skills, importance of all skills and use of effective communication skills.
- To speak at public places.
- To prepare for job interview
- Manners, etiquettes, and maintain good relations with others
- To show higher level of critical thinking and sharpen their accuracy in writing.

Course Contents:

Unit I: Basic Communication Skills

(Periods: 10)

Role and Importance of communication, The Process of Communication, Four Skills - Listening, Writing, Speaking and Reading.

Unit II: Types of Communication and Barriers of Communication (Periods: 10)

Verbal and Non-Verbal Communication

Barriers of communication.

Unit III: Day-Today Communication

(Periods: 10)

Greetings, Leave taking, Compliment extension, and Responses, Thanking, Regrets, Apologizing, and Responses, Making Request, Seeking Help, Giving Advice, Seeking and Giving Directions.

Suggested Reading:

1. Urmila Rai. *English Language Communication Skills*, Himalaya Publishing House, 2010
2. Kshyama Sagar Meher. *English Communication Skills*, Niraj Publication
3. Owen Hargie. *The Handbook of Communication Skills*, Routledge, 2019.

4. Dickson, D., Hargie, O., & Morrow, N. (1997). *Communication skills training for health professionals*, 2nd edition. London: Chapman & Hall
5. Hargie, O. (2017). *Skilled interpersonal communication: Research, theory and practice*, 6th edition. London: Routledge.
6. Mulholland, J. (1994). *Handbook of persuasive tactics: A practical language guide*. London: Routledge.
7. Robbins, S. & Hunsaker, P. (2014). *Training in interpersonal skills: TIPS for managing people at work*, 6th edition. Harlow, Essex: Pearson Education.
8. Roloff, M., Putnam, L. & Anastasiou, L. (2003). *Negotiation skills*.
9. J. Greene & B. Burleson (Eds.), *Handbook of communication and social interaction skills*. Mahwah, NJ: Lawrence Erlbaum.
10. R.K. Bansal, *Spoken English for India*.