

The students are to attempt **5 very short questions** of **one mark each** from **eight**

**1x5=5**

The students are to attempt **5 short questions** of **two marks each** from **eight**

**2x5=10**

## **Unit II: Professional Correspondences**

**20 marks**

Writing: Methods of Note- taking, Jumbled Sentences

Letter Writing & Mail: Covering Letter, Claiming and adjustment Letters, Sales Letter, E-mails, Essay Writing

Elements of Effective Writing: Agenda, Notices, Circular, Minutes of the Meeting & Proof Reading

The students are to **attempt 2** questions of **5 marks each** out of **three**

**5x2=10**

Students are to attempt **one question** of **10 marks** out of **three**

**10x1=10**

**Kazi Nazrul University**

**4 Year Degree Course NCCF**

**Draft Syllabus for AEC Paper**

**Semester I:****AEC-1 AECE101 English Communication**

Course Type: AE	Course Details: <b>AEC-1</b>			L-T-P: 4 - 0 - 0	
Credit:4	Full Marks:  100	CA Marks		ESE Marks	
		Practical	Theoretical	Practical	Theoretical
		0	<b>30</b>	0	<b>70</b>

**English Communication****Time: 2 hours****Full Marks: 35 marks****Unit I****10 marks**

Types and modes of Communication:

Verbal and Non-Verbal Communication

Personal, Social, and Business Communication

Group Communication

Effective Communication and Miscommunication

The basic concepts of the above should be discussed in the class.

The students are to attempt **5 short questions** of **two marks each** from **eight****2x5=10****Unit II**

Dialogue and Monologue

Group Discussion

Interview

Public Speech

**(Students should be engaged in practice-sessions and should be made aware of the basic techniques).**

The students are to attempt **two short answer type questions of 5 marks each** out of **three** 5x2=10

The students are to attempt **five very short answer type questions of 1 mark each** out of **eight** 1x5=5

### **Recommended Readings for Unit I and II:**

- 1. *Fluency in English- Part II*, Oxford University Press, 2006**
- 2. *Business English*. Pearson, 2008.**
- 3. *Language through Literature and Creativity*. Orient Blackswan, 2013.**

### **Unit III**

Passage for Comprehension (Unseen)

Exercises: Comprehension

- A. Summary, Paraphrasing
- B. Vocabulary Test

The students are to attempt **one question of 10 marks to be attempted out of three options from the above**

**10x1=10**