

Semester IV: AECCENG120 - English Language Skills - II

(2 Credits; 4 Teaching hours; Theory 80 + IA 20 = 100; 3 hrs Exam)

Unit I:

- i. Making enquiries, requests: At least 6 situations: at a hotel, medical shop, railway station, bookshop, bank and college office. (Use of primary and modal auxiliary verbs: be, have, can you please, will you please, can I, if I may, may I, shall we, etc.)
- ii. Giving direction/instructions/information: a) Giving directions: (Use of prepositions – in the corner, near, next to, between, opposite to, behind, beyond, along, past, across, down, up, towards, etc.)

Unit II

- i. Giving instructions: Being polite, using helping verbs- preparing coffee/tea/recipe, preparing a word file/PPT, conducting a program/campaign, preparing for trech/travel
- ii. Telephone conversation (formal and informal): Etiquette, common phrases for beginning and closing conversation etc.

Unit III

- i. Academic writing skills: Interpreting and analyzing graphs, tables, diagrams, maps, family/organisation tree, etc.
- ii. Fixing an appointment (with doctor, with Bank Manager, with a friend for going to a movie, with a colleague, etc.)

Unit IV

- i. Group Discussion, Public Speaking (short speeches) and Facing an Interview (leadership qualities, positive attitude, etc.)
- ii. Short descriptions of people and places (Expressing facts and opinion, use of adjectives)

IA : 20 Marks (2 Internal Tests: 4 and 10 marks; Attendance 3 & Tutorials 3 marks each)**Theory: 80 Marks****Total : 100 Marks****Question Paper Pattern**

I.	2 questions each on i and ii of Unit I	4X5=20
II.	2 questions each on i and ii of Unit II	4X5=20
III.	2 questions each on i and ii of Unit III	4X5=20
IV.	2 questions each on i and ii of Unit IV	4X5=20
Total		80