

## Asian College of Education, Patiala

Scheme Version	LANGUAGE AND COMMUNICATION SKILLS			
	Apply to Programs: B.Ed. and B.A.B.Ed./B.Sc.B.Ed.			
	Prerequisite: -Studied English Language upto senior secondary		Total hours = 30	
	<b>Objectives</b>			
	<p><b>Language and Communication Skills</b> syllabus has been designed with the objective of keeping in mind the indispensability of English language for the future of professionals. The present syllabus has been designed with the overall objective of creating good language and communication skills which would lead to the overall development of their personality.</p>			
	To enrich their reading capability with special emphasis on expanding vocabulary and grammatical formations.			
	To build exceptional LSRW skills by correcting grammatical errors and pronunciation through practice.			
	<b>Subject Outcome</b>			
1	The student would be able to produce contextual written text and speech.			
2	Students would be able to write for short compositions, in the form of paragraph writing, business correspondence etc.			
3	Students would have the strategic competence to use both spoken & written language in a wide range of communication.			
4	Student would demonstrate linguistic competence- through accuracy in grammar, pronunciation and vocabulary.			
5	Student will be able to speak fluently through regular practice and speaking drills.			

### Course Curriculum

**Communication Skills:** Basic Types of Communication (Verbal & Non-Verbal), Models of Communication, Public Speaking Skills, Positive Attitude, Interpersonal Skills, Role Plays

**Composition:** Formal correspondence, Drafting correspondence, written statement, notice, Agenda, and Corrigendum

Ethics in Communication- Significance, Factors, Dilemmas in Ethical Communication

**Self Development of Communication:** Development of Positive attitude, Greetings & etiquettes

**Internal Communication:** Notices, Circulars, Invitations, Applications & Letters

Principal  
Asian College of Education  
5/7/2022

## Asian College of Education, Patiala

<b>Scheme Version</b>	<b>PROFESSIONAL SOFT SKILLS (PCS)</b>				
	<b>Apply to Programs: B.Ed. and B.A.B.Ed./B.Sc.B.Ed.</b>				
	<b>Prerequisite: -Studied English Language upto senior secondary</b>	<b>Total hours = 30</b>			
	<b>Objectives</b>				
	The Professional Soft Skills Course aims to augment students overall communication and interpersonal skills by making them realize the importance of good oral and written English communication skills in professional life.				
	To enrich their reading capability with special emphasis on expanding vocabulary and grammatical formations.				
	To build exceptional LSRW skills by correcting grammatical errors and pronunciation through practice.				
	<b>Subject Outcome</b>				
<b>1</b>	The student would be able to produce contextual written text and speech.				
<b>2</b>	Students would be able to write for short compositions, in the form of paragraph writing, business correspondence etc.				
<b>3</b>	Students would have the strategic competence to use both spoken & written language in a wide range of communication.				
<b>4</b>	Student would demonstrate linguistic competence- through accuracy in grammar, pronunciation and vocabulary.				
<b>5</b>	Student will be able to speak fluently through regular practice and speaking drills.				

### Course Curriculum

**Grammar and Usage:** Tense and concord, Prepositions, Correct use of Articles, Basic transformations-Active passive, Direct-Indirect, Negative-affirmative, Question tags and short responses, Simple, Compound and Complex sentences, Reading comprehension

**Vocabulary:** Idioms, One-word substitution, Some common error.

**Writing:** Paragraph writing, reading comprehension

**Listening:** Vowel sounds, stress, and intonation

**Speaking:** Greeting, taking leave, introducing oneself and others

**Grammar:** Parts of Speech, articles, modal verbs

**Vocabulary:** Word formation - Prefixes, suffixes and compounds, homonyms, homophones, homographs

  
 Principal  
 Asian College of Education  
 15/12/2022