

**GAUHATI UNIVERSITY: SEMESTER IV**  
**FYUGP AEC (2025): English Communication II**  
**Semester 4: Credits 2**  
**(30 External +20 Internal = 50 Marks)**

This course in English Communication will equip students from all disciplines with reading, speaking and writing skills in a variety of real-life situations. To this end the graduates are expected to acquire, by the end of this course, a comprehensive knowledge of the theory and practical application of communication, especially in English, and to develop communication skills that are crucial to their personal, social and professional interactions. Having acquired competence in English, the graduates will be able to confidently coordinate and collaborate with others in an inclusive spirit thereby demonstrating their people and leadership skills. The communicative ability of the graduates will reflect their acquisition of digital and technological skills imparted through the necessary inclusion of information and communication technology while teaching.

**COURSE OUTCOMES:**

After studying / completing the course the students will be able to:

- understand the process of communication
- speak with confidence and clarity in both formal and informal situations
- identify different purposes for listening in both academic and other contexts
- distinguish purpose, gist and intent of English when spoken and participate in formal and informal conversations adequately
- apply appropriate conventions of intonation, stress and rhythm to speak English with intelligibility and perform different language functions
- distinguish and analyze various types of reading texts
- apply efficient reading techniques to understand the overall idea and specific information in a text
- compose short and long pieces of writing creatively and grammatically for both academic and other purposes

➤ **READING: (Credit 1)**

Reading is an essential skill in making communication effective. Reading enables the acquisition of new words and expressions which enriches our vocabulary and tightens our grasp over sentence structure. The development of reading is foundational in building our comprehension skills. To this end, this section uses literary texts drawn from diverse contexts in order to familiarize and orient students with the dynamic use of English.

**Texts:**

- Carl Sagan: “Growing up with Science Fiction”
- Shirley Jackson: “The Lottery”

- A.G. Gardiner: “On Saying Please”

In this section, the texts mentioned above will be studied in detail in the context of the following aspects:

- **Close-reading**, i.e., a reading strategy that involves the careful and detailed examination of the language used (in terms of structure, choice of words, style, etc.) in a particular text as well as the finer details and deeper meanings within it.
- **Comprehension**, i.e., the ability to understand and process what one reads or listens to
- **Analysis and interpretation** of the texts
- **Anticipating, predicting and personalizing** the ideas in the text
- **Paraphrasing**, i.e., expressing the speech, ideas or thoughts or arguments of others in one’s own words
- **Building vocabulary** by identifying, learning and using new words and deriving or guessing meaning from context
- **Reading for the main idea or argument** in a text in addition to the supporting details
- **Locating specific information** in a text

#### ➤ **WRITING : (Credit 1)**

Writing skills are as crucial in communication as reading, listening, and speaking. Students will be trained in developing the following skills in writing:

- Using grammar and punctuation appropriately
- Generating ideas
- Building sentences and paragraphs
- Understanding the styles of different types of texts
- Summarizing and note taking

These skills should be taught using the following forms of writing so that these can be used by them in both their day to day and professional lives:

- Report-writing (types of reports, structure of a report, features of a good report)
- Letter writing (types of letters, parts of a letter, writing emails, essentials of letter writing)
- Memos and circulars
- Agendas and minutes
- PowerPoint Presentation
- Scientific and technical writing

#### **REFERENCE BOOKS & MATERIALS:**

- Alley, Michael. *The Craft of Scientific Writing* (Fourth Edition). Springer, 2018
- Bandopadhyay, Debashish, and Malathy Krishnan. *Connect: A Course in Communicative English*. Cambridge University Press, 2018.

- Brown, K. & Hood, S. *Academic Encounters: Intermediate to High Intermediate*. Cambridge University Press, 2002.
- Doff, A. & Jones, C. *Language in Use: Intermediate Classroom Book*. Cambridge University Press, 2004.
- Jones, L. *Cambridge Advanced English: Student's Book*. Cambridge University Press, 1988.
- Locker, Kitty O., and Stephen Kyo Kaczmarek. *Business Communication: Building Critical Skills*, Third Edition. McGraw Hill Education, 2017 (rpt).
- Soars, J. & Soars, L. *New Headway: Intermediate*. Oxford University Press, 2012.
- Tamuli, A. *English Language for Undergraduate Students*. Cambridge University Press, 2019.
- Taylor, Shirley. *Communication for Business: A Practical Approach* (Fourth Edition). Pearson, 2009.
- Thaine, C. *Cambridge Academic English: B1+ Intermediate Student's Book*. Cambridge University Press, 2012.