

Mehr Chand Mahajan DAV College for Women, Sector 36-A, Chandigarh

Monthly Teaching Plan

Name of Teacher/s – BA – Dr. Neha Soi, Dr. Sukhpreet Bhatia, Dr. Manjot Kaur, Dr. Jasmine, Dr. Zeenat Khan, Dr. Sunaina Jain, Dr. Aparna Sharma, Ms. Ruchika Singh, Ms. Asmita B.Com – Dr. Manjot, Ms. Karishma, Ms. Anita BBA – Ms. Aprajita, BCA - Ms. Noor

Title/ Code of Subject/ Paper – Ability Enhancement Course – Language Skills : Listening and Speaking, ENG-AEC-1-101

Class/es - BA/Bsc/Bcom/BBA/BCA I

Semester – First (2025-26) NEP Syllabus

Subject - AEC – Language Skills : Listening and Speaking

Section – BA (A-J), BCom (A-D), BBA I, BCA I

Date (Monthly)		Topics to be Covered	Academic Activity Undertaken
From	To		
24.7.2025	31.07.2025	Module I : Sounds of English Unit 1: Syllable Unit 2: Word Stress	Detailed explanation of the concepts along with exercises in class emphasizing the practical usage.
01.08.2025	31.08.2025	Unit 3 : Tone and Intonation Unit 4 : The Use of Rhetoric in Communication	Continued practice or identifying number of syllables in short pieces of writing. Discussion and explanation of the topics. Applying the concepts while practicing speaking skills. Writing short pieces with rhetoric to add depth and vibrancy to language skills.
01.09.2025	30.09.2025	Module II : Language Use in Various Situations Unit 1 : Certain Phrases of Routing Interactions Unit 2 : Using English for Conversations in specific situations Unit 3 : Using English for Debates	Using role play, individual presentations, reading and speaking aloud to help students practice the skills. Using language as per the social needs and the cultural setup.

01.10.2025	31.10.2025	Module III : Art of Public Speaking Unit 1 : Interview Unit 2 : Group Discussion	Activity based learning including interactions, group discussions, assignments.
01.11.2025	13.11.2025	Revision	Revising the concepts to integrate them and the usage in real life situations.

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Title/ Code of Subject/ Paper – Ability Enhancement Course – Language Skills : Reading and Writing, ENG-AEC-2-201

Class/es - BA/Bsc/Bcom/BBA/BCA I

Semester – Second (2025-26) NEP Syllabus

Subject - AEC – Language Skills : Listening and Speaking

Section – BA (A-J), BCom (A-D), BBA I, BCA I

Date (Monthly)		Topics to be Covered	Academic Activity Undertaken
From	To		
10.1.2026	31.01.2026	Module 4 Unit 1 : Close Reading Unit 2 : Comprehension Unit 3 : Summary	Introduction of concepts and step by step progress from reading to comprehension. Assignment based activities to monitor the progress of understanding and summarizing simple pieces of writing.
02.02.2026	28.02.2026	Unit 4 : Paraphrasing Unit 5 : Interpreting Graphs and Charts	Explanation of concept with practical usage and application. Using examples from resources containing data while helping students understand the whys

			and hows of interpreting graphs and charts
01.03.2026	31.03.2026	Module 5 Unit 1 : Paragraph Writing Unit 2 : Note-making Unit 3 : Letter and Email Writing	Using the grammar skills learnt to apply to paragraph writing. Assignments to gauge the understanding of sifting material for the important information. Assignments and project work based on the skills.
01.04.2026	25.04.2026	Unit 4 : Job Application Unit 5 : Report Writing Revision	Discussion of concepts followed by customized job applications as assignment. Mock interviews in class for demo and practice. Detailed revision of syllabus along with exam preparation.

Syllabus and Marks Distribution

English

ABILITY ENHANCEMENT COURSE 1

Course Title: Language Skills: Listening and Speaking

Course Code: ENG-AEC-1-101

Typology of Course: AEC

Level: 100

Course Duration: 60 hours of practical in one semester (4hr/week)

Credits: 2 credits

Maximum Marks: 50 marks (30 Theory+15 Practical+5 Internal Assessment)

Practical & Tutorials in all subjects to the capacity of only 20 students per lecture class.

Learning Objectives of the Course:

- To understand the structure of language and how language varies over time, across social situations and social groups
- To be proficient in articulating thoughts and communicating ideas in English language
- To participate in debates and discussions where ideas are tested and sharpened and honing the skill of public speaking
- Students should be able to hold meaningful conversations
- Student should be able to effectively use English language to meet professional and personal goals

Pedagogy of the Course:

- a) The paper requires 4 hours of practicals per week during which students will be taught and explained the theory of communication through practical and hands-on training in various aspects of communication.

- b) The practical evaluation, which carries 15 marks, will be done by an external examiner either from the same institution/department or from outside.

Course Content:

The prescribed book for all the Units is : *Essence: A Course in Communicative English*, Cambridge University Press, 2025

Unit I: Sounds of English

Unit 2: Language Use in Various Situations

Unit 3: Art of Public Speaking

- a. Group Discussion
- b. Interview

Suggested Readings:

- *Fluency in English Part II*, Oxford University Press.
- *A Textbook of Phonetics for Indian Students*, T. Balasubramian, Macmillan.
- *Business English*, Pearson
- *Language, Literature and Creativity*, Orient BlackSwan.
- *Language through Literature*, Gauri Mishra, Ranjana Kaul, Brati Biswas (Eds), Primus Books.
- *English Communication*, Macmillan Education.
- *Enrich Your English*, S.R. Inthira and V. Saraswathi, Oxford University Press.
- *Communication and Language Skills*, Sanghita Sen, et al, Cambridge University Press.
- *English and Communication Skills I*, Tasneem Shahnaaz, C. Savitha and Cheryl Rao, Cambridge University Press.

- *Practical English*, K.K. Singh, APH Publishing Corporation.

Testing Scheme:

Max. Marks: 50 marks

Theory: 30 marks

Practical: 15 marks

Internal Assessment: 05 marks

Time: 1.5 Hours

Note- Question no. 1 is compulsory. Attempt any four questions from Q 2to 7.

Q.1. Short notes. **Two out of five** to be attempted in not more than 150 words each.

(10 marks) Q2. to Q.7. from the prescribed syllabus of Listening and Speaking. **Four out of six** questions to be attempted in not more than 150 words each.

(20 marks)

ABILITY ENHANCEMENT COURSE 2

Course Title: Language Skills: Reading and Writing

Course Code: ENG-AEC-2-201

Typology of Course: AEC

Level: 100

Course Duration: 60 hours of practical in one semester (4hr/week)

Credits: 2 credits

Maximum Marks: 50 marks (30 Theory+15 Practical+5 Internal Assessment)

Practical & Tutorials in all subjects to the capacity of only 20 students per lecture class.

Learning Objectives of the Course:

- Learn to compose comprehensive and well-structured paragraphs

- Learn to utilize literary terms and vocabulary, critical methods, and various lenses of interpretation in their writing
- To apply rules of grammar
- To learn the formatting and documenting conventions of the discipline

Pedagogy of the Course:

- a) The paper requires 4 hours of practical per week during which students will be taught and explained the aspects of reading and writing through practical and hands-on training.
- b) For the practical exam, student will be asked to read a text, paraphrase a given text, answer questions and interpret graphs and charts.
- c) The practical evaluation, which carries 15 marks, will be done by an external examiner either from the same institution/department or from outside.

Course Contents:

The prescribed book for all the Units is : *Essence: A Course in Communicative English*, Cambridge University Press, 2025

Unit I: Reading

1. Close Reading
2. Comprehension
3. Summary
4. Paraphrasing
5. Interpreting Graphs and Charts

Unit II. Writing

1. Paragraph Writing
2. Note-Making
3. Letter/E-mail Writing
4. Resume Writing
5. Report Writing

Suggested Readings:

- *On Track: English Skills for Success*, Orient BlackSwan.
- *Embark: English for Undergraduates*, Steve Hart, Arvind R. Nair and Veena Bharti, Cambridge University Press.
- *Connect: Course in Communicative English*, Debashis Bandyopadhyay and Malathi Krishnan, Cambridge University Press.
- *Enrich Your English*, S.R. Inthira and V. Saraswathi, Oxford University Press.
- *Communication and Language Skills*, Sanghita Sen, et al, Cambridge University Press.
- *Practical English*, K.K. Singh, APH Publishing Corporation.
- *Language, Literature and Creativity*, Orient BlackSwan.
- *The Elements of Style*, William Strunk Jr. and E.B. White, Pearson.
- *On The Art of Writing*, Arthur Quiller-Couch, Notion Press.
- *Fluency in English Part II*, Oxford University Press.

Testing Scheme:

Max. Marks: 50 marks

Theory: 30 marks

Practical: 15 marks

Internal Assessment: 05 marks

Time: 3 hours

Note- Question no. 1 is compulsory. Attempt two questions from Section B and two questions from Section C.

Section-A

Q.1. Short Notes. Two out of five to be attempted in not more than 150 words each.

(10 marks)

Section-B

Attempt two questions out of given four:

(10 marks)

Q2. Reading Comprehension

Q.3. Summarise a given passage.

Q.4. Write a paraphrase of the given passage.

Q.5. Interpreting Graphs and Charts

Section-C

Attempt any two questions out of five:

(10 marks)

Q.6. Paragraph Writing

Q.7. Note-Making

Q.8. Letter/E-mail Writing

Q.9. Resume Writing

Q.10. Report Writing
