



SNDT Women's University, Mumbai

Ability Enhancement Course (AEC)

*As per Government of Maharashtra Circular dated
13th March, 2024*

As per NEP-2020
Syllabus

(w.e.f. 2024-25)

Structure with Course Titles

(Options related to our area of study to be provided with "OR" for baskets of different types)

1.7 Ability Enhancement Course AEC) For Students of English Medium	
Course Title	English For Academic Writing- Paper I For students of English Medium
Course Credits	2
Course Outcomes	After going through the course, learners will be able to:
	1. Read simple texts fluently with proper understanding.
	2. Understand the format of letter and email writing.
	3. Develop skills for academic writing.
Module 1 (Credit 1) Reading and Listening Skills	
Learning Outcomes	After learning the module, learners will be able to:
	1. Use literary text as a context to learn language.
	2. Develop reading skills.
	3. Listen and respond to audio content.
Content Outline	1.Short stories from the book Advantage English 2. <i>Lawley Road</i> by R. K. Narayan 3. <i>Romance of a Busy Broker</i> by O Henry 4.Language in Use: Vocabulary Building, Verbs – Tenses, Subject-Verb Agreement 5.Comprehension- Close Reading, Skimming, Scanning 6.Selections of audio content that could be based on general interesting topics
Module 2 (Credit 1) Speaking and Writing Skills	
Learning Outcomes	After learning the module, learners will be able to:
	1. Understand the basics of Academic Writing.
	2. Write formal and goodwill letters and emails.

	3. Introduce oneself and others in a formal set-up.
Content Outline	1.Summary Writing 2.Formal Letters and Emails- Leave Note, Enquiries and Complaints 3.Goodwill Letters and Emails- Thank You and Congratulations 4.Introducing self and others

References

1. B. Yadav Raju, C Murlikrishna. *Advantage English*. Orient BlackSwan, 2009.
2. Gangal, J.K. *A Practical Course in Effective English-Speaking Skills*. PHI Learning Private Limited, 2012.
3. Gangal, J.K. *A Practical Course in Developing Writing Skills in English*. PHI Learning Private Limited, 2011.
4. Swales, John M. and Christine Feak. *Academic Writing for Graduate Students: Essential Tasks and Skills*. University of Michigan Press ELT, 2012. (3rd Edition)

1.7 Ability Enhancement course (AEC) For Students of Non-English medium	
Course Title	English Language and Literature- I For Students of Non-English medium
Course Credits	2
Course Outcomes	After completing the course, the learners will be able to:
	1.Read and understand simple literary texts.
	2.Be aware of and apply the forms of email and letter writing.
Module 1 (Credit 1) Reading and Listening Skills	
Learning Outcomes	After learning the module, learners will be able to:
	1.Use the literary text as a context to learn language through receptive skills.
	2.Develop reading skills.
Content Outline	Short stories from Let's Go Home and other Stories by Meenakshi Mukherjee. 1. <i>The Portrait of a Lady</i> by Khushwant Singh 2. <i>Let's go Home</i> by Kewlian Sio Comprehension- Close Reading, Skimming, Scanning
Module 2 (Credit 1) Speaking and Writing Skills	
Learning Outcomes	After learning the module, learners will be able to:
	1.Use language in context.
	2.Learn to communicate effectively through formal, goodwill letters and emails.
Content Outline	1.Language in Use: Vocabulary Building, Verbs – Tenses, Subject-Verb Agreement 2.Formal Letters - Leave Notes, Enquiries and Complaints 3.Goodwill Letters - Thank You and Congratulatory notes The student should also be able to write emails in all the above given topics.

References

1. *Let's Go Home and Other Stories*. Ed. by Meenakshi Mukherjee. Orient Blackswan Pvt Ltd. New Delhi (2009)
2. Gangal, J.K. *A Practical Course in Effective English-Speaking Skills*. PHI Learning Private Limited, 2012.
3. Gangal, J.K. *A Practical Course in Developing Writing Skills in English*. PHI Learning Private Limited, 2011.
4. Urmila Rai, S.M Rai (2007), *Business Communication*. Himalaya Publishing House Pvt. Ltd.
5. *Principles and Practices of Business Communication*. Aspi Doctor and Rhoda Doctor, Sheth Publishers.

Semester - II

2.8 Ability Enhancement Course (AEC) For students of English Medium	
Course Title	English for Academic Writing- Paper II For Students of English medium
Course Credits	2
Course Outcomes	After going through the course, learners will be able to:
	1. Read, understand, and respond to simple narratives.
	2. Learn to write letters and emails correctly and coherently in English.
	3. Strengthen -skills for academic writing.
Module 1 (Credit 1) Reading and Listening Skills	
Learning Outcomes	After learning the module, learners will be able to:
	1. Learn to answer various types of questions based on texts.
	2. Develop the ability to take and make notes.
	3. Identify and use tense forms and prepositions accurately.
Content Outline	1. Short stories from the book Advantage English a. <i>The Thief</i> by Ruskin Bond b. <i>The Bet</i> by Anton Chekhov 2. Language in Use: Vocabulary Building, Verbs – Tenses, Subject-Verb Agreement, Prepositions 3. Note Taking and Note Making
Module 2 (Credit 1) Speaking and Writing Skills	
Learning Outcomes	After learning the module, learners will be able to:
	1. Learn to interpret visual data and write with clarity.

	2. Strengthen the ability to carry out formal letter and email writing.
	3. Invite and request in person or telephonically.
Content Outline	1. Interpretation of Data: Visual to Verba 2. Formal Letters and Emails- Requests and Invitation 3. Conversational practice (invite or requests)

References

1. B. Yadav Raju, C Murlikrishna. *Advantage English*. Orient BlackSwan, 2009.
2. Gangal, J.K. *A Practical Course in Effective English Speaking Skills*. PHI Learning Private Limited, 2012.
3. Gangal, J.K. *A Practical Course in Developing Writing Skills in English*. PHI Learning Private Limited, 2011.
4. Swales, John M. and Christine Feak. *Academic Writing for Graduate Students: Essential Tasks and Skills*. University of Michigan Press ELT, 2012. (3rd Edition)

2.8 Ability Enhancement Course (AEC) For Students of Non-English medium	
Course Title	English Language and Literature – Paper II
Course Credits	2
Course Outcomes	After going through the course, learners will be able to
	1. Read, understand, and respond to simple narratives.
	2. Learn to write letters and emails correctly and coherently in English.
Module 1 (Credit 1) Reading and Listening Skills	
Learning Outcomes	After learning the module, learners will be able to
	1. Learn to answer various types of questions based on texts.

	2. Develop the ability to organize, connect and condense key points of information.
Content Outline	1. Short stories from the book <i>Let's Go Home and other Stories</i> by Meenakshi Mukherjee. a. <i>The White Dove</i> by Indrayani Sowkar b. <i>The Meeting Pool</i> by Ruskin Bond 2. Note Taking and Note Making
Module 2 (Credit 1) Speaking and Writing Skills	
Learning Outcomes	After learning the module, learners will be able to
	1. Use tense forms accurately.
	2. Strengthen the ability to write formal letters and emails
Content Outline	1. Language in Use: Vocabulary Building, Verbs – Tenses, Subject-Verb Agreement, Prepositions 2. Formal Letters and Emails- Requests and Invitations

References

1. *Let's Go Home and Other Stories*, by Meenakshi Mukherjee. Orient Blackswan Pvt Ltd. New Delhi (2009)
2. Gangal, J.K. *A Practical Course in Effective English Speaking Skills*. PHI Learning Private Limited, 2012.
3. Gangal, J.K. *A Practical Course in Developing Writing Skills in English*. PHI Learning Private Limited, 2011.
4. Turkel, Judi Kesselman and Franklynn Peterson *Note-Taking Made Easy*. University of Wisconsin Press, 2001.
5. Urmila Rai, S.M Rai (2007), *Business Communication*. Ok Communication, Aspi Doctor and Rhoda Doctor, Sheth Publishers.