Class: F. Y. B. Sc.

Subject: English

Ability Enhancement Course

Prescribed Text: *Professional Communication Skills*

(Board of Editors) Orient BlackSwan, 2024

Course Objectives:

1. To enhance the ability to read, comprehend, and interpret English texts with accuracy and critical understanding.
2. To improve students' vocabulary and promote its use.
3. To strengthen listening, speaking, reading, and writing skills in English. *(*
4. To train learners in using appropriate body language and non-verbal communication skills for effective interpersonal interactions.
5. To familiarise students with technological tools that support learning, communication, and professional growth.
6. To enable students to write formal and informal documents such as letters, notices, agendas, minutes, and blogs with clarity and correctness.

Course outcomes:

- CO-1 Read and understand texts in English
- CO-2 Enrich and use vocabulary effectively
- CO-3 Understand and Develop Communicative Competence
- CO-4 Use body language in different situations
- CO-5 Acquaint with digital platforms and technology
- CO-6 Write letter, notice, agenda, minutes and blog

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