

ASIAN EDUCATIONAL INSTITUTE

(An Autonomous College)

B.A. SEMESTER -1st

FOR SESSION:-2025-26

(AEC)Functional English

Subject Code : BA-AEC-ENGLANG-01

Credits : 2

Lecture: 4 Per Week

Total Marks:50

hours per week

Self- Study: minimum4

Time: 1.5hours

External Exam: 35 marks

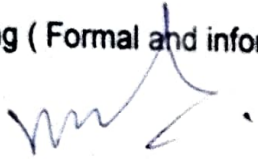
Internal Exam : 15marks

Course Content

Section--A

- 1.Communication :Process, Types
- 2.Formal and Informal Communication
- 3.Barriers of Communication
4. Verbal and Non-Verbal Communication

Section B.

5. Paragraph Writing
 6. Email Writing
 - 7.Job Application/ Resume Writing
 - 8.Letter Writing (Formal and informal)
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Prescribed Readings

- N.KrishnaSwamy.Modern English (Macmillan-India).
- Language Skills : Listening and Speaking. Unimax Publication.
- English Communication Skills by T. Singh

TESTING

Internal

The internal examination will be of 15 marks as per the NEP2020 inforce

External

INSTRUCTIONS FOR THE PAPER-SETTER

The question paper shall have three sections

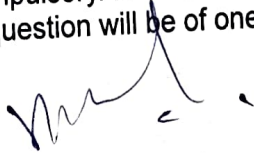
Section -A will have Four questions with internal choice . Out of which candidate has to attempt two questions. Each question will carry 6 Marks .

Section -A will consist of $6+6= 12$ Marks.

Section -B will have Four questions with internal choice . Out of which candidate has to attempt two questions. Each question will carry 6 Marks .

Section -B will consist of $6+6= 12$ Marks

Section -C will be compulsory. It will consist of 5 questions each will carry two Marks and one question will be of one mark. Section-C Consist of ($5*2=10+1=11$ Marks)



ASIAN EDUCATIONAL INSTITUTE
(An Autonomous College)
B.A SEMESTER -2nd
FOR SESSION:-2025-26
(AEC)Functional English
Subject Code : BA-AEC-ENGLANG-02

Credits : 2
Lecture: 4 Per Week
Total Marks:50
hours per week

Self- Study: minimum4

Time: 1.5hours
External Exam: 35 marks
Internal Exam : 15marks

Course Content
Section--A

- 1.Report Writing
- 2.Interpretation of Bar Charts, Tables and Maps
- 3.Tenses
4. Rewriting of Sentences (Simple ,Complex and Compound)

Section B.

5. Story Developing
- 6.Summary Writing
- 7.Memo writing
- 8.Office Etiquettes

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Prescribed Readings

- N.KrishnaSwamy.Modern English (Macmillan-India).
- Language Skills : Listening and Speaking. Unimax Publication.
- English Communication Skills by T. Singh

TESTING

Internal

The internal examination will be of 15 marks as per the NEP2020 inforce

External

INSTRUCTIONS FOR THE PAPER-SETTER

The question paper shall have three sections

Section -A will have Four questions with internal choice . Out of which candidate has to attempt two questions. Each question will carry 6 Marks .

Section -A will consist of $6+6= 12$ Marks.

Section -B will have Four questions with internal choice . Out of which candidate has to attempt two questions. Each question will carry 6 Marks .

Section -B will consist of $6+6= 12$ Marks

Section -C will be compulsory. It will consist of 5 questions each will carry two Marks and one question will be of one mark. Section-C Consist of ($5*2=10+1=11$ Marks)

