



MANIPUR UNIVERSITY
CANCHIPUR: IMPHAL

OFFICE ORDER/875

Dated, the 11th November, 2025

No.MU/3-FYUP&PG/NEP2020/25/Aca: The Vice- Chancellor is pleased to approve the syllabi of the following Ability Enhancement Courses (AEC-I) for 1st semester of the four- year Undergraduate Programme (FYUP) under NEP-2020, as recommended by the Chairperson, Sub- Committee for Identification of Viable Ability Enhancement Courses and the Dean, School of Humanities, subject to the ratification in the next Academic Council meeting :

	Title of the Course	Course(s)	Paper Code(s)
AEC-1	Language and Communication Skills	a) Manipuri	AEC45MAN101(T)
		b) Hindi	AEC45HIN101(T)
		c) English	AEC45ENG101(T)
		d) Bengali	AEC45BEN101(T)
		e) Mizo	AEC45MIZ101(T)
		f) Hmar	AEC45HMA101(T)
		g) Paite	AEC45PAI101(T)
		h) Thadou-Kuki	AEC45TDK101(T)
		i) Tangkhul	AEC45TAN101(T)
		j) Nepali	AEC45NEP101(T)

(Prof. M. Premjit Singh)
Registrar

Copy to:

1. AR to the Vice-Chancellor, MU
2. Chairman, Sub-Committee for Identification of Viable AEC
3. Dean, School of Humanities, MU
4. Controller of Examinations, MU
5. Director, College Development Council, MU
6. HODs/ Directors of Centre, MU
7. Principals of Affiliated Colleges, Manipur University
8. Relevant File



MANIPUR UNIVERSITY
CANCHIPUR, IMPHAL-795003

B.A. IN MANIPURI
Courses effective from
Academic Year 2025-2026

FOUR YEARS
UNDER GRADUATE PROGRAMME
(FYUP), 2025
BASED ON NEP-2020
[Under Section 31 of the Manipur
University Act, 2005]

**BA FIRST YEAR: SEMESTER-I
ABILITY ENHANCEMENT COURSE PAPER-I
(AEC-I)
MANIPURI**

Course No.	: AEC45MAN101(T)25
Course Title	: Communication Skills
Mark	: 100 Marks (70m -End Sem+15m -Internal + 10m -Home Assignments+5m-Attendance)
Credits	: 4 Credits
Contact Hours	: 60 Hours (15 hrs x 4)
Academic Level	: Nil

Course Content: -100Marks (4 Credits-60Hrs)

সম্ভাৰণী ফলাফল (Learning Outcomes):

১. মানবসম্পৰ্কে তেওঁৰ বিশেষ ক্ষমতা বুজিবলৈ/জানিবলৈ (1. Understand the species-specific ability (that is, language) of humans)
২. তেওঁৰ আৰু শিক্ৰণকাৰীসকলে আৰু এতিয়া শিক্ৰণকাৰীসকলে-জানিবলৈ থকা ক্ষমতা বুজাবলৈ (2. Make the learners aware of the skills they already possess when they know a language)
৩. তেওঁৰ বিভিন্ন ভাষাতাত্ত্বিক ক্ষমতাসমূহৰ উন্নতি কৰিবলৈ (3. Emphasize on sharpening the various linguistic skills)
৪. অধিক সুযোগসমূহৰ সন্ধান কৰিবলৈ (4. Further enhance job opportunities)

আৰম্ভণী একাডেমী (Unit I): তেওঁৰ জ্ঞান (Knowledge of Language): (মুঠ ১২ ঘণ্টা) (12 hours)

তেওঁৰ আৰম্ভণী জ্ঞানৰ অংশ হৈছে- স্বৰ আৰু ব্যঞ্জনস্বৰৰ শব্দৰ শ্রেণীবিভাজন (Classification of the consonants and vowels), স্বৰ (Phoneme), অস্বৰ (allophone), স্বৰসমূহ (syllable); শব্দৰ অংশ (morpheme and allomorph), শব্দৰ গঠন আৰু শব্দৰ বাক্যত ব্যৱহাৰ (word and word formation-inflection), শব্দৰ উৎপত্তি (derivation), শব্দৰ সংযোগ (compounding), শব্দৰ পুনৰাবৃত্তি (reduplication); মৌলিক ব্যাকৰণ-বাক্য গঠন আৰু বাক্যৰ প্ৰকাৰ (basic knowledge of grammar-sentence formation and types of sentences in the language)

আৰম্ভণী একাডেমী: দ্বিতীয় একাডেমীৰ ক্ষমতা-১ (Unit II: Communication Skills-I) (মুঠ ১২ ঘণ্টা) (12 hours)

শ্রবণ ক্ষমতা (Listening skills); শ্রবণ প্ৰক্ৰিয়া (listening process); শ্রবণৰ তিনিটা পৰ্যায় (three phases of listening)- শ্রবণৰ আগতে (pre-listening), শ্রবণৰ সময়ত (during listening), শ্রবণৰ পাছত (post-listening); শ্রবণৰ প্ৰকাৰ (types of listening)- নিৰ্ণায়ক শ্রবণ (discriminative listening), ব্যাপক শ্রবণ (comprehensive listening), তথ্যগত শ্রবণ (informational listening), গুৰুত্বপূৰ্ণ শ্রবণ (critical listening), তীব্ৰ শ্রবণ (emphatic listening), আৰ্হণাত্মক শ্রবণ (appreciative listening), সন্মত শ্রবণ (rapport listening), নিৰ্বাচনাত্মক শ্রবণ (selective listening); কথা ক'বলৈৰ ক্ষমতা- উচ্চাৰণ (speaking skills-pronunciation), ব্যৱহাৰ (juncture), তীব্ৰতা (stress), স্বৰ (tone) আৰু (and) স্বৰশ্ৰেণী (intonation), শব্দভঁৰা (vocabulary), কথা ক'বলৈৰ ব্যৱস্থা (organization of speech), কথা ক'বলৈৰ পদ্ধতি (manner of speaking)

പ്രസ്തുത ഘട്ടം: (Unit III): സ-സംവാദന കഴിവുകൾ-2 (Communication Skills-II) (സംഖ്യ 55) (12 hours)

പഠന കഴിവുകൾ: (Reading skills): വേഗവായിക്കൽ(skimming), വേഗവായിക്കൽ(scanning), അവലോകനം (intensive), അവലോകനം(extensive), അർത്ഥം മനസ്സിലാക്കൽ (understanding metaphors and idiomatic expressions); രചന കഴിവുകൾ (Writing Skills) - അഭിപ്രായം (Prewriting): മനസ്സിലാക്കൽ (organization of thoughts), അർത്ഥം (purpose), മുതലായവർക്കായി (target audience), പ്രസ്തുത-പ്രസ്തുത മനസ്സിലാക്കൽ (fact-checking), രചനാ പദ്ധതി (plan for actual writing), അഭിപ്രായം (Drafting)-മനസ്സിലാക്കൽ കഴിയാതെ മനസ്സിലാക്കൽ (framing the ideas in a coherent and cohesive manner); അഭിപ്രായം (Revising)- അഭിപ്രായം മെച്ചപ്പെടുത്തൽ-(improvement for overall content), അഭിപ്രായം ക്രമീകരണം (organization and flow of writing); അഭിപ്രായം-അഭിപ്രായം(Editing)- അഭിപ്രായം (grammar check), അഭിപ്രായം (punctuation), അഭിപ്രായം (spelling) (and) അഭിപ്രായം(vocabulary); അഭിപ്രായം (Proofreading)- അഭിപ്രായം (final check to ensure an error-free text)

അഭിപ്രായം ഘട്ടം: (Unit IV): സ-സംവാദന കഴിവാർത്ഥം (Competence in Communication) (സംഖ്യ 55) (12 hours)

അഭിപ്രായം കഴിവാർത്ഥം സ-സംവാദന കഴിവുകൾ (Inter-personal skills in communication); മനസ്സിലാക്കൽ മനസ്സിലാക്കൽ (Verbal and Non-Verbal communications)- അഭിപ്രായം-അഭിപ്രായം (speaking styles), അഭിപ്രായം (content) (and) അഭിപ്രായം (sequencing)

അഭിപ്രായം ഘട്ടം: (Unit V): അഭിപ്രായം മെച്ചപ്പെടുത്തൽ (Professional Communication) (സംഖ്യ 55) (12 hours)

അഭിപ്രായം സ-സംവാദന (Office Correspondence), അഭിപ്രായം (Curriculum Vitae), അഭിപ്രായം (Resume), അഭിപ്രായം-അഭിപ്രായം (Biodata preparations); അഭിപ്രായം (Job application); അഭിപ്രായം (Report writing); അഭിപ്രായം (Notice writing); അഭിപ്രായം (Circular); അഭിപ്രായം (Memorandum)

അഭിപ്രായം (Suggested Readings):

1. Fromkin, Victoria, Robert Rodman, and Nina Hyams. 2014. *An Introduction to Language* (10th Edition). Boston, MA: Wadsworth.
2. Ladefoged, Peter and Keith Johnson. 2006. *A Course in Phonetics* (5th Edition). Boston, MA: Thomson/Wadsworth.
3. Haspelmath, Martin and Andrea D. Sims 2010. *Understanding Morphology*, London: Hodder Education.
4. Larson, Richard K. 2010. *Grammar as Science*. Cambridge, MA: MIT Press.
5. Simon, Peter. 2025 *Communication Skills* (13th Edition). New Delhi: Ramesh Publishing House.
6. <https://ebooks.inflibnet.ac.in/ae01/chapter/listening-skill/>
7. <https://ebooks.inflibnet.ac.in/ae01/chapter/speaking-skill/>

Date: 28/10/25

Submitted by:

L. Birjita Devi

(Prof. L. Birjita Devi)

Head Manipuri Department, MU
Chairman of Under Graduate Courses
Board of Studies 2025

Professor & Head

Manipuri Deptt. Manipur University

क्षमता संवर्धन पाठ्यक्रम (एईसी-I) (Ability Enhancement Course (AEC-I))

4 क्रेडिट्स (4 Credits)

अध्ययन के उद्देश्य : (Learning Outcomes:)

1. मनुष्यों की प्रजाति-विशिष्ट क्षमता (अर्थात् भाषा) को समझना | (Understand the species-specific ability (that is, language) of humans)
2. शिक्षार्थियों को यह जागरूक करना कि वे किसी भाषा को जानने के कारण पहले से कौन-कौन सी दक्षताएँ रखते हैं | (Make the learners aware of the skills they already possess when they know a language)
3. विभिन्न भाषिक कौशलों को परिष्कृत करने पर बल देना | (Emphasize on sharpening the various linguistics skills)
4. रोजगार के अवसरों को और अधिक बढ़ाना | (Further enhance job opportunities)

इकाई 1: भाषा का ज्ञान (Knowledge of Language)

12 घंटे (12 hours)

भाषा के ध्वनि घटकों का ज्ञान (Knowledge of the sound components of language) – व्यंजन और स्वरों का वर्गीकरण (classification of consonants and vowels): ध्वन्यात्मक इकाई (phoneme), उसके रूपांतर (allophone), वर्णाक्षर (Syllable); रूपिम और उसके रूपांतर का ज्ञान (Knowledge of morpheme and allomorph); शब्द और शब्द-निर्माण की अवधारणा (Concept of word and word formation) – रूप-परिवर्तन (inflection), व्युत्पत्ति (derivation), संधि या योग (compounding), पुनरुक्ति (Reduplication); व्याकरण का मूलभूत ज्ञान (Basic knowledge of grammar) – वाक्य-निर्माण और भाषा में वाक्यों के प्रकार (Sentence formation and types of sentences in the language)|

इकाई 2 : संप्रेषण कौशल-II (Communication Skills-II)

12 घंटे (12 hours)

श्रवण कौशल (Listening skills): श्रवण एक प्रक्रिया के रूप में (listening as a process); श्रवण के तीन चरण (three phases of listening)- पूर्व श्रवण (pre-listening), श्रवण के दौरान (during listening), श्रवण के पश्चात् (post-listening); श्रवण के प्रकार (Types of listening): भेदात्मक श्रवण (discriminative listening), समझात्मक श्रवण (comprehensive listening), सूचनात्मक श्रवण (informational listening), आलोचनात्मक श्रवण (critical listening), सहानुभूतिपूर्ण श्रवण (emphatic listening), प्रशंसात्मक श्रवण (appreciative listening), संबंध-निर्माण श्रवण (rapport listening), चयनात्मक श्रवण (selective listening), वक्तृत्व कौशल (Speaking skills) – उच्चारण (pronunciation), विराम (juncture), बल (stress), स्वर और लय (tone and intonation), शब्दावली (vocabulary), भाषण का संगठन (organization of speech) और बोलने का तरीका (and manner of speaking) |

इकाई 3 : संप्रेषण कौशल – II (Communication Skills-II)

12 घंटे (12 hours)

पठन कौशल (Reading skills)– सतही पठन (skimming), संक्षिप्त पठन (scanning), गहन पठन (intensive), व्यापक पठन (extensive), रूपक और मुहावरों की समझ (understanding metaphors and idiomatic expressions); लेखन कौशल (Writing skills)- पूर्वलेखन (Prewriting): विचारों का संगठन (organization of thoughts), उद्देश्य (purpose), लक्षित पाठकों (target audience), तथ्यों की पुष्टि (fact checking), वास्तविक लेखन की योजना (Plan for actual writing); मसौदा लेखन (Drafting)- विचारों को तार्किक और सुसंगत रूप से प्रस्तुत करना (framing the ideas in a coherent and cohesive manner); संशोधन (Revising)- विषय-वस्तु (improvement for overall content), संगठन और प्रवाह में सुधार करना (Organization and flow of writing); संपादन (Editing)– व्याकरण (grammar check), विराम चिह्न (punctuation), वर्तनी और शब्दावली की जाँच (Spelling and vocabulary); प्रूफशोधन (Proofreading)- त्रुटिरहित पाठ सुनिश्चित करने के लिए अंतिम जाँच (final check to ensure an error-free text)|

इकाई 4 : संप्रेषण में दक्षता (Competence in Communication)

12 घंटे (12 hours)

अंतर-व्यक्ति संप्रेषण कौशल (Inter-personal skills in communication); मौखिक और अमौखिक संप्रेषण (Verbal and Non-verbal communication)– वक्तृत्व शैली (speaking styles), विषयवस्तु तथा क्रमबद्धता (Content and sequencing)|

इकाई 5 : व्यावसायिक संप्रेषण (Professional Communication)

12 घंटे (12 hours)

कार्यालयीन पत्राचार (Office Correspondence); जीवनी (Curriculum Vitae), रिज्यूमे(Resume), बायोडाटा की तैयारी (Biodata preparations); नौकरी हेतु आवेदन – पत्र (Job application); प्रतिवेदन लेखन (Report Writing); सूचना लेखन (Notice writing); परिपत्र (Circular); ज्ञापन (Memorandum) |

सुझाए गए अध्ययन-स्रोत : (suggested readings)

1. Fromkin, Victoria, Robert Rodman, and Nina Hyams. 2014. An Introduction to Language (10th Edition). Boston, M.A: Wadsworth.
2. Ladefoged, Peter and Keith Johnson.2006. A Course in Phonetics (5th Edition).Boston, M.A: Thomson/Wadsworth.
3. Haspelmath, Martin and Andrea D. Sims.2010. Understanding Morphology. London: Hodder Education.
4. Larson, Richard K.2010. Grammar as Science. Cambridge, M.A: MIT Press.
5. Simon, Peter. 2025. Communication Skills (13th Edition). New Delhi: Ramesh Publishing House.
6. <https://ebooks.inflibnet.ac.in/ae01/chapter/listening-skill/>
7. <https://ebooks.inflibnet.ac.in/ae01/chapter/speaking-skill/>

Ability Enhancement Course (AEC-I)

4 Credits

Learning Outcomes:

1. Understand the *species-specific ability* (that is, language) of humans
2. Make the learners aware of the skills they already possess when they *know* a language
3. Emphasize on *sharpening* the various linguistic skills
4. Further *enhance* job opportunities

Unit 1: Knowledge of Language

(12 hours)

Knowledge of the sound components of language – classification of consonants and vowels, phoneme, allophone, syllable; knowledge of morpheme and allomorph, concept of word and word formation – inflection, derivation, compounding, reduplication; basic knowledge of grammar – sentence formation and types of sentences in the language

Unit 2: Communication Skills-I

(12 hours)

Listening skills: listening as a process; three phases of listening – pre-listening, during listening, post-listening; Types of listening: discriminative listening, comprehensive listening, informational listening, critical listening, emphatic listening, appreciative listening, rapport listening, selective listening; Speaking skills – pronunciation, juncture, stress, tone and intonation, vocabulary, organization of speech, manner of speaking

Unit 3: Communication Skills-II

(12 hours)

Reading skills – skimming, scanning, intensive, extensive, understanding metaphors and idiomatic expressions; Writing skills – Prewriting: organization of thoughts, purpose, target audience, fact-checking, plan for actual writing; Drafting – framing the ideas in a coherent and cohesive manner; Revising – improvement for overall content, organization and flow of writing; Editing – grammar check, punctuation, spelling and vocabulary; Proofreading – final check to ensure an error-free text

Unit 4: Competence in Communication

(12 hours)

Inter-personal skills in communication; Verbal and Non-verbal communications – speaking styles, content, and sequencing

Unit 5: Professional Communication

(12 hours)

Office Correspondence; Curriculum Vitae, Resume, Biodata preparations; Job application; Report writing; Notice writing; Circular; Memorandum

Suggested Readings:

1. Fromkin, Victoria, Robert Rodman, and Nina Hyams. 2014. *An Introduction to Language* (10th Edition). Boston, MA: Wadsworth.
2. Ladefoged, Peter and Keith Johnson. 2006. *A Course in Phonetics* (5th Edition). Boston, MA: Thomson/Wadsworth.
3. Haspelmath, Martin and Andrea D. Sims. 2010. *Understanding Morphology*. London: Hodder Education.
4. Katamba, Francis. 1993. *Morphology*. New York: St. Martin's Press.
5. Larson, Richard K. 2010. *Grammar as Science*. Cambridge, MA: MIT Press.
6. Simon, Peter. 2025. *Communication Skills* (13th Edition). New Delhi: Ramesh Publishing House.
7. <https://ebooks.inflibnet.ac.in/ae01/chapter/listening-skill/>
8. <https://ebooks.inflibnet.ac.in/ae01/chapter/speaking-skill/>

Final

MIL(Beng) -I /Ability Enhancement Course (AEC – I)

4 Credits

Learning Outcomes:

1. Understand the species-specific ability (that is, language) of humans
2. Make the learners aware of the skills they already possess when they know a language
3. Emphasize on sharpening the various linguistic skills
4. Further enhance job opportunities

Unit 1: ভাষা-জ্ঞান (Knowledge of Language)

(12 Hours)

ভাষার ধ্বনিগত উপাদানসমূহের জ্ঞান (Knowledge of the sound components of language) – ব্যঞ্জনধ্বনি ও স্বরধ্বনির শ্রেণিবিভাগ (classification of consonants and vowels), ধ্বনি (phoneme), ধ্বনিভেদ (allophone), শব্দাংশ (syllable); রূপমূল / রূপিম (morpheme) ও রূপভেদ (allomorph)-এর জ্ঞান; শব্দ ও শব্দগঠনের ধারণা (concept of word and word formation) – বিভক্তি (inflection), ব্যুৎপত্তি (derivation), যৌগিককরণ (compounding), শব্দদ্বিত্ব (reduplication); ব্যাকরণের মৌলিক জ্ঞান (basic knowledge of grammar) – বাক্যগঠন (sentence formation) ও বাক্যের প্রকারভেদ (types of sentences in the language)।

Unit 2: যোগাযোগ দক্ষতা-I (Communication Skills-I)

(12 Hours)

শ্রবণ দক্ষতা – একটি প্রক্রিয়া হিসেবে শ্রবণ (Listening skills: listening as a process); শ্রবণের তিন ধাপ – পূর্ব-শ্রবণ (pre-listening), শ্রবণ চলাকালীন (during listening), শ্রবণোত্তর (post-listening); শ্রবণের প্রকারভেদ – পার্থক্যনির্ভর (discriminative), বোধনির্ভর (comprehensive), তথ্যনির্ভর (informational), সমালোচনামূলক (critical), সহানুভূতিশীল (emphatic), রসগ্রাহী (appreciative), সৌহার্দ্যপূর্ণ (rapport), নির্বাচিত (selective); বক্তৃতা দক্ষতা – উচ্চারণ (pronunciation), সংযোগ (junction), জোর (stress), স্বর ও স্বরভঙ্গি (tone and intonation), শব্দভাণ্ডার (vocabulary), বক্তৃতার বিন্যাস (organization of speech), উপস্থাপনার ভঙ্গি (manner of speaking)।

Unit 3: যোগাযোগ দক্ষতা-II (Communication Skills-II)

(12 Hours)

পঠন দক্ষতা (Reading skills)– দ্রুত পাঠ (skimming), তথ্য অনুসন্ধানমূলক পাঠ (scanning), নিবিড় পাঠ (intensive), বিস্তৃত পাঠ (extensive), রূপক ও বাগধারার জ্ঞান (understanding metaphors and idiomatic expressions); লিখন দক্ষতা – পূর্বলিখন (prewriting): চিন্তার বিন্যাস (organization of thoughts), উদ্দেশ্য (purpose), লক্ষ্যপাঠক (target audience), তথ্য যাচাই (fact-checking), লেখার পরিকল্পনা; খসড়া প্রণয়ন (drafting): ভাবের সংহতি ও সঙ্গতি (framing the ideas in a coherent and cohesive manner); পুনর্লিখন (Revising): সামগ্রিক অর্থ উন্নত করার কৌশল ও লেখার সাবলীলতা (improvement for overall content, organization and flow of writing); সম্পাদনা (Editing): ব্যাকরণ সংশোধন (grammar check), বিরামচিহ্ন (punctuation), বানান (spelling) ও শব্দভাণ্ডার (vocabulary); প্রফরিডিং (Proofreading): ত্রুটিমুক্ত লেখার নিশ্চয়তার জন্য চূড়ান্ত পরীক্ষা (final check to ensure an error-free text)।

Unit 4: যোগাযোগে দক্ষতা (Competence in Communication)

(12 Hours)

পারস্পরিক যোগাযোগ দক্ষতা (Inter-personal skills in communication); মৌখিক ও অমৌখিক যোগাযোগ (Verbal and Non-verbal communications) – কথন শৈলী (speaking styles), বিষয়বস্তু (content), এবং ক্রমবিন্যাস (sequencing)।

Unit 5: পেশাগত যোগাযোগ (Professional Communication)

(12 Hours)

অফিস চিঠিপত্র (Office Correspondence); জীবনবৃত্তান্ত, রেজ্যুমে ও বায়োডেটা প্রস্তুতি (Curriculum Vitae, Resume, Biodata preparations); চাকরির আবেদনপত্র (Job application); প্রতিবেদন রচনা (Report writing); বিজ্ঞপ্তি রচনা (Notice writing); পরিপত্র (Circular); স্মারকলিপি (Memorandum)।

Suggested Readings:

1. Bani Bichitra
2. Bangla Byakaran O Vashatatwa
3. Adhunik Bangla Byakaran : Jagadish Ch. Basu
4. Bangla Vashar Itihas O Gathan : Suniti Kumar Chattopadhyay
5. Sadharan Vashabigyan O Bangla Vasha : Rameshwar Shaw
6. Abrittir Kaushal : Bratati Bandopadhyay
7. Kobita Pather Ros O Reeti : Nirmalendu Gun
8. Simon, Peter. 2025. Communication Skills (13th Edition). New Delhi: Ramesh Publishing House.
9. <https://ebooks.inflibnet.ac.in/ae01/chapter/listening-skill/>
10. <https://ebooks.inflibnet.ac.in/ae01/chapter/speaking-skill/>



MANIPUR UNIVERSITY

CANCHIPUR, IMPHAL

**SYLLABUS FOR FOUR YEARS
UNDERGRADUATE COURSE IN MIL (MIZO)/AEC-1
2025**

**NATIONAL EDUCATION POLICY 2020
(CHOICE BASED CREDIT SYSTEM)**

Prepared by the Board of Under-Graduate Studies for Mizo, 2025-28, constituted under New Ordinance A-7 of Manipur University Act, 2005. (Vide Office Orders- 799 dated 10th September 2025 and Letter No. MU/BSS/Hum/Aca/21).

1. Prof. N. Pramodini Devi
Dean, School of Humanities, MU
2. Dr. Siamkhum Guite
Principal, Churachandpur College
3. Tombing Chingzaman
Principal, Lamka College
4. David G. Parte
Assistant Professor, Mizo Dept., Lamka College
5. Lalzuitluanga
Assistant Professor, Mizo Dept., Churachandpur College
6. Zothanga
Assistant Professor, Mizo Dept., Presidency College
7. Lalchhanhimi
Assistant Professor, Mizo Dept., Lamka College
8. K. Jenny Zohmingliani
Assistant Professor, Mizo Dept., Churachandpur College
9. Prof. Ruth Lalremruati
Mizo Department, Mizoram University
10. Dr. Enid H. Lalrammuani
*Assistant Professor, Dept. of Mizo
Pachhunga University College, Aizawl, Mizoram.*

MIL(Mizo) -I /Ability Enhancement Course (AEC – I)

4 Credits

Learning Outcomes:

1. Understand the *species-specific ability* (that is, language) of humans
2. Make the learners aware of the skills they already possess when they *know* a language
3. Emphasize on *sharpening* the various linguistic skills
4. Further *enhance* job opportunities

Unit 1 : Ṭawng Hriatna (Knowledge of Language)

(12 hours)

Ṭawng leh ṭawngkam bungrua hriatna – consonants leh vowels thliarhran, phoneme, allophone, syllable; morpheme leh allomorph hriatna, thumal leh thumal siam dan phung – aw ki thlak (inflection), thumal awmsa atanga thumal thar siam (derivation), thumal eng emaw zat atanga thumal thar pakhat siam (compounding), thumal sawi nawna atanga thumal awmze thar nei siam (reduplication); grammar bulṭhut hriatna – thu hlawm (sentence) siam dan leh thu hlawm chi hrang hrangte.

Unit 2 : Inbiaktawn Kawnga Themthiamna – I (Communication Skills-I)

(12 hours)

Ngaihthlak thiamna (Listening Skills) : ngaihthlak dan kalphung leh indawt dan; ngaihthlak dan hmelhmang chi thum – ngaihthlak hma (Pre-listening), ngaihthlak lai (during listening), ngaihthlak hnu (post-listening); ngaihthlak dan ze hrang hrang (Types of Listening): thlei hran (discriminative listening), hriat thiam (comprehensive listening), chanchin hriatna (informational listening), chik taka ngaihthlak (critical listening), thusawitu leh a dinhmun hriat thiamna (emphatic listening), ngaihhlutna (appreciative listening), thusawitu nena inlaichinna tha nei tura ngaihthlak (rapport listening), ngaihven bik (selective listening); Thusawi thiamna (Speaking Skills) – lam rik dan (pronunciation), inzawm dan (juncture), uar bik (stress), thluk dan ki leh thluk/chham/hril dan (tone and intonation), thumal, thusawi leh awka rem/chhuah dan (organization of speech), thusawi dan hmang/zia (manner of speaking).

Unit 3 : Inbiaktawn Kawnga Themthiamna – II (Communication Skills-II)

(12 hours)

Chhiar thiamna (Reading skills) – kal pah (skimming), endik(scanning), uluk(intensive), chhiar zau(extensive), tehkhin thu hriat thiamna leh tawng upa (understanding metaphors and idiomatic expression); Ziah thiamna (Writing Skills)– Ziah hma(Prewriting) : suangtuahna remkhawm (organization of thoughts), ziah chhan (purpose), chhiartu turte mitthla thiam (target audience), thudik chhui chianna (fact-checking), ziah dan tur ruahmanna (plan for actual writing); Duanlawkna (Drafting) – suangtuahnate mumal tak leh hlawm tha taka phuah khawm (framing the ideas in a coherent and cohesive manner); Ennawna (revising) – thuziak tha zawk nei tura a pumpuia ennawn (improvement for overall content), siamrem leh thuziak luan dan tha (organization and flow of writing); Endikna (Editing) – grammar endik (grammar check), chhinchhiahna (punctuation), sipel leh hawrawp indawt dan (spelling and vocabulary); Enfiahna (Proofreading) – tihsual awm lo tura a tawpa enfiah nawna (final check to ensure an error-free text).

Unit 4 : Inbiaktawnaa Theihna leh Thiamna (Competence in Communication) (12 hours)

Mi dang nena inpawhtawn nana inbiak thiamna (Inter-personal skills in communication); tawngkama sawi leh awka chhuah lova inbiaktawn (Verbal and Non-verbal Communication) – tawngkam chheh dan (Speaking styles), thu-ken (content) and thu indawt dan (sequencing).

Unit 5 : Hna thawhna hmuna Inbiaktawnaa (Professional Communication) (12 hours)

Pisa lehkha kal dan (Office Correspondence); Mahni chanchin ziah dan (Curriculum Vitae and Resume); Hna dilna (Job application); Report ziah dan (Report writing); Thuchhuah ziah dan (Notice writing); Hriattirna ziah dan (Circular); Chanchin hriatzui tur thuziak (Memorandum).

Suggested Readings :

1. Thangchhingpuia, P.C. ***Mizo Ṭawng Grammar: Based on its usage and unique features.*** Gilzom Offset, Electrick Veng, Aizawl. 1st Ed. 2019.
2. Fanai, Lalnunrila. ***Mizo Grammar & Supplementary.*** Published by the author, 1st Ed. 2021.
3. Khiangte, Lalzarzova. ***Mizo Ṭawng Grammar & Composition.*** Gilzom Offset, Electrick Veng, Aizawl. 3rd Ed. 2019.
4. Ramdinmawii, R. ***Linguistics Kamkeuna.*** Songbird Publication, Electrick Veng, Aizawl. 1st Ed. 2023.
5. Lalteipuii. ***Mizo Ṭawng Ri Ziarang.*** KL Offset Printers, Upper Khatla, Aizawl. 2021 Print.

6. Chhangte, Ralluiai. **Mizo Ṭawng Chikna**. Zoeng Offset Press, 7th Day Tlang, Aizawl. 2010 Print.
7. Fanai, Lalrindiki T. “**Mizo Ṭawng Kalhmang**”. *Fungki*. College Text Book (Mizo) Editorial Publication. 2nd Ed. 2007.
8. Zoramdinthara and H. Laldinmawia. **Zoṭawng: Nihphung, Dinhmun leh Hmathlir**. Dept. of Mizo, Pachhunga University College. 1st Ed. 2013.
9. Fromkin, Victoria, Robert Rodman and Nina Hyams, 2014. **An Introduction to Language** (10th Edition). Boston, MA: Wadsworth.
10. Ladefoged, Peter and Keith Johnson. 2006. **A course in Phonetics** (5th Edition). Boston, MA: Thomson/Wadsworth.
11. Simon, Peter. 2025. **Communication Skills** (13th Edition). New Delhi: Ramesh Publishing House.
12. <https://ebooks.inflibnet.ac.in/ac01/chapter/listening-skill/>
13. <https://ebooks.inflibnet.ac.in/ac01/chapter/speaking-skill/>

Ability Enhancement Course (AEC-I)- HMAR (MIL)

4 Credits

Inchûknain A Ra Suok Dinghai (Learning Outcomes):

1. Mihriem chauin thiemna le theina danglam bîk a nei chu ɽawng hman thiemna le theina hi a nih ti hriet chieng (*Understand the species-specific ability (that is language) of humans*)
2. Inchûktu chu Hmar ɽawng a hrietnain amaah thiemna le theina hran hran a'n neitir sâ nghâl ti inhrietir (*Make the learners aware of the skills they already possess when they know a Hmar language*)
3. Tawng thiemna chi hran hran hieng, ngaithlâk thiemna, tiem thiemna, hril thiemna, ziek thiemna, grammar hrietna, thumal hrietna, thu umzie hrietna le ɽawng thiemna dang danga hmasâwnna ding thil chu uor (*Emphasize on sharpening the various linguistics skills*)
4. Sin tiengpanga remchângna chu sukpong (*Further enhance job opportunities*)

Unit 1: Hmar Tawng Hrietna (Knowledge of Hmar language)

(12 hours)

Hmar ɽawnga ri le thlûk umhai hrietna (*knowledge of the sound components of Hmar language*)- consonant le vowel chi hran hran (*consonants & vowels*), consonant pahni le pathum inkawp (*diagraph/consonant cluster*), vowel ɽhieng (*diphthong*), vowel pathum inkawp (*triphthong*), ri mal (*phoneme*), allophone, ri hlawm (*syllable*); Thu mal hrietna (*knowledge of morpheme*), thumal nina, zierâng le thumal insiem dân (*concept of word and word formation*)- morpheme chi hran hran (*types of morpheme*), compounding, affixation; Grammar bul hrietna (*basic knowledge of grammar*)- thuchângkim insiem dân, Hmar tawng thuchângkim rûrêl le thuchângkim chi hran hran (*sentence formation/sentence structure and types of sentences in Hmar language*)

Unit 2: Inbiekpawna Kawnga Thiemna- I (Communication Skills-I)

(12 hours)

Ngaithlâk thiemna (*listening skills*): ngaithlâk hi kalhmang hran hran sin thaw a nih (*listening as a process*); Ngaithlâk kalbi pathum (*three phases of listening*)- ngaithlâk hma, ngaithlâk lai, ngaithlâk hnung (*pre-listening, during listening, post-listening*); Ngaithlâk dân chi hran hran (*types of listening*)- ɽawng ri le chêt zie hmanga ngaithlâk (*discriminative listening*), hriet thiem tuma ngun taka ngaithlâk (*comprehensive listening*), hriet thar nei dinga ngaithlâk (*informational listening*), dîlsût taka ngaithlâk (*critical listening*), hriltu thlîrna le hril tum chu inɽawmpui theia ngaithlâk (*emphatic listening*), hadam taka ngaithlâk (*appreciative listening*), hriltu leh inzawmna neia ngun taka ngaithlâk (*rapport listening*), inchân bîk neia ngaithlâk (*selective listening*); Hril thiemna le ɽawngkam thiemna (*speaking skills*)- lam rîk dân, lam indik, thlûk indika lam, ri inhnuoi, ri insâng le ri inlaia lam hun (*pronunciation, stress, tone and intonation*), thumal hman ding âwm hriet (*vocabulary*), thu hril ding induong dân (*organization of speech*), hril laia châng dân (*manner of speaking*)

Unit 3: Inbiekpawna Kawnga Thiemna- II (Communication Skills-II)

(12 hours)

Tiem thiemna (*reading skills*)- thu tlângpui hriet tuma tiem le inchûk (*skimming*), thu pawimaw zuol inchik le thlier hran (*scanning*), ngaituona fîm hmanga ngunthlûk taka tiem (*intensive*), zâu taka bî (*extensive*), tekhinna ÷awngkamhai le ÷awng kauthliek amani ÷awng upahai hriet (*understanding metaphors and idiomatic expressions*); Ziek thiemna (*writing skills*)- ziek hma (*prewriting*): ngaituonaa induong (*organization of thoughts*), thil tum (*purpose*), tiemtu dinga tinzâwn (*target audience*), uluk taka inbuotsai le en fel (*fact checking*), a taka ziek dân ding induong (*plan for actual writing*); Induong Lâwkna (*drafting*): tiemtu'n awlsam taka a hriet thiem thei dinga chieng ding le umze nei taka induong (*framing in a coherent and cohesive manner*); En Nawna (*revising*)- a sùng thu po po siem ÷at (*improvement for overall content*), thu ziek chu a tuong le tuong naw en fel le an ÷ang ruol am ti en fel (*organization and flow of writing*); Tuoi Nâm (*editing*)- ÷awng kalhmang (*grammar*), punctuation, sipel le ÷awngkamhai (*spelling and vocabulary*); En fel (*proof reading*)- a tâwpnaah ziek suol a um am ti en fel (*final check to ensure an error-free text*)

Unit 4: Inbiekpawna Kawnga Thiemna (Competence in Communication) (12 hours)

Mi dang le inbiek pawna kawnga thiemna (*inter-personal skills in communication*); A ri uma inbiek pawna le ziek hmanga inbiek pawna (*verbal and non-verbal communications*)- hril amani ÷awng, thaw dân kalhmang, a thu le a'n dawt dân (*speaking styles, content and sequencing*)

5. Sin Thawnaa Inbiekpawna (Professional Communication) (12 hours)

pisa lekha (*office correspondence*); mâni thiemna, qualification, tawnhriet le nina inziekna (*Curriculum Vitae/Résumé*), Biodata buotsai dân (*biodata preparations*); Sin inhnina lekha (*job application*); Report ziek (*report writing*)- news report, magazine report; Notice Writing; Circular; Memorandum

Suggested Readings:

1. Lallungawi Hmar. 2025. *Hmar Morphology & Syntax*

- Thu Kêu Hawngna (Introduction): Tawng (Language), Tawng Zierânghai (characteristics of Language), linguistics, linguistics concepts

- Part I: 1. Morphology- Thumal (word) le Thumal inkhina, Morphemes (Thu Malhai), Roots (1.1 to 1.5); 3. Affixation (Affixes)- Prefix & Suffix (3.1 to 3.4); 4. Compounding- compound word (4.1 to 4.8)

- Part II: 1. Syntax (1.1 to 1.7); 10. Syntax Chi Hran Hran/Sentence Types (10.1 to 10.3)

2. Lallungawi Hmar & Prof. (Retd.) Dr. Lal Dena. 2024. *Advanced Hmar Grammar And Composition*

- Part I: 1. Hawrawp (alphabet)- vowel le consonant (diphthong, triphthong, consonant ÷hieng, consonant pathum inkawp) (1.1 to 1.3); 2. Thumal (word) le Thuchângkim (sentence) (2.1 to 2.3)

- Part IV: 1. Paragraph Writing; 2. Comprehension; 7. Letter Writing (Job application); 9. Report Writing; 11. Circular, Memorandum; 12. Curriculum Vitae/Résumé, Biodata buotsai dân

3. L. Ruoivel Pangamte, Editor. 2022. *New Hmar Grammar And Composition*

- 17. Tawngkasuokhai le a Hrilfiena; 21. Hmar Tawng Pienphung

4. S. N. Ngurte. 2014. *Hmar Tawng Lamkei (Metaphorical Phrases & Idiomatic Phrases)*

- 1. Thumal 2 inkâra 'le' um; 5. Tawng upa chi tinrêng

5. S. N. Ngurte. 2013. *Hmar Thumal Tobul (Etymological Dictionary)*

- A to K

6. Hmar Literature Society. 2010. *Robawm (Essays)*

- 5. Zalenna- Dr. Lal Dena; 12. Hmangaina- Dr. Lalnghawrlein

7. Hmar Literature Society. 2002. *Nunbu (Tienami Tawi), Short Story*

- 1. Riengpui- L. Keivom; 9. Mi Dang Inruk Phal Naw Ning- L. Ruoivel Pangamte

8. Hmar Literature Society. 2012. *Hlaro (Poetry)*

- 1. San Khuo Hlapui (folk song); 2. Loneitu- Lalthanzau Pudaite; 3. Tlângram Pâr- H. V. Vara

9. Simon, Peter. 2025. *Communication Skills*, (13th Edition): New Delhi: Ramesh Publishing House

**Ability Enhancement Course (AEC-I)
Of PAITE (MIL)**

4 Credits

Learning Outcomes:

1. Pau-le-ham toh kisai a mihingte hihtheihna tuambik theihiamna. (*Understand the species-specific ability (that is, language) of humans.*)
2. Pau-le-ham hon theih Chiang ua sinmite'n aneihsa uh siamna bawlina. (*Make the learners aware of the skills they already possess when they know a language.*)
3. Pau-le-ham suina hiamsak sem ding a gen-otna. (*Emphasize on sharpening the various linguistic skills.*)
4. Sepna ngahna/zonna ding a panpihna punsakna (*Further enhance job opportunities.*)

Unit 1: Pau-le-ham Theihna (Knowledge of Language)

(12 hours)

Pau-le-ham leh akituahpih awsuak theihna (*Knowledge of the sound components of language*) – Laimung leh Lai-aw Kikhenzakdan (*Classification of consonants and vowels*), phoneme, allophone, Kammal (*syllable*), morpheme and allomorph theihna (*knowledge of morpheme and allomorph*), thumal leh akibawldan (*concept of word and word formation*) – Thumal Kikhen Lamdandan (*inflection*), Thumal Kilakkiak Sawndan (*derivation*), Thumal bangzah hiam a pan thumal thak bawlkiak (*compounding*), Thumal gensa a pan thumal dang painsak thakna (*reduplication*); Grammar bulpi theihna (*basic knowledge of grammar*) - thuvual chi tuamtuam bawldan dangdangte (*sentence formation and types of sentences in the language*).

Unit 2: Kithuzaktuah Siamna - I (Communication Skills-I)

(12 hours)

Ngaihkiak Siamnate (*Listening skills*): Adandan a Ngaihkiak Siamna (*listening as a process*); Adandan a ngaihkiakna chi thumte (*three phases of listening*) – Ngaihkiak ma (*pre-listening*), ngaihkiak sung (*during listening*), ngaihkiak zoh (*post-listening*); Ngaihkiakna Chi dangdangte (*Types of listening*): Ngaihnat lamte Ngaihkiakna (*discriminative listening*), Huapkhawm Vek a Ngaihkiakna (*comprehensive listening*), Ngaihkiakdan Ngeina (*informational listening*), Ngenteltak a Ngaihkiakna (*critical listening*), Kichiantak a Ngaihkiakna (*emphatic listening*), Lunglawphuitak a Ngaihkiakna (*appreciative listening*), Kitheisiamtuahtak a Ngaihkiakna (*rapport listening*), Teelhuaitak a Ngaihkiakna (*selective listening*); Paukiak Siamna (*Speaking skills*) - Aw Phawi (*pronunciation*), Apoimohna Laitak (*junction*), Gen-otna (*stress*), Aw Suak leh Aw Niam-le-Sang (*tone and intonation*), Kammal tuamtuam (*vocabulary*), Paukiak Lepkhawmna (*organization of speech*), Paukiak Paizia (*manner of speaking*).

Unit 3: Kithuzaktuah Siamna - II (Communication Skills-II)**(12 hours)**

Simkhiak Siamna (*Reading skills*) - Potham Sim Zualzual (*skimming*), Chiangzaw sem a Thu Kipiate Vel Kawm a Simna (*scanning*), Thukzaw sem a Thu Kigen Enchik Kawm a Simna (*intensive*), Zauzaw sem leh Lunglawptak Kawm a Simna (*extensive*), Pau-le-ham toh Kisai a Chiamtehna Tungtawn a Theisiam a Simna (*understanding metaphors*), Pau upate Hilhchian Kawm a Simna (*idiomatic expressions*); Gelhkhiak Siamna (*Writing skills*) - Gelhkhiak Ma a Velna (*Prewriting*), Suangtuahnate Kaihkhopna (*organization of thoughts*), Tup-le-ngim Gelkhiakna (*purpose*), Simtute lungsim vil kawm a thugelh (*target audience*), Thugelh dik Etchetna (*fact-checking*), Gelhkhiak Ma leh Hong Suahkhiak Tan Ding Lunggelna (*plan for actual writing*); Geellawkna (*Drafting*) – suangtuahnate mumal leh kizentak a kaihkawm (*framing the ideas in a coherent and cohesive manner*); Etkikna (*Revising*) – Thutuun hoihzaw hong piantheihna ding a apilpi a etkikna (*improvement for overall content*), Asim nuam dia lepkhawmna (*organization and flow of writing*); Etdikna (*Editing*) – Grammar etdik (*grammar check*), chiamtehna (*punctuation*), spelling leh paumalte (*spelling and vocabulary*); Etchetna (*Proofreading*) – Bawlkhelh om lou ding a etchet nawna (*final check to ensure an error-free text*).

Unit 4: Kithuzaktuahna a Chitna (Competence in Communication)**(12 hours)**

Khat-le-khat Kithuzaktuah Siamna (*Inter-personal skills in communication*); Kamsuak/Thumal (*Verbal*) leh Kamsuak hilou Gamtat tungtawn (*Non-verbal communications*) – genkhiakdan tuamtuam (*speaking styles*), athutuun (*content*), leh genkhiak dingte lepkhawmna (*sequencing*).

Unit 5: Nekzonna toh Kisai a Kithuzaktuahna (Professional Communication)**(12 hours)**

Offcie toh Kithuzaktuahna (*Office Correspondence*); Mimal Hihna Taklatna (*Curriculum Vitae*), Mimal Thu Laktom (*Resume*), Mimal Hihna Kaihkhawm (*Biodata preparations*); Sepna toh Kisai a Kingetna (*Job application*); Thu Hilhsawn Gelhkhiak (*Report writing*); Theihsakna thu Gelhkhiakna (*Notice writing*); Thu Thotkhiak (*Circular*); Thil Banghiam Chiamtehna (*Memorandum*).

Reading Texts:

- Paite Literature Society (2024), *Paite Siamsin Bu* (Second Edition).
Prose: 1. Paite Tungtang – Dr. Tualchin Neihzial; 3. Naupang Nataraj – H. Jelshyam, IAS
- Paite Literature Society (2004), *Paite Late Leh Thute*.
Poetry: 1. Thanghou Leh Liandou La (Folk song); 6. Pianna Chiimnuai-Geeltui – T. Vungkthothang, Beama; 5. Tua Ah Teng Kumkhua Ning – Evan. Goihpum.
- Paite Literature Society (2004), *Paite Lemchin Leh Tangthu Tomte (Dramas and Short Stories): Khupching & Ngambawm* – Dr. H. Kamkhenthang & Dr. S. Ngulzadal.
- Guite Lalthanghlun (2011), *Limchiin Dia Gelh – DRAMA*
7. *Tangthupha*.
- Vung D. Tombing (2016), *Elements of Paite Grammar & Composition*: Paite Literature Society
1. Grammar; 3. Awgindan (Tone); 4. Syllable; 5. Morphology; 6. Thumal Kibawlkhikdante (Concept of word and word formation); 18. Sentence, Syntax leh Clause-te; 24. Paite Pau Upate leh Paunakte (Idioms and Phrases); 25. Thumal Gen-kibangte leh Gen-kikalhte (Synonyms and Antonyms).
- Dr. Tualchin Neihzial (2024), *Paite Grammar & Composition* (Second Edition): Paite Literature Society
1. Grammar; 4. Lai-Aw (Vowels); 5. Consonant Laimal hong Piankhiakdan; 10. Morphology and Morphemes; 29. Structure of Language, Phonology, Morphology and Syntax; 34. The Three RS ('R' Thumte);
- M. Nguldoukhup (2024), *Pau leh Lai Gelhdan Suina* (Second Edition): Paite Literature Society
8. Composition, Paragraph, Essay, Precis, Note & Report Gelhdan, Abstracting/Summarizing, Laithon Gelhdan (Business Letter, Official Letter, Personal Letter, Social Letter).
- Pau Lian Mang (2025), *Zolai Tonggualh* (A Descriptive Grammar of Zomi).
- Lammuansang Tombing (2021), *Public Speaking Siam Diing Dan*: North East Recreation Publishing Chapel Lane.

Suggested Readings:

1. Fromkin, Victoria, Robert Rodman, and Nina Hyams. 2014. *An Introduction to Language* (10th Edition). Boston, MA: Wadsworth.
2. Ladefoged, Peter and Keith Johnson. 2006. *A Course in Phonetics* (5th Edition). Boston, MA: Thomson/Wadsworth.
3. Haspelmath, Martin and Andrea D. Sims. 2010. *Understanding Morphology*. London: Hodder Education.
4. Simon, Peter. 2025. *Communication Skills* (13th Edition). New Delhi: Ramesh Publishing House.
5. <https://ebooks.inflibnet.ac.in/ae01/chapter/listening-skill/>
6. <https://ebooks.inflibnet.ac.in/ae01/chapter/speaking-skill/>
7. Nafa, M. S. (2023): *A Broad Guide to Teaching the Skills of Listening and Speaking*. Cambridge Scholars Publishing.
8. Seely, J. (2005): *Oxford Guide to Effective Speaking and Writing*. Oxford University Press.
9. Goldberg, N. (1986). *Writing Down the Bones: Freeing the Writer Within*. Shambhala.
10. Hacker, D. (2021). *A Writer's Reference*. Bedford/St. Martin's.
11. Elbow, P. (1973). *Writing Without Teachers*. Oxford University Press.

12. Allan and Barbara Pease. (2017): *The Definitive Book of Body Language*. Orion Publishing Group.
13. Mark L. Knapp & Judith A. Hall (2007): *Non-verbal Communication in Human Interaction*. Cengage Learning, 8th Edition
14. Meenakshi Raman & Prakash Singh (2006): *Business Communication*. [Covers professional communication, report writing, job applications, and formats like notices and memos.]
15. R.C. Sharma & Krishna Mohan (2017): *Business Correspondence and Report Writing*. [A well-structured book for mastering formal business documents and internal communication.]

Ability Enhancement Course (AEC)

Bawltheina Belap Simbuom (BBS)

Thiemjil Agasuohdohho (Learning Outcomes)

1. Hon jouse ding cheh a pao manthiem theina hetkhen ding (hichu, pao) mihiemho a. (Understanding the *species-specific ability* (that is , language) of humans.
2. Thiemjilho'n pao khat chu a het teng'ule a hetsa'u cheng manthiem theina thiepnaho aneyu chu geldoh sah ding. (Make the learners aware of the skills they already possess when they *know* a language)
3. Paolam manthiem theina thiepnaho chu hetgil be ahina ding a khohsah ding.(Emphasizing on *sharpening* the various linguistic skills)
4. Tohmun mubaina ding a pao het gil be sah ding. (Further *enhance* job opportunities)

Beh 1na: Thadou-Kuki Pao Hetna (Knowledge of Language|Thadou-Kuki)

Thadou-Kuki paova awgin umho hetchietna – awmoljemho le awsojemho kihopkhenna (Classification of Consonants and Vowels), Thuseina awgin behneo pen (Phoneme), phoneme khat dinmun chuom jep a um (Allophone), Thucheng khat a thumal um (syllable), Thucheng bahkaiya beh neopen (Morpheme), Morpheme khat abena thucheng dungjuiya kikhelna anei (Allomorph), Thucheng umdol le thucheng siemdohna (Concept of word and word formation) – a meaning kikhel louva thucheng limkikhel (Inflection), prefix le suffix mangcha a thucheng thah siemdohna (Derivation), Thucheng chuom ni kigawm khawm a thucheng thah siemdohna (Compounding), Thucheng ryhming nei ni kikoï khawm le thucheng ni kibangchet kikoï khawm (Re-duplication), Alhaangpi a pao puidih (Grammar) hetlou akhohna (Basic knowledge of Grammar), Thuguol siem daan le Thadou-Kuki Paova thuguol (sentence) ajat jatho (Sentence formation and types of sentences in the language).

Beh2na: Kijahmatna Thiepnaho (Communication Skills – I)

Thu-ngai Thiepnaho (Listening Skills): Thu-ngai daan le alhaangpia ache daanho: (Listening as a process); Thu-ngai daan dan thum (Three phases of Listening) –Thu-ngai masang: (Pre listening), Thu-ngai pet: (During listening), Thu-ngai Jou (Post-Listening), Thu-ngai daan chuom chuomho (Types of Listening): Hetchienchet thu-ngai (Discriminative listening), Thu-ngai lhuongpi: (Comprehensive listening), Hetnabelap thu-ngai: (Informational Listening), Lunggiltah a thu-ngai: (Critical listening),

Ase le apha hetkhenna ding a thu-ngai: (Empathic listening), Hetttheitah ding a thu-ngai: (Appreciative listening), Kiguijopna thungai: (Rapport listening), Jahnuom thu-ngai: (Selective Listening); Thusei thiem thiepnah: (Speaking Skills) Awso-doh daan: (Pronunciation), Apet pet a thuho: (Juncture), Hatah a sei: (Stress), Paocheng le awkai chule aw neem heucha thukisei: (Tone and Intonation), Thucheng lhe daan: (Vocabulary), Thusei guontoh: (Organizational of speech), Thusei daan: (Manner of Speaking).

Beh 3na: Kijahmatna Thiepnaho (Communication Skills-II)

Sim daan Thiepnaho (Reading Skills) – Mittol a sim (Skimming), Kailhit a sim (Scanning), Mangang a sim (Intensive Reading), Lhaangluon a sim (Extensive Reading), Tekahpi hetthiem (Understanding Metaphors), chule Paochamtuh (Idiomatic Expressions); Lekhasut thiepnaho (Writing Skills)–Jihmasang kiguot: Lunggel guoltoh masat (organisation of thoughts), Ajieh (Purpose), Koiho sim ding ham (Target Audience), Adih khuochilna (Fact-checking), Jih mong mong ding a kiguotna (Plan for actual writing); Jihmasat (Drafting) - Lhuon tah le baanneicha a lungel-ngaituo guongsiem: (Framming the ideas in a coherent and cohesive manner); Velvetna (Revising) –thu umho a lhangpi siemhoichehna (improvement for overall content), lekha jih chehoi daan le guontohna (organization and flow of writing); Vetphat (Editing) – Pao-puidih vetchilna (grammar check), Thupuijem (Punctuation), jemgop le paocheng (spelling and vocabulary); Khuolchienna (Proof reading) – nuolna bei thusut chaina siem.

Beh 4na: Kijahmatna Thiepnaho (Competence in Communication)

Khat le khat kijahmatna a thiepnaho (inter-personal skills in communication), Kamcheng kijahmat le kamcheng beiya kijahmatna (Verbal and non-verbal communication) – Thusei daan (speaking styles), Vetsah toh lhon a thusei, hetnuom um thusei, lhim thusei, kihoulim thusei, Kiningchangmanlou thusei le thusei kiti thanei daan (Content and sequencing).

Beh 5na: Gunnei tah a kijahmatna (Professional Communication)

Vaichoi-in thu le la kihettuona (Office Correspondence), Kiphuon gilna (Curriculum Vitae), Kiphuondohna (Resume), I chungchang Guontoh (Bio Data Preparations), Tohmun ngehna (Job Application), Kihilsonna Thujih (Report Writing), Thuthena (Circular), Ngehna-Thulhut (Memorandum).

Sim ding Lekhabuho (Suggested Reading):

1. Ngamkhohao Haokip (Ed.), 2025, *Pao Hetgilna le Kijahmatna, (Knowledge of language and Communication)* Kangpokpi: Thadou-Kuki Literature Society. (Whole Book).
2. T.K.Siema Singson le Sominthang Dounyel, 2008. *Thadou-Kuki Paojui (Thadou-Kuki Grammar)*, Imphal: Thadou-Kuki Literature Society. (Chapter 2,3 & 24).
3. Seikho Singnit, 2000. *Pao-puydih le Thusiem Sut (Grammar and Composition)*, Imphal: Thadou-Kuki Textbook Committee for Thadou-Kuki Literature Society. (Part I, Chapter 4; Part II Chapter 4).
4. N. Paogin Haokip, 2007, *Pao-cham Thuchih Kisei le Minasa Phabep Thusei Chomcha, Vol. I, (Idiomatic Expression and Proverbs)* Imphal: Mr. Lenpu Haokip. (Chapter 3, pp. 28-59).
5. Thadou Linguistic Forum (TLF), 2025. *Thadou Gouchin Bu (Thadou Cultural Items Book & Vocabulary)*, Motbung: Thadou Linguistic Forum. (Chapter 6)
6. DL. Haokip (Ed.), 2004. *Thugil Lagil Bu (Proes and Poetries)*, Imphal: Thadou-Kuki Literature Society. (Part II, Chapter 3).
7. Thadou Linguistic Forum, 2024. *Thadou Pao Jil Bu (Thadou Linguistic)*, Motbung: Thadou Linguistic Forum. (Chapter 28).
8. Jaangkhothang Haokip, (Thangboi OM), 2021. *Thadou-Kuki Grammar*, Imphal: Tribal Research Institute, Govt. of Manipur. (Whole Book).

Selected Chapters & Pages:

1. Ngamkhohao Haokip (Ed.), 2025, *Pao Hetgilna le Kijahmatna*, (Whole Book).
2. T.K.Siema Singson le Sominthang Dounyel, 2008. *Thadou-Kuki Paojui*, (Chapter 2,3 & 24).
3. Seikho Singnit, 2000. *Pao-puydih le Thusiem Sut*, (Part I, Chapter 4; Part II, Chapter 4).
4. N. Paogin Haokip, 2007, *Pao-cham Thuchih Kisei le Minasa Phabep Thusei Chomcha, Vol. I*, (Chapter 3, pp. 28-59).
5. Thadou Linguistic Forum (TLF), 2025. *Thadou Gouchin Bu*, (Chapter 6)
6. DL. Haokip (Ed.), 2004. *Thugil Lagil Bu*, (Part II, Chapter 3).
7. Thadou Linguistic Forum, 2024. *Thadou Pao Jil Bu*, (Chapter 28).
8. Jaangkhothang Haokip, (Thangboi OM), 2021. *Thadou-Kuki Grammar*, (Whole Book).

Ability Enhancement Course (AEC-1) - TANGKHUL (MIL)

4 Credits

Tamkhui ngasak khangai (Learning Outcomes)

1. Mikumowui ngararik kahai tuiyur phābtā kashap (*understand the species-specific ability (that is the language) of humans*)
2. Katamnao bingli Tangkhul tui kathei thārān āwui kaza/kathem leida khalei chi theikhangasak (*Make the learners aware of the skills they already possess when they know Tangkhul language*)
3. Tuitam kaza/kathem ngatateida leida khalei chi zankhangasakli kharin. (*Emphasize on sharpening the various linguistic skills*)
4. Otpam kaphali pheikar mashamei khavai mataisang khangasak. (*Further enhance job opportunities*)

Unit 1: Tangkhul Tui Awor (Knowledge of Tangkhul language) (12 hours)

Tangkhul tuiwui ākhon zaikorawui āwor (*knowledge of the sound components of Tangkhul language*) – Mayak eina tuimayak-khon kakhai, Khon-ngarui, ākhonkatei, Khonkha kakhai (*classification of consonants and vowels, phoneme, allophone, syllable*), Tuizer kala tuiertzap-wui āwor (*knowledge of morpheme and allomorph*), Tuiyār kala tui kasemwui angaruk (*concept of word and word formation*) – (*inflection*), leidakhalei tuiyārli tuinapta tuiyār kathar semkashok (*derivation*), tui akha eina akha ngarumkhuida tuiyār akha semkakhui (*compounding*), tuiyār kharonda kapikhuida tuiyār kathar akha sakakhui (*reduplication*); theikhangayiya themkakapiyan āwor, (*basic knowledge of grammar*) – tui peng kasem kala tui peng ayur ngatateida khalei (*sentence formation and types of sentences in the Tangkhul language*)

Unit 2: Hangshok Hangzang Kasawui Them -I (Communication Skills - I) (12 hours)

Nganākhui kathei awor (*listening skills*); nganāda shakhui kahai chili ngahanka kashap (*listening as a process*); khangānwui ākai kathum (*three phases of listening*); mangana kala masharanglakha, nganāmahung lakha, nganākhui kala shakhuikahai thili (*pre-listening, during listening, post-listening*); khangānā ayurbing (*types of listening*); Hāngda khalei tui kathāda khi arā kala maong eina hangli da khangānā (*discriminative listening*); theikhui kala phaptā khavai khangānā (*comprehensive listening*); phaptākhuida awor mataisang khavai khangānā (*informational listening*); hāngda khalei tui wui khamashung-makhamashung, khangayi-makhangayi machukta khangānā (*critical listening*); mi katei wui ning kharit-khangaveng phaptākhavai khangānā (*emphatic listening*); ningzaori, ning mathān khavai khangānā (*appreciative listening*); mashitmei, shitsangngarok khavai khangānā (*rapport listening*); nganā khangai manganā khangai khailaga khangānā (*selective listening*); tuimatui kathem/kaza (*speaking skills*); tuimatui arā (*pronunciation*), akhon maningka akhano khangacham (*junction*), akhano (*stress*), kajui-khanem khon (*tone*) kala akhayui (*intonation*);

tuibung/tuichum (vocabulary); phaptapaimi kala mayomei khavai tuiyār kala tuipeng masankazak laga khamatui (*organization of speech*); tui matui arā (*manner of speaking*).

Unit 3: Chan Khangaphei wui Them -II (Communication Skills - II) (12 hours)

Tui pākashok wui them (*reading skills*) – totot mayan katā (*skimming*), kasi/yangkakharuk (*scanning*), munlak eina kapā (*intensive*), ungshung-vashungda kapa (*extensive*), tuithumtui kala tuingachei tui phaptākashap (*understanding metaphors and idiomatic expressions*); Kakapi wui them (*writing skills*) – kapi khangai makapirang lakha kaphaning, kaphā kala kakazem (*prewriting*), kapi khangai kala kakapi arā ningpamli kakazem (*organization of thoughts*), kapi khangai kala kapiki kachiwui maram (*purpose*), khipana/ kachikatha mina pāmarao khala kachi ngararik eina theida chiwui athishurda kakapi (*target audience*), shokchangkahai khamashung makhamashung kakapeo (*fact-checking*), kakapili zangrān khangathing khangahānsāser haida kapishok khavai khangarān (*plan for actual writing*); ningchuk kazem kahai akapit eina khuishok khare (*drafting*) – ningchuk zaikorawui angasun angarak ngashik khavai arā kala awor (*framing the ideas in a coherent and cohesive manner*), kapikahai latluida khayang (*revision*) — tuizan zaikora tuirā zangmei khavai kasā (*improvement for overall content*), akapit zaikora angasun mathalāk eina ngasunkakhui (*organisation and flow of writing*); tui meida machankasang kala mataikasang (*Editing*) — Themkakapiyan khamashung makhamashung khayang (*grammar check*), tuichat kala angasun chitheikhami achuk akhān (*punctuation*), mayak kajit (*spelling*), tuibung/tuichum (vocabulary); pāmayanluishit kachi (*Proofreading*) — akapit chi khangwui mazang khavai naomeikapta kakapeo/khayang (*final check to ensure an error-free text*).

Unit 4: Kāshungkhameiya Shangahan (Competence in Communication) (12 hours)

Ākha eina ākha khangasan, hāngshok hāngzang kasā wui worthem (*internal-personal skills in communication*); tuimatui kala tui mahāngla kahāngwui khangashik-khangasan (*Verbal and non-verbal communication*) – khamatui arābing, tuirā kala tui khamaron (*speaking styles, content, and sequencing*).

Unit 5: Themlāk kahai Khangashik-khangasan (Professional Communication) (12 hours)

Otsinwui pao mikhangarok (*Office correspondence*); mirinzā sākashok (*Curriculum Vitae/Resume*), mirinchān khangarān (*biodata preparation*), otpam phākhavai chithi (*job application*); chithei khangayi chān kakapi (*report writing*); kachishāta chanpao kakapi (*notice writing*); ngayaoxhangasaka chanpao (*circular*) eina yaruiwui mathunsāda kapo mikaka kakapi (*memorandum*).

Suggested Readings:

- 1.Ahum, Victor (2012) *Chuikhama Grammar*, Luitham Press Ukhrul.
- 2.Connor, J.D.O (1998), *Better English Pronunciation*, Indian Edition.

- 3.Kasar, Paul (2018) *A Text of Higher Grammar and Composition*, Tangkhul Literature Society Publication.
- 4.Paul N. Kapingwo (1991), *The Anglo-Tangkhul Dictionary (Ukhrul Dialect)*, Self Publication Ukhrul.
- 5.Selinker, L (1975) *An Introduction to Linguistics*, London, Longman.
- 6.Shimray, Y.K (2007) *Learner's Tangkhul Dictionary*, Zimik Foundation Publication.
- 7.*Wung Tangkhul: Tui Wortham kala Ngashan* (2024), edited by Yuimirin Kapai, Shaokhai Mayirnao and A.C.Kharingpam, Tangkhul Scholars Association.
- 8.*Wordham Tuitam Kakathuma* (2022) Tangkhul Literature Society Publication.

To
The Dean

School of Humanities, Manipur University

Subject :-- Submission of Syllabus of AEC-1 Nepali (MIL)

Sir,

With due regards I take this rare opportunity of Submitting the AEC-1 Nepali (MIL) Subject for favour of your kind acceptance and approval.

I, therefore, request you to kindly acknowledge and accept the same for further necessary action.

With Warm regards

Yours faithfully
Puspa Devi Sharma
Assistant professor (guest)
Presidency College ,Motbung
(Nepali Deptt).

Incl:-- As stated above

Date- 31th of October 2025.

नेपाली(Nepali)

क्षमता अभिवृद्धि पठ्यक्रम (AEC-1)
Ability Enhancement course (AEC-1)

1. मानिसहरूको प्रजाति - विशिष्ट क्षमता (understand the species specific ability language in Nepali)
2. भाषा, जान्दा शिक्षार्थीहरूलाई उनीहरूले अँटिसकेका सीपहरू बारे जानकारी ।(make the learners aware of the skills they already possess When they know a language)
3. विभिन्न भाषिक सीपहरूलाई तिखार्नेमा जोड दिनु (Emphasize on sharpening the various linguistic skills)
4. कामका अवसरहरूलाई अझ बढाउनु (Further enhance job opportunities)

एकाइ 1 - भाषाको ज्ञान (12 घण्टा)
(Knowledge of language)

भाषाको ध्वनि घटकहरूको ज्ञान (Knowledge of the sound component of language)- स्वर ध्वनि (Vowels) व्यञ्जन ध्वनि (Consonants) ध्वनिम (phoneme) अलोफोन(Allophone) सिलेबल (Syllable) मर्फिम र एलोमोर्फको ज्ञान (Knowledge of morpheme & allomorph) शब्द र शब्द निर्माणको अवधारणा (concept of word and word formation) विभक्ति (inflection) व्युत्पत्ति (derivation) संयोजन (conjunction) पुनरावृत्ति (repetition) व्याकरणको आधारभूत ज्ञान (basic Knowledge of grammar)वाक्य निर्माण र वाक्यका प्रकारहरू (Sentence structure and types of sentence in Nepali)

एकाइ-2 सञ्चार सीप - 1 (12 घण्टा) (Communication Skills-I)

सुन्ने सीपहरू (listening skills)- सुन्ने प्रक्रिया, (listening as a process) सुन्ने तीन चरणहरू-(three Phases of Listening) सुन्नुभन्दा पहिले, (pre Listening) सुन्ने क्रममा, (during Listening) सुनेपछि, (past listening) सुन्नेप्रकारहरू- (Types of listening) विभेदक सुन्ने, (discriminative listening) व्यापक सुन्ने, (comprehensive Listening) सुचनात्मक सुन्ने, (informational listening) आलोचनात्मक सुन्ने, (critical listening) भावनात्मक सुन्ने, (emphatic listening) सराहनात्मक सुन्ने, (appreciative listening) सम्बन्धनात्मक सुन्ने, (rapport listening) छनौटपूर्ण सुन्ने (selective listening) बोल्ने सीपहरू (speaking skills) - उच्चारण, (pronunciation) जडान, (Juncture) बलाघात, (stress) सुर र अन्तर्भाव (tone and intonation) शब्दावली (Vocabulary) भाषाको संगठन (organization of speech) बोल्नेशैली (manner of speaking).

एकाइ-3 सञ्चार सीप - II (12 घण्टा) communication skills-II

पढ्ने सीपहरू - (Reading skills) छिटो पढ्ने, (skimming) छान्ने, (scanning) गहन पढ्ने, (intensive) व्यापक पढ्ने, (extensive) रूपक र मुहावरे अभिव्यक्तिहरू बुझ्ने, (understanding metaphors and idiomatic expressions) लेख्ने सीपहरू - (writing skills) पूर्वलेखन: (prewriting) विचारहरूको संगठन, (organization of thoughts) उद्देश्य, (purpose) लक्षित श्रोता, target audience) तथ्य जाँच, (fact checking) वास्तविकता लेखनको योजना, (plan for actual writing) प्रारूपण - (drafting) सुसंगत र सामान्जस्यपूर्ण रूपमा प्रस्तुत गर्ने, (framing the ideas in a coherent and cohesive manner) पुनरावलोकन - (Revising) मौखिक सामग्री, (improvement for overall content) सङ्गठन र प्रवाहको लागि सुधार गर्ने, (Organization and flow of writing) सम्पादन (Editing) व्याकरण जाँच (Grammar check) विराम चिन्ह (punctuation) हिज्जे र शब्दावली (spelling and vocabulary) प्रुफरीडिङ-(Proofreading) त्रुटिरहित पाठ सुनिश्चित गर्न अन्तिम जाँच (final check to ensure an error-free Text)

एकाइ-4 सञ्चारमा क्षमता (12 घण्टा) Competence in communication

सञ्चारमा अन्तर्व्यक्तिगत सीपहरू, (Inter-Personal skills in communication) मौखिक र गैर-मौखिक सञ्चार - (Verbal and Non-Verbal communication) बोल्ने शैलीहरू, (speaking styles) सन्दर्भ र अनुक्रमण (Content, and sequencing)

एकाइ - 5 व्यवसायिक सञ्चार (12 घण्टा) Professional communication

कार्यलय पत्राचार (office Correspondence) पाठ्यक्रम भिटा, (Curriculum Vitae) पुनः शुरू (Resume) वायोडाटा तयार पार्ने, (Biodata preparations) जागिर आवेदन, (Job application) प्रतिवेदन लेखन, (Report writing) टिप्पणी लेखन, (Notice writing) परिपत्र (circular) मेमोरेण्डम । (Memorandum)

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