

Agenda No. 1.02 in AC

Date: 07/07/2021

University of Mumbai



**VidyaPrasarakMandal's  
K.G. Joshi College of Arts & N.G. Bedekar College of  
Commerce  
(Autonomous)**

**(Affiliated to University of Mumbai)**

**Program:B.A.**

**Specific Programme: Communication Skills in English**

**JBCUACS**

**Syllabus for FYBA**

**Year of Establishment: 1969**

**Year of Upgrading: 2021-2022**

**Specific Programme: Communication Skills in English JBCUACS**

## **PREAMBLE**

The English language is known as a link language. It is not just confined to the academic but has spread its wings not only in the corporate world but also in the personal space. Effective interpersonal communication involves the four skills (listening, speaking, reading, and writing) of language learning which enhances and reinforces an individual's communication skills.

The Department of English through the course of Communication Skills in English imparts these fundamental skills through letter writing, grammar, creative writing, and reading comprehension intending to equip the learners to become persuasive and assertive communicators. Tutorials are especially conducted to provide personal attention to the learners and focus on building their soft skills and etiquette in performing in interviews or Group Discussions. It also aids in refining their employability skills like Teamwork, Self- management, planning and organizing and so on. A course in Communication Skills in English as a core paper at the first year of graduation will help the learners to excel in all their academic, professional, and personal endeavors.

**Eligibility:** A student must have successfully cleared the HSC (12<sup>th</sup>) examination.

**Duration:** One year (Compulsory Paper)

**Mode of Delivery:** Offline (Online in case of emergency)

**(Credit Based Semester and Grading System with effect from  
the academic year 2021–2022)**

**Specific Programme: Communication Skills in English -**

**JBCUACS**

**PROGRAMME-OUTCOMES**

<b>PO</b>	<b>PO Description</b>
<b>PO1</b>	To make the learners aware about landmark historical events, political systems, geographical and social aspects of Regional, National and International level
<b>PO2</b>	To impart linguistic skills and proficiency to the learners about the literature-ancient, Regional, National and International level
<b>PO3</b>	To sensitize students towards social climate and culture
<b>PO4</b>	To equip the learners with the skills of citizenship
<b>PO5</b>	To make the learners aware about Philosophical thoughts - Indian and Western

**PROGRAMME - SPECIFIC OUTCOMES**

<b>PSO</b>	<b>PSO Description</b>
<b>PSO1</b>	<b>Enhances the language proficiency and orient the learners towards functional aspects of language.</b>
<b>PSO2</b>	<b>Helps the learners to understand the need and importance of effective communication.</b>
<b>PSO3</b>	<b>Helps the learners to understand the basic concepts in literary writing</b>
<b>PSO4</b>	<b>Increases the range of lexical resources</b>
<b>PSO5</b>	<b>Provides adequate exposure to writing skills through a variety of exercises</b>
<b>PSO6</b>	<b>Develops personal creativity in writing</b>

## DISTRIBUTION OF TOPICS AND CREDITS

Paper No	Paper Name	Semester	Course Nomenclature	Course Code	Credits
1	Communication Skills in English	I	Communication Skills in English – I	JBCUACS101	2
		II	Communication Skills in English- II	JBCUACS201	2

## **COURSE OUTCOMES**

### **Semester I**

#### **Course Nomenclature: Communication Skills in English Paper I**

##### **Course Code: JBCUACS101**

1. Use appropriate grammatical structures while writing English.
2. Generate ideas for focused writing and demonstrate creative expression.
3. Use the reading strategies to question, analyze, synthesize and evaluate the texts.
4. Speak confidently in social and professional set ups.

### **Semester II**

#### **Course Nomenclature: Communication Skills in English Paper II**

##### **Course Code: JBCUACS201**

- 1 Prepare students with a sound knowledge of Basic English Vocabulary.
- 2 Develop the writing and linguistic skills.
- 3 Make learners able to correct improper use of English grammar, words .
- 4 Enhance understanding of various forms and structures of creative writing.

The Syllabus approved by the Board of Studies, Academic Council and Governing Body is as follows –

## **Paper I: COMMUNICATION SKILLS IN ENGLISH-I**

### **Semester I**

#### **Course Nomenclature: COMMUNICATION SKILLS IN ENGLISH**

**Course Code: JBCUACS101**

**Lectures**

#### **Unit I: Basic Language Skills: Grammar**

**09**

- Articles, prepositions, conjunctions
- Transformation of sentences( simple, compound, complex)
- Tenses
- Subject-verb agreement
- Question tags
- Direct and indirect speech
- Voice

#### **Unit II: Reading Skills: Comprehension (Unseen Passage)**

**09**

##### **The following Skills to be acquired**

- Reading with fluency and speed
  - Skimming and scanning
  - Identifying relevant information
  - Isolating fact from opinion
  - Understanding concepts and arguments
  - Identifying distinctive features of Language
- (Passage should be of 250/300 words of Level 1. The passage may be taken from literary/scientific/technical writing as well as from the fields of journalism, management and commerce)**

#### **Unit III: Writing Skills (Formal Correspondence): Letters**

**09**

- Job Application letter ( without Resume)
- Statement of Purpose

- Request for Recommendation Letter
- Request for Information under Right to Information Act (RTI)

#### Unit IV: Writing Skills: Paragraph Writing

09

- Developing an idea
- Using appropriate linking devices
- Cohesion and Coherence
- Components of a Paragraph
- Creativity in introductions and conclusions

#### Unit V: Writing Skills: Essay

09

- Expository
- Persuasive
- Analytical
- Reflective/Descriptive

### REFERENCES

1. Arnaudet, Martin. L. & Mary Ellen Barrett. *Paragraph Development: A Guide for students of English*. New Jersey: Prentice Hall Regents, 1990.
2. Bellare, Nirmala. *Reading Strategies*. Vols. 1 and 2. New Delhi. Oxford University Press, 1998.
3. Bhasker, W. W. S & Prabhu, N. S.: *English through Reading*, Vols. 1 and 2. Macmillan, 1975.
4. Blass, Laurie, Kathy Block and Hannah Friesan. *Creating Meaning*. Oxford: OUP, 2007.
5. Brown, Ralph: *Making Business Writing Happen: A Simple and Effective Guide to Writing Well*. Sydney: Allen and Unwin, 2004.
6. Buscemi, Santi and Charlotte Smith, *75 Readings Plus*. Second Edition New York: McGraw-Hill, 1994.
7. Dew, Stephen. E. *Learn English Paragraph Writing Skills*. Second Edition, California: Createspace Independent Publications 2013.
8. Doff, Adrian and Christopher Jones. *Language in Use (Intermediate and Upper Intermediate)*. Cambridge: CUP, 2004.
9. Doughty, P. P., Thornton, J. G, *Language in Use*. London: Edward Arnold, 1973.
10. Freeman, Sarah: *Written Communication*. New Delhi: Orient Longman, 1977.
11. Glendinning, Eric H. and Beverley Holmstrom. Second edition. *Study Reading: A Course in Reading Skills for Academic Purposes*. Cambridge: CUP, 2004
12. 10. Grellet, F. *Developing Reading Skills*, Cambridge: Cambridge University Press, 1981.

13. Gurman, Pamela. J. *Strategies for successful Writing: Written Communication in the Modern World*. Pearson Custom Publishing
14. Hamp-Lyons, Liz and Ben Heasley. Second edition. *Study Writing: A Course in Writing Skills for Academic Purposes*. Cambridge: CUP, 2006
15. Jakeman, Vanessa and Clare McDowell. *Cambridge Practice Test for IELTS 1*. Cambridge: CUP, 1996.
16. Mohan Krishna & Banerji, Meera: *Developing Communication Skills*. New Delhi: Macmillan India, 1990.
17. Mohan Krishna & Singh, N. P. *Speaking English Effectively*. New Delhi: Macmillan India, 1995.
18. Narayanaswami, V. R. *Organised Writing, Book 2*. New Delhi: Orient Longman.
19. *Reading & Thinking in English, Four volumes*, (vol. 1 for the lowest level, vol. 4 for the highest level). The British Council Oxford University Press, 1979-1981.
20. Sasikumar, V., Kiranmai Dutt and Geetha Rajeevan. *A Course in Listening and Speaking I & II*. New Delhi: Foundation Books, Cambridge House, 2006.
21. Savage, Alice, et al. *Effective Academic Writing*. Oxford: OUP, 2005.

## SEMESTER II

### TITLE: Communication Skills in English Paper II

### Course Nomenclature: COMMUNICATION SKILLS IN ENGLISH

### Course Code: JBCUACS201

#### Lectures

#### Unit I: Basic Language Skills: Vocabulary building

09

- 1 Antonyms, Synonyms
- 2 Suffixes, Prefixes, Root words
- 3 Homophones, Homonyms
- 4 Collocation
- 5 Changing the Class of Words

#### Unit II: Editing and Summarization

09

#### A) Editing:



- 1 Heading / Headlines / Title / Use of Capital Letters
- 2 Punctuation: Full Stop, Comma, Colon, Semi-Colon, Dash, Ellipsis, Exclamation and Question mark
- 3 Spelling
- 4 Substitution of words
- 5 Use of link words and other cohesive devices
- 6 Removing repetitive or redundant elements

## **B) Summarization:**

The following skills to be acquired

- 1 Discern the main / central idea of the passage
- 2 Identify the supporting ideas
- 3 Eliminate irrelevant or extraneous information
- 4 Integrate the relevant ideas in a precise and coherent manner

## **Unit III: Writing Skills: E – mails**

09

- 1 Inquiry
- 2 Invitation
- 3 Thank you
- 4 Request for permission
- 5 Congratulatory

## **Unit IV: Report Writing**

09

- 1 Eye – witness Report
- 2 Activity Report
- 3 Newspaper Report

## **Unit V: Creative Writing**

09

This unit attempts to cover those aspects of writing that go beyond the boundaries of technical or professional forms of writing and encourage the learner to explore the artistic and imaginative elements of writing

- 1 Story writing
- 2 Poetry writing
- 3 Blogging: fashion, travel, food, culture, personal blogs
- 4 Journalistic writing
- 5 Promotional leaflet

### Suggested Topics for Tutorials (for both the Semesters)

1. Group Discussions
2. Mock Interviews
3. Book/Film Reviews
4. Speeches/ Debates
5. Language Games
6. Blog Writing
7. Story Writing
8. Tweets
9. Picture Composition
10. Interpretation of Technical Data
11. Basics of research writing

### REFERENCES

22. Arnaudet, Martin. L. & Mary Ellen Barrett. *Paragraph Development: A Guide for students of English*. New Jersey: Prentice Hall Regents. 1990.
23. Bellare, Nirmala. *Reading Strategies*. Vols. 1 and 2. New Delhi. Oxford University Press, 1998.
24. Bhasker, W. W. S & Prabhu, N. S.: *English through Reading, Vols. 1 and 2*. Macmillan, 1975.
25. Blass, Laurie, Kathy Block and Hannah Friesan. *Creating Meaning*. Oxford: OUP, 2007.
26. Brown, Ralph: *Making Business Writing Happen: A Simple and Effective Guide to Writing Well*. Sydney: Allen and Unwin, 2004.
27. Buscemi, Santi and Charlotte Smith, *75 Readings Plus*. Second Edition New York: McGraw-Hill, 1994.
28. Dew, Stephen. E. *Learn English Paragraph Writing Skills*. Second Edition, California: Createspace Independent Publications 2013.
29. Doff, Adrian and Christopher Jones. *Language in Use (Intermediate and Upper Intermediate)*. Cambridge: CUP, 2004.
30. Doughty, P. P., Thornton, J. G, *Language in Use*. London: Edward Arnold, 1973.
31. Freeman, Sarah: *Written Communication*. New Delhi: Orient Longman, 1977.
32. Glendinning, Eric H. and Beverley Holmstrom. Second edition. *Study Reading: A Course in Reading Skills for Academic Purposes*. Cambridge: CUP, 2004
33. 10. Grellet, F. *Developing Reading Skills*, Cambridge: Cambridge University Press, 1981.

34. Gurman, Pamela. J. *Strategies for successful Writing: Written Communication in the Modern World*. Pearson Custom Publishing
35. Hamp-Lyons, Liz and Ben Heasley. Second edition. *Study Writing: A Course in Writing Skills for Academic Purposes*. Cambridge: CUP, 2006
36. Jakeman, Vanessa and Clare McDowell. *Cambridge Practice Test for IELTS 1*. Cambridge: CUP, 1996.
37. Mohan Krishna & Banerji, Meera: *Developing Communication Skills*. New Delhi: Macmillan India, 1990.
38. Mohan Krishna & Singh, N. P. *Speaking English Effectively*. New Delhi: Macmillan India, 1995.
39. Narayanaswami, V. R. *Organised Writing, Book 2*. New Delhi: Orient Longman.
40. *Reading & Thinking in English, Four volumes*, (vol. 1 for the lowest level, vol. 4 for the highest level). The British Council Oxford University Press, 1979-1981.
41. Sasikumar, V., Kiranmai Dutt and Geetha Rajeevan. *A Course in Listening and Speaking I & II*. New Delhi: Foundation Books, Cambridge House, 2006.
42. Savage, Alice, et al. *Effective Academic Writing*. Oxford: OUP, 2005.

#### **Webliography:**

- 1) <http://www.onestopenglish.com>
- 2) [www.britishcouncil.org/learning-learn-english.htm](http://www.britishcouncil.org/learning-learn-english.htm)
- 3) <http://www.teachingenglish.org.uk>
- 4) <http://www.usingenglish.com>
- 5) <http://www.bbc.co.uk>
- 6) <http://www.thefreedictionary.com>
- 7) <http://www.pearsoned.co.uk/AboutUs/ELT/>
- 8) <http://www.howisay.com/>

## Modality of Assessment

### A. Internal Assessment : 40% - 40 Marks

Serial No.	Evaluation Type	Marks
1	Written Test	20
2	Assignment/Project	15
3	Class Participation	05
	Total:	40

### B. External Examination: 60%- 60 Marks

Semester End Theory Examination

Time: 2 hours

#### SEMESTER -I

- NB. 1. All questions are compulsory.  
2. Figures to the right indicate full marks.

Q.No.	Questions	Marks
1.A	Articles, Prepositions, Conjunctions ( tested through Paragraph)	05
B	Do as directed	10
2	Comprehension Passage	10
3	Paragraph Writing ( Any 1 out of 2)	05
4 A	Letter Writing: Job Application	07
B	Letter Writing- SoP, Recommendation letter, RTI ( Any 1 out of 2)	08
5	Essay Writing ( Any 1 out of 2)	15

## SEMESTER -II

- NB. 1. All questions are compulsory.  
2. Figures to the right indicate full marks.

Q.No.	Questions	Marks
1 A	Antonyms, Synonyms, Suffixes, Prefixes, Root words	08
1 B	Collocation, Changing the class of words	07
2 A	Editing: One passage of 100-200 words to be given	08
2 B	Summary: One passage of 250-300 words to be given	07
3	Emails (2 out of 3)	10
4	Report writing (1 out of 2)	10
5	Creative Writing (1 out of 2)	10