



Hindi Vidya Prachar Samiti's

Ramniranjan Jhunjhunwala College

of Arts, Science & Commerce

(Autonomous College)

Affiliated to

UNIVERSITY OF MUMBAI

Syllabus for F.Y.B.A.

Program: B.A. COMMUNICATION SKILLS

Program Code: RJAUCS

(CBCS 2018-19)

F.Y.B.A. Communication Skills Syllabus Semester I & II**DISTRIBUTION OF TOPICS AND CREDITS****F.Y.B.A. COMMUNICATION SKILLS SEMESTER I**

Course	Nomenclature	Credits	Topics
RJAUCS101	Communication Skills in English	02	1. Basic Language Skills: Grammar 2. Reading Skills: Comprehension (unseen passage) 3. Writing Skills (Formal Correspondence) 4. Interpretation of Technical Data

F.Y.B.A. ENGLISH SEMESTER II

Course	Nomenclature	Credits	Topics
RJAUCS201	Communication Skills in English	02	1. A. Basic Language Skills: Vocabulary building B. Phonology 2. Editing and Summarization 3. Writing Skills: E-mails 4. Report Writing

F.Y.B.A. Communication Skills Syllabus Semester I & II

F.Y.B.A.	Semester I Theory
RJAUCS101 Paper I Communication Skills in English	<p>Course Outcomes 1.1 :</p> <ol style="list-style-type: none"> 1. To enhance language proficiency by providing adequate exposure to reading and writing skills 2. To orient the learners towards the functional aspects of language 3. To increase the range of lexical resource through a variety of exercises <p>Learning outcomes:</p> <ul style="list-style-type: none"> ➤ The student reads complex texts actively, recognizes key passages, raises questions; appreciates complexity and ambiguity and comprehends the literal and figurative uses of language. ➤ They interpret texts with an awareness of and curiosity for other viewpoints. ➤ They practice writing as a process of motivated inquiry, and write using quotations, paraphrase, allusions and summary. ➤ They develop confidence in speaking publicly

F.Y.B.A. Communication Skills Syllabus Semester I & II

SEMESTER I (THEORY)		L	Cr
Paper-I: Communication Skills in English	Paper Code: RJAUCS101	45	2
UNIT I		15	
BASIC LANGUAGE SKILLS: GRAMMAR			
1	Articles, prepositions, conjunctions		
2	Subject and Predicate		
3	Transformation of Sentences (Simple, Compound, Complex)		
4	Tenses		
5	Subject-Verb agreement		
6	Question Tags		
7	Direct and Indirect Speech		
8	Voice		
9	Remove 'too'		
10	Types of Sentences (Assertive, Negative, Exclamatory)		
10	Parts of Speech		
10	Use of Degree		
UNIT II		09	
READING SKILLS: COMPREHENSION (UNSEEN PASSAGE)			
1	<p>The following skills to be acquired:</p> <p>Reading with fluency and speed</p> <p>Skimming and scanning</p> <p>Identifying relevant information</p> <p>Isolating fact from opinion</p> <p>Understanding concepts and arguments</p> <p>Identifying distinctive features of language</p> <p>(Passage should be of 250-350 words of Level I. The passage may be taken from literary/scientific/technical writing as well as from the fields of journalism, management and commerce.)</p>		
UNIT III		12	
WRITING SKILLS (FORMAL CORRESPONDENCE)			

F.Y.B.A. Communication Skills Syllabus Semester I & II

1	Letters i) Job Application Letter with Resume ii) Statement of Purpose iii) Request for information under Right to Information Act (RTI)		
2	Guided Composition		
UNIT IV		09	
INTERPRETATION OF TECHNICAL DATA			
1	Students should be taught to read and interpret maps, pie charts, tables, line and bar graphs and flow charts and express the same in paragraph format.		

EXAMINATION**Internals: 40 Marks**

Two Internals of 20 marks each based on Multiple choice questions test/
Presentation/Project/ Field Visit Report.

Semester End Examination Pattern: 60 Marks 02 Hours

- Q.1. Do as Directed: (Unit 1: A) 15 marks
- Q.2 Comprehension of an unseen passage (Unit 2) 15 marks
- Q.3 Letters (Unit 3) 15 marks
- A). Application Letter
- B. i) Statement of Purpose
- OR
- ii) Request for Information under RTI Act
- Q.4. Interpretation of technical data based on the model given (Unit 4) 15 marks

F.Y.B.A. Communication Skills Syllabus Semester I & II

F.Y.B.A.	Semester II
RJAUCS201 Paper I Communication Skills in English	<p>Course Outcomes:</p> <ol style="list-style-type: none"> 1. To enhance language proficiency by providing adequate exposure to reading and writing skills 2. To orient the learners towards the functional aspects of language 3. To increase the range of lexical resource through a variety of exercises <p>Learning outcomes:</p> <ul style="list-style-type: none"> ➤ The student reads complex texts actively, recognizes key passages, raises questions; appreciates complexity and ambiguity and comprehends the literal and figurative uses of language. ➤ They interpret texts with an awareness of and curiosity for other viewpoints. ➤ They practice writing as a process of motivated inquiry, and write using quotations, paraphrase, allusions and summary. ➤ They develop confidence in speaking publicly

F.Y.B.A. Communication Skills Syllabus Semester I & II

SEMESTER II		L	Cr
Paper-I: Communication Skills in English	Paper Code: RJAUCS201	45	2
UNIT I		15	
BASIC LANGUAGE SKILLS: VOCABULARY BUILDING AND PHONOLOGY			
1	Antonyms, Synonyms Suffixes, Prefixes, Root words Homophones, homonyms Collocation Changing the Class of Words		
2	Phonology (Consonants, Vowels, Diphthongs and Minimal Pairs)		
UNIT II		12	
EDITING AND SUMMARIZATION			
1	Heading/ Headlines/ Title/Use of Capital Letters		
2	Punctuation: full stop, comma, colon, semi-colon, dash, ellipsis, exclamation and question marks		
3	Spelling		
4	Substitution of words		
5	Use of link words and other cohesive devices		
6	Summarization The following skills to be acquired: Discern the main/central idea of the passage Identify the supporting ideas Eliminate irrelevant or extraneous information Integrate the relevant ideas in a precise and coherent manner		
7	Note Making		

<i>UNIT III</i>		02	
<i>CORRESPONDENCE SKILLS: E MAILS</i>			
1	Inquiry		
2	Invitation		
3	Sponsorship		
<i>UNIT IV</i>		16	
<i>WRITING SKILLS</i>			
1	Activity Report Writing		
2	Dialogue Writing		
3	Story Writing		
4	Blogging		

References

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EXAMINATION**Internals: 40 Marks**

Two Internals of 20 marks each based on Multiple choice questions test/
Presentation/Project.

Semester End Examination Pattern: 60 Marks 02 Hours

Q.1 Vocabulary (Unit 1)	15 marks
Q.2 a) Summary: one passage of 250-300 words to be given (Unit 2)	07 marks
b) Note Making	08 marks
Q.3. Emails (2 out of 3) (Unit 3)	15 marks
Q. 4. Report writing (Unit 4)	15 marks
OR	
Story Writing	

Scheme of Examinations

1. Two Internals of 20 marks each.
2. One External (Semester End Examination) of 60 marks. Duration 2 hours.
3. Minimum marks for passing Semester End Theory and Internal Exam is 40 %.
4. Student must appear for at least one of the two Internal Tests to be eligible for the Semester End Examination.
5. For any KT examinations, there shall be ODD-ODD/EVEN-EVEN pattern followed.
6. HOD's decision, in consultation with the Principal, shall remain final and abiding to all.