



Hindi Vidya Prachar Samiti's

Ramniranjan Jhunjhunwala College of Arts,

Science & Commerce (Autonomous College)

Affiliated to UNIVERSITY OF MUMBAI

Syllabus for the F.Y.B.A

(CBCS)

2021-2022

Program: B.A

COMMUNICATION SKILLS

Program Code: RJAUCS

Course: Communication Skills in English (60-40 Marks Examination Pattern)

(Choice Based Credit System with effect from the academic year 2021-22)

1. Syllabus as per Credit Based Semester and Grading System:

- i) Name of the Programme : B.A.
- ii) Course Code : RJACSKS101 & RJACSKS201
- iii) Course Title : Communication Skills in English
- iv) Semester-wise Course Content : Enclosed the copy of syllabus

v) References and Additional References: Enclosed in the Syllabus

- vi) Credit Structure : No. of Credits per Semester –02
- vii) No. of lectures per Unit : 09
- viii) No. of lectures per week : 03 lectures + 01 tutorial

Scheme of Examination : 4 Questions of 15 marks each

Special notes, if any : No

Eligibility, if any : No

Fee Structure : As per University Structure

6. Special Ordinances / Resolutions if any: No

Revised Syllabus for FYBA Communication Skills in English Paper I and Paper II**To be implemented from June 2021-22 (60-40 Marks Examination Pattern)****Objectives of the Course**

1. To familiarize learners with various uses of English.
2. To enhance their language proficiency by providing adequate exposure to reading and writing skills.
3. To train learners in correspondence skills required in the professional world and everyday life situations.
4. To orient the learners towards the functional aspects of English language.
5. To train learners in technical language processing

After the completion of the course, students will

- C01** develop competence in using various registers and styles of English
- C02** gain command over spoken and written English
- C03** apply letter writing skills to correspond effectively in different professional & life situations.
- C04** use English effectively for various written and interpersonal tasks
- C05** express technical data in terms of language.

Periods: 45 lectures + 15 Tutorials (3 lectures + 1 tutorial per week) per semester

	Semester I
Communication Skills in English - I (2 Credits)	45 lectures

Unit 1: Basic Language Skills: Grammar**15 lectures**

1. Parts of Speech & Changing the Class of Words
2. Articles, prepositions, conjunctions
3. Subject Predicate Agreement
4. Tenses
5. Types of Sentences (Assertive, Negative, Exclamatory)
6. Simple, Compound & Complex Sentences

Unit 2: Reading Skills: Comprehension (unseen passage) 09 lectures

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 I. The passage may be taken from literary/journalistic writings.)

Unit 3: Writing Skills:

12 lectures

A. Correspondence Skills: Letters

- i) Job Application Letter with Resume
- ii) Statement of Purpose
- iii) Consumer Grievance Redressal

B. Paragraph Writing

Unit 4: Interpretation & Analysis of Technical Data

09 lectures

Students should be taught to read and interpret pie charts, tables, line and bar graphs and flowcharts and express the same in paragraph format.

Objectives of the Course:

1. To increase the range of lexical resources through a variety of exercises
2. To enable the students to develop soft skills such as public speaking and conversational skills.
3. To orient the learners towards the functional aspects of language
4. To use technological skills for social communication
5. To use English effectively for various written and interpersonal tasks.

Course Outcomes: Upon completion of this course the learners will be able to:

1. Acquire a wider lexical scope
2. use Speaking skills effectively to meet the challenges of communication in everyday life.
3. Identify and apply the functional aspects of language
4. Distinguishes clearly between styles of Email writing and blog writing
5. Apply skills learnt to discern relevant ideas in a passage

Semester II: Communication Skills in English - Paper II(2 Credits) 45 lectures
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Unit 1: Basic Language Skills **15lectures**

- Antonyms, Synonyms
- Suffixes, Prefixes, Root words
- Homophones, homonyms
- Collocation
- Direct and Indirect Speech
- Voice

Unit 2: Speaking Skills **15lectures**

- A. Phonology (Consonants, Vowels, Diphthongs and Minimal Pairs)
- B. Introducing Guests & Proposing Vote of Thanks
- C. Interview Skills

Unit 3: Technical Skills **15lectures**

- A. E Mail Writing
 - i) Thank you letters
 - ii) Letter of Job Acceptance
 - iii) Sales Letter
- B. Blogging
 - i) Food
 - ii) Health Management/ Travel
 - iii) Fashion Trends

Unit 4 Summarization and Note Making **15 lectures**

a) 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

b) Note Making

Suggested Topics for Tutorials: (for both semesters)

1. Group Discussions
2. Mock Interviews
3. Fundamentals of Grammar
4. Debates / Speeches
5. Book / Film Reviews
6. Vocabulary and Language Games
7. Picture Composition
8. Tweets

Scheme of Examinations

1. Two Internals of 20 marks each. Duration 30min for 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.

Recommended Resources:

1. Bellare, Nirmala. *Reading Strategies*. Vols. 1 and 2. New Delhi. Oxford University Press, 1998.
2. Bhasker, W. W. S & Prabhu, N. S.: *English through Reading*, Vols. 1 and 2. Macmillan, 1975.
3. Blass, Laurie, Kathy Block and Hannah Friesan. *Creating Meaning*. Oxford: OUP, 2007.
4. Brown, Ralph: *Making Business Writing Happen: A Simple and Effective Guide to Writing*. Sydney: Allen and Unwin, 2004.
5. Buscemi, Santi and Charlotte Smith, *75 Readings Plus*. Second Edition New York: McGraw-Hill, 1994.
6. Doff, Adrian and Christopher Jones. *Language in Use (Intermediate and Upper Intermediate)*. Cambridge: CUP, 2004.
7. Doughty, P. P., Thornton, J. G, *Language in Use*. London: Edward Arnold, 1973.
8. Freeman, Sarah: *Written Communication*. New Delhi: Orient Longman, 1977.
9. Glendinning, Eric H. and Beverley Holmstrom. Second edition. *Study Reading: A Course in Reading Skills for Academic Purposes*. Cambridge: CUP, 2004
10. Grellet, F. *Developing Reading Skills*, Cambridge: Cambridge University Press, 1981.
11. Hamp-Lyons, Liz and Ben Heasley. Second edition. *Study Writing: A Course in Writing Skills for Academic Purposes*. Cambridge: CUP, 2006
12. Jakeman, Vanessa and Clare McDowell. *Cambridge Practice Test for IELTS 1*. Cambridge: CUP, 1996.
13. Maley, Alan and Alan Duff. Second Edition. *Drama Techniques in Language Learning*. Cambridge: CUP, 1983.
14. Mohan Krishna & Banerji, Meera: *Developing Communication Skills*. New Delhi: Macmillan India, 1990.
15. Mohan Krishna & Singh, N. P. *Speaking English Effectively*. New Delhi: Macmillan India, 1995.
16. Narayanaswami, V. R. *Organised Writing*, Book 2. New Delhi: Orient Longman.
17. *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.
18. Sasikumar, V., Kiranmai Dutt and Geetha Rajeevan. *A Course in Listening and Speaking I & II*. New Delhi: Foundation Books, Cambridge House, 2006.
19. Savage, Alice, et al. *Effective Academic Writing*. Oxford: OUP, 2005.
20. Widdowson, H. G.: *English in Focus. English for Social Sciences*. Oxford University Press.