

Devrukh Shikshan Prasarak Mandal's
**Nya. TATYASAHEB ATHALYE ARTS, Ved. S.R. SAPRE
COMMERCE & Vid. DADASAHEB PITRE SCIENCE
COLLEGE, DEVRUKH [AUTONOMOUS]**



**Syllabus for F.Y. B. A.
Program: B. A.
Course: Communication Skills in English
Credit Based Semester and Grading System with the
effect from
Academic Year 2019-20**

Course: Communication Skills in English
(70: 30 Marks Examination Pattern)

(Credit Based Semester and Grading System with effect from the academic year 2019-20)

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

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|-------|-----------------------------------------|---------------------------------------|
| i) | Name of the Programme | : B. A. |
| ii) | Course Code | : ASPUCS101 & ASPUCS201 |
| 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 | : As per nature of syllabus |
| viii) | No. of lectures per week | : 03 lectures + 01 tutorial |
| 2. | Scheme of Examination | : 4 Questions & total 70 Marks |
| 3. | Special notes, if any | : No |
| 4. | Eligibility, if any | : No |
| 5. | Fee Structure | : As per University/College Structure |
| 6. | Special Ordinances / Resolutions if any | : No |

Syllabus for **FYBA**
Communication Skills in English Paper - I and Paper - II
To be implemented from June 2019 (70: 30 Marks Examination Pattern)

Objectives of the Course

- 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

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

Semester I

Communication Skills in English – Paper I (2 Credits) **45 lectures**

Unit 1: Basic Language Skills: Grammar **18 lectures**

- a. Articles, prepositions, conjunctions
- b. Subject-Verb agreement
- c. Tenses
- d. Question Tags
- e. Transformation of Sentences (Simple, Compound, Complex)
- f. Direct and Indirect Speech
- g. Voice

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 250-350 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.)

Unit 3: Writing Skills (Formal Correspondence): Letters **09 lectures**

- Job Application Letter (without Resume)
- Statement of Purpose
- Request for Recommendation Letter
- Request for information under Right to Information Act (RTI)

Unit 4: Interpretation of Technical Data **09 lectures**
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.

Semester II

Communication Skills in English – Paper II **(2 Credits)** **45 lectures**

Unit 1: Basic Language Skills: Vocabulary building **18 lectures**

- Suffixes, Prefixes, Root words
- Changing the Class of Words
- Antonyms, Synonyms
- Homophones, homonyms
- Collocation

Unit 2: Editing and Summarization: **09 lectures**

a) Editing:

- Heading/ Headlines/ Title/Use of Capital Letters
- Punctuation: full stop, comma, colon, semi-colon, dash, exclamation and question marks
- Spelling
- Substitution of words
- Use of linking words
- Removing repetitive or redundant elements

b) 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

Unit 3: Report Writing **09 lectures**

- Eye-witness Report
- Activity Report
- Newspaper Report

Unit 4: Creative Writing **09 lectures**

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.

- Story writing
- Dialogue writing
- Blogging: fashion, travel, food, culture, personal blogs

Suggested Topics for Tutorials: (for both semesters)

1. Writing e-mails: Inquiry, Invitation, Request for permission, Sponsorship
2. Group Discussions
3. Mock Interviews
4. Fundamentals of Grammar
5. Debates / Speeches
6. Book / Film Reviews
7. Vocabulary and Language Games
8. Picture Composition
9. Tweets

Evaluation:

A) Internal Evaluation/Assessment: 30 marks

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|-----------------------------------------------------------------------------|----------|
| 1. Active participation and regularity of a student in classroom activities | 10 marks |
| 2. One classroom test to be conducted in the given semester | 10 marks |
| 3. One research oriented activity/ project work / group activity | 10 marks |

B) First Semester End Examination Pattern 70 Marks

Paper Pattern

Semester I: Communication Skills in English – Paper I

Duration: 2.30 hours

Marks: 70

Q.1. Grammar:

a) Articles, prepositions, conjunctions (to be tested in the form of a paragraph, not individual sentences) (Unit 1: a) 10 marks

b) Do as Directed: (Unit 1: b-g) 10 marks

Q.2 Comprehension of an unseen passage (Unit 2) 15 marks

Q.3 Letters (2 out of 3) (Unit 3) 20 marks

Q.4. Interpretation of technical data based on the model given (map/graph/chart etc. to be set) (2 to be set and attempted) 15 marks

Semester II: Communication Skills in English – Paper II

Duration: 2.30 hours

Marks: 70

Q.1 Vocabulary (Unit 1) 20 marks

Q.2 a) Editing: one passage of 100-200 words to be given (Unit 2) 10 marks

b) Summary: one passage of 250-300 words to be given (Unit 2) 10 marks

Q. 3. Report writing (2 out of 3) (Unit 3) 15 marks

Q.4. Creative Writing: (2 out of 3) (200-250 words) (Unit 4) 15 marks

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 Well*. 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.

Webliography:

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

Syllabus Committee:

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|------------------------------------------|----------|----------------------------------------------|
| 1. Dr. Laxman Babasaheb Patil | Convenor | Athalye-Sapre-Pitre College, Devriukh |
| 2. Dr. Shivaji Dhondiram Sargar | Member | Head, Dept. of English, University of Mumbai |
| 3. Prof. (Dr.) Satish Ramchandra Ghatage | Member | Kakasaheb Chavan College, Talmavale |
| 4. Dr. Thorat Rajendra Ramchandra | Member | Venutai Chavan College, Karad |
| 5. Dr. Atul Yashwant Pitre | Member | Gogate-Jogalekar College, Ratnagiri |
| 6. Mr. Santosh Sadanand Gavandi | Member | Baghwadi |
| 7. Mrs. Snehalata Sadashiv Pujari | Member | Athalye-Sapre-Pitre College, Devriukh |
| 8. Dr. Varsha Shirish Phatak | Member | Athalye-Sapre-Pitre College, Devriukh |