

Deccan Education Society's

**Kirti M. Doongursee College of
Arts, Science and Commerce
(AUTONOMOUS)**



Affiliated to

UNIVERSITY OF MUMBAI

Syllabus for
Program: Bachelor of Arts
Course: F.Y.B.A.
Subject: Communication Skills in English

Choice Based Credit System (CBCS)
with effect from
Academic Year 2022-2023

Course Code	Course Title: Communication Skills in English	Credits	Lectures /Week
KUAENG 22101	Paper I	2	3 lectures and 1 tutorial

About the Course: The focus of the syllabus is on building confidence in the learners in applying these skills while using the English language both academically and socially. Keeping this in mind, the units will have a multi-pronged approach. The course is graded from basic to higher levels of learning so as to help learners gradually acquire the skills. The 60:40 pattern will also help in accomplishing this goal. The tutorial activities are designed to focus on oral skill development, while the lectures are aimed at honing their cognitive, analytical, linguistic and creative skills. It is hoped that by the end of the academic year, the learners will have developed confidence in using the English language both for oral and written communication as well as develop interest in enhancing these skills later on.

Course Objectives:

- The learners will learn to understand and interpret any text they are reading from different perspectives
- The interest of learners in listening to and watching good quality audio and visual media will be aroused.
- Learners will acquire proficiency in the skills of listening, speaking, reading and writing that will help them meet the challenges of the world.
- The learners will develop good oral and written skills of communication in the English language.

Learning Outcomes:

After successful completion of this course:

1. The learners will learn to understand and interpret any text they are reading from different perspectives
2. The interest of learners in listening to and watching good quality audio and visual media will be aroused.
3. Learners will acquire proficiency in the skills of listening, speaking, reading and writing that will help them meet the challenges of the world.
4. The learners will develop good oral and written skills of communication in the English language.

Unit	Topics	No of Lectures
I	<p>Introduction to Communication Skills</p> <ol style="list-style-type: none"> 1. English as an international language and varieties of English 2. Significance and ways of effective communication in English 3. Listening for academic and professional development 4. Formal and informal communication in spoken English 5. Reading for different purposes 6. Features of effective writing skills 7. Study skills in English <p><i>This unit shall work as theoretical base for the following units that are practical in nature.</i></p>	08
II	<p>Developing Comprehension Skills in English</p> <p>A. Reading Skills</p> <ol style="list-style-type: none"> 1. Scanning a text for information 2. Skimming a passage to look for main ideas, understanding text type 3. Guessing meaning of an expression (word/phrase/clause) 4. Building inference skills 5. Understanding language structure (such as subject verb agreement, voice, direct and reported speech) 6. Note making 7. Summarizing <p><i>Passages from fables, folk stories, short stories, non-fiction, history, business or environment, of around 250- 300 words, could be chosen in this unit.</i></p> <p>Listening Skills</p> <ol style="list-style-type: none"> 1. Listening for main ideas/Gist 2. Listening for detail 3. Listening for text organization features 4. Listening for tone, accent, style and register 5. Predicting content and guessing meaning 6. Making inferences from the audio-visual text 7. Listening for opinion/argument/counter-arguments etc. 8. Taking notes <p><i>A variety of relevant audio/visual texts as samples may be drawn from various sources.</i></p> <p><i>Listening skills in English should be developed through various activities along with the practice done while teaching in the class.</i></p>	12
III	Speaking Skills in English	15

	<p>A. Public Speaking in English</p> <ol style="list-style-type: none"> 1. Introduction 2. Characteristics of an effective speech 3. Analysis of model speeches 4. Drafting and presenting a speech in formal and informal gatherings <p>B. Conversation in English</p> <ol style="list-style-type: none"> 1. Opening a conversation 2. Introducing oneself in various contexts 3. Introducing others formally and informally 4. Building a conversation 5. Leaving and closing a conversation 6. Conversation in group in various situations <p>C. Speaking at an Event</p> <ol style="list-style-type: none"> 1. Anchoring/compering an event 2. Introducing guests/ speakers/dignitaries 3. Proposing a vote of thanks <p>8</p> <p><i>A variety of relevant texts as samples may be drawn from print and non-print sources such as books, videos, audio files etc. Speaking skills in English should be developed through various activities along with the practice done while teaching in the class.</i></p>	
<p style="text-align: center;">IV</p>	<p>Formal Writing Skills</p> <p>A. Letters:</p> <ol style="list-style-type: none"> 1. Job applications with bio data (solicited and unsolicited) 2. RTI applications 3. Applications for duplicate documents (I-cards / mark sheet, etc.) <p>B. Emails:</p> <ol style="list-style-type: none"> 1. Job acceptance and joining 2. Resignation 3. Complaints 4. Requests for references 5. Request for sponsorship <p>Tutorial Activities:</p> <ol style="list-style-type: none"> 1. Use of YouTube videos for use of grammar study and practice that may be taken from the list recommended or similar relevant videos. 2. Listening to audio clips/ books to enhance listening skills 3. Reading aloud from newspapers, magazines, stories, non-fiction followed by classroom discussion on these to enhance reading and speaking skills 4. Making short presentations on given topics 5. Official letter writing/ email writing exercises 	<p style="text-align: center;">10</p>

Semester II		
Unit	Topics	No of Lectures
I	<p>English Usage in Communication</p> <ol style="list-style-type: none"> 1. Distinction between American English and British English 2. Indianism and Indian English 3. Appropriacy in the Use of English 4. Non-verbal Communication 5. Elevator Pitch 6. Information and Communication Technology and Use of English 7. Modes and Types of Interview 8. Principles of Creative Writing <p><i>This unit shall work as theoretical base for the following units that are practical in nature.</i></p>	08
II	<p>Enhancing Reading Competencies</p> <p>A variety of passages of 200-250 words may be taken such as extracts from novels, short stories, plays, magazine, newspapers, reports, documents, academic texts. The passages should have complex text type, function and lexis. The learners may be encouraged to gather meaning contextually or by referring to offline and online sources such as dictionary, thesaurus, and encyclopedia.</p> <ol style="list-style-type: none"> 1. Augmenting active vocabulary 2. Understanding relations between parts of a text 3. Transferring information (Verbal to Non-Verbal) 4. Understanding concepts and arguments, 5. Developing skills in analysis and interpretation 6. Rewriting a passage from a defined perspective 7. Reading critically (presenting a reasoned argument that evaluates and analyses what you have read) <p>Weightage of questions on texts -</p> <p>a. On vocabulary, synonyms and antonyms, prefixes and suffixes, collocations, making sentences of their own from the idioms or difficult words in the extract (50%)</p> <p>b. On writing their opinions, perspectives on the passages in longer, more descriptive ways (50%)</p>	12
III	<p>Advanced Oral Communication Skills</p> <p>A. Presentation skills: (Formal presentations and skits)</p> <ol style="list-style-type: none"> 1. Planning and structuring 2. Opening and closing a presentation 3. Use of body language 	15

	<p>4. Use of technology in making a presentation 5. Drafting a skit (Not to be tested in theory exam) 6. Reading of a skit 7. Presenting a skit <i>Students are advised to prepare their own presentation scripts. Teachers should help them in drafting, reading and presenting those scripts in the class.</i></p> <p>B. Group Discussion:</p> <p>1. Formal and informal discussion 2. Elements of group discussion 3. Using appropriate language: Initiating, seeking and giving opinions, suggesting, responding to a suggestion, agreeing, disagreeing, interrupting, requesting, clarifying, summing up 4. Types of discussion: Giving and sharing opinions of a given topic, making decisions, problem solving (case study) 11</p> <p>C. Interview Skills</p> <p>1. Interviewing others</p> <ul style="list-style-type: none"> • Researching the interviewee (writer, social worker, entrepreneur, actor etc.) • Preparing questions • Conducting interview <p>2. Attending an Interview (Job/Entrance)</p> <ul style="list-style-type: none"> • Researching the organization • Reviewing job-profile and your bio-data/CV • Preparing for standard questions • Responding to questions • Preparing your questions to ask to the interviewer/s <p>3. Analyzing Interviews <i>Students can be tested on forming actual interview frameworks including questions.</i> <i>Teachers must form the groups and conduct actual interviews involving full strength of students.</i></p>	
IV	Advanced Writing Skills A. Report Writing:	10

	<ol style="list-style-type: none"> 1. News report 2. Activity/Event report <p>B. Creative Writing:</p> <ol style="list-style-type: none"> 1. Personal Essay 2. Memoir 3. Short Speech on the given occasion/ event 4. Story writing <p>Tutorial Activities:</p> <ol style="list-style-type: none"> 1. Dialogue-writing exercises 2. Writing skits and presenting them 3. Giving speeches 4. Group discussions 5. Mock Interviews 6. Development of stories, passages from hints given, in about 200-250 words 7. Report writing tasks 8. Statement of Purpose 	
	<p>References:</p> <ul style="list-style-type: none"> • Bellare, Nirmala. <i>Reading & Study Strategies</i>. Books. 1 and 2. Oxford University Press, 1997, 1998 • Bellare, Nirmala. <i>Easy Steps to Summary Writing and Note-Making</i>. Amazon Kindle Edition, 2020 • Comfort, Jeremy, et al. <i>Speaking Effectively: Developing Speaking Skills for Business English</i>. Cambridge University Press, 1994. • Das, Bikram K., et. al. <i>An Introduction to Professional English and Soft Skills</i>. Cambridge University Press India Pvt. Ltd., 2010 • Das, Yadjnaseni & R. Saha (eds.) <i>English for Careers</i>. Pearson Education India, 2012. • Devlin, Joseph. <i>How to Speak And Write Correctly</i>. New York, The Christian Herald, 1910 • Dimond-Bayir, Stephanie. <i>Unlock Level 2 Listening and Speaking Skills Student's Book and Online Workbook: Listening and Speaking Skills Student's Book+ Online Workbook</i>. Cambridge University Press, 2014. • Doff, Adrian and Christopher Jones. <i>Language in Use (Intermediate and Upper Intermediate)</i>. CUP, 2004. • Glendinning, Eric H. and Beverley Holmstrom. Second edition. <i>Study Reading: A Course in Reading Skills for Academic Purposes</i>. CUP, 2004 	

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Web link Resources:

1. A rendezvous with Simi Garewal: Ratan Tata:

<https://www.youtube.com/watch?v=ozetTgOHu78&t=510s> Here Ratan Tata discusses his personal life, his expectations, his experience as a CEO of Tata and sons.

2. A rendezvous with Simi Garewal: Kiran Bedi:

<https://youtu.be/vX2NyKvEAXQ>

In this video, Kiran Bedi shares her daring adventures, her field, her passion for career with Simi Garewal.

3. In Conversation: Rajiv Mehrotra with J.R.D. Tata:

<https://youtu.be/68otfg601HI>

J. R. D. Tata discloses his dream of India, his experiences with Pandit Nehru, Mahatma Gandhi, Sardar Patel and his contribution to modern India.

4. The Tharoor Guide To Indian English: <https://youtu.be/NsyI9LIXbFM>
Shashi Tharoor talks of new words like “defenstrate”, “brinjol”; talks about Indian English, ethnicity and so on.

5. Dr.A.P.J Abdul Kalam on Discovery, invention and innovation:<https://youtu.be/9CKCfiX3uO0>

Dr. Kalam addresses IIT Delhi students.

6. Malala Yousafzai’s speech on the occasion of her Nobel Peace Prize (2014) on education:<https://youtu.be/c2DHzkUI6s>

7. Kailash Satyarthi’s speech on the occasion of Nobel Peace Prize (2014) on the innocence of children; he gives voice to voiceless in his speech:https://youtu.be/wt0LSCEuc_M

8. Speech by Mr. Ratan Tata: <https://youtu.be/m7-tKX7aZXM>

9. “I Have a Dream” speech by Martin Luther King Jr. HD (subtitled)
<https://www.youtube.com/watch?v=vP4iY1TtS3s>

“I Have a Dream” is a public speech that was delivered by American civil rights activist Martin Luther King Jr. during the March on Washington for Jobs and Freedom on August 28, 1963, in which he called for civil and economic rights and an end to racism in the United States.

10. Speech by Emma Watson on Gender Equality:

<https://youtu.be/nIwU-9ZTTJc>

11. Imaginative science video: Could humans live in underwater cities?

<https://youtu.be/GUGtU7Ii1yk>

	<p>12. A conversation about household appliances: https://youtu.be/rAPI0fSborU</p> <p>13. Video on psychology: Why do we dream? https://youtu.be/2W85Dwxx218</p> <p>14. Video on space: Solar system 101: https://youtu.be/libKVRa01L8</p> <p>15. Video on evolution: How Apocalypses paved the way for Humans https://youtu.be/libKVRa01L8</p> <p>16. Video on biology: Why Bats Aren't as Scary as You Think https://youtu.be/D6e_qh3YRPs</p> <p>17. Video on social media: What is a social media influencer? https://youtu.be/39A3og7enz8</p> <p>18. Tips on communication (TED Talk): The Secrets of Learning a New Language https://youtu.be/o_XVt5rdpFY</p> <p>19. Expressing opinions: If Cinderella Were a Guy: https://youtu.be/p4OyCNctKXg</p> <p>20. Telling stories without words: Partly Cloudy https://youtu.be/ix13P9NqBjo</p> <p>21. Telling stories without words: Tree of Unity https://youtu.be/sAo41Gyl6hY</p> <p>17</p> <p>22. Bonding over the Radio: A special storytelling series by the much loved author Ruskin Bond: akashvaniair https://youtu.be/oxf60BIR2Q4 https://youtu.be/ISX7rUOJOms https://youtu.be/rrC_s0XPXKI https://youtu.be/FUML3q1ncF0 https://youtu.be/3by_ninqRzg</p> <p>23. Video on the English language: Where did English come from? https://youtu.be/YEaSxhcns7Y</p> <p>24. Video on biology: The science of skin colour: https://youtu.be/_r4c2NT4naQ</p> <p>25. Video on advertising: The Science of Persuasion https://youtu.be/cFdCzN7RYbw</p> <p>26. "The Happy Prince" Oscar Wilde Michael Mills Classic Animated Short 1974 https://www.youtube.com/watch?v=q3RZh1yaqxM</p>	
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Evaluation Scheme for First Year (UG) under AUTONOMY

I. Internal Evaluation for Theory Courses – 40 Marks

(i) Continuous Internal Assessment 1 (Assignment-Group Discussion=20 Marks

(ii) Continuous Internal Assessment 2 – 20 Marks (Class Test with Fill in the Blanks, True or False & Answer the following.

II. External Examination for Theory Courses – 60 Marks

Duration: 2 Hours

Theory question paper pattern:

All questions are compulsory.

Question	Based on	Options	Marks
Q.1	Unit I short notes	<i>Any 2 out of 4</i>	10
Q.2	Unit II Unseen Passage (200-250 words)	<i>Any 1 out of 1</i>	15 (10 marks comprehension + 5 marks summary)
Q.3	Unit III a. Preparing a speech on a given topic b. Questions on introducing self and others c. Develop a conversation on a given situation d. Introducing speakers/guests in a given event e. Drafting vote of thanks at a given event	<i>Any 2 out of 4</i>	15 (7+8)
Q.4	Unit IV	<i>Any 2 out of 4 (Letters)</i>	10
Q.5	Unit IV	<i>Any 2 out of 4 (Emails)</i>	10

- All questions shall be compulsory with internal choice within the questions.
- Each Question may be sub-divided into sub questions as a, b, c, d, etc. & the allocation of Marks depends on the weightage of the topic.

