

AC/14.06.2021/RS1



College of Arts,
Science &
Commerce (Autonomous)

RISE WITH EDUCATION

NAAC REACCREDITED - 'A' GRADE

Syllabus with effect from June 2021

Programme: BA

Subject: Communication Skills in English

Programme Code: SIUACSE

Class: FYBA Semester: I and II

Choice Based Credit System (CBCS)

Semester I/II

| Name of Program: FYBA | | | Name of Department: ENGLISH | | | |
|-----------------------|----------|------------------|---|---------------------------|---------|-------|
| Class | Semester | Course Code | Course Name | No. of lectures/ per week | Credits | Marks |
| FY | I | SIUACSE11 | COMMUNICATIO N SKILLS IN ENGLISH I | 3 L + 2 T | 2 | 100 |
| FY | II | SIUACSE21 | COMMUNICATIO N SKILLS IN ENGLISH II | 3L + 2 T | 2 | 100 |

Course Name: Communication Skills in English I Credits: 2

Expected Course Outcomes- Semester I

On completion of this course, students will be able to:

1. apply skills learnt for better reading, listening, speaking and writing expertise.
2. identify and apply the functional aspects of language
3. acquire a wider grammatical understanding
4. critically appreciate literary texts

Sem 1: Communication Skills in English I**45 lectures****Learning Objectives:**

1. To enhance language proficiency by providing adequate exposure to reading, listening, speaking and writing skills
2. To orient the learners towards the functional aspects of language
3. To develop insight into the structure of English language
4. To inculcate an appreciation of the literary aspects of language

Unit 1: Grammar 10 Lectures+5 Tutorials

Articles, Prepositions, Conjunctions, Subject-Verb Agreement, Transformation of sentences (simple, compound and complex), Question Tags, Direct and Indirect Speech. Active and Passive Voice

Unit 2: Reading and Listening Skills 10 Lectures+5 Tutorials

- a. Comprehension of unseen passages
- b. Types of Listening; Obstacles to Effective Listening

Unit 3: Writing Skills 10 Lectures+5 Tutorials

- a. Formal Correspondence- Letter of Application, Request for Recommendation, Statements of Purpose
- b. Essays- Persuasive, Descriptive and Analytical Essays

Unit 4: Language through Literature 15 lectures Short stories: Oscar Wilde: “The Model Millionaire”

Guy de Maupassant: “A Duel”

Saki- “The Lumber Room”

Paper Pattern:

Internal Assessment: 40 Marks Online Class Test: 20 marks

Assignment/ Project/ Presentation: 20 marks

Semester End Paper Pattern: 60 Marks

| Sr. No. | Module | Question Type | Marks |
|---------|--------|---|-----------|
| 1 | Unit 1 | Grammar | 15 |
| 2 | Unit 2 | Comprehension- 7 Marks Listening Skills -8 Marks | 15 |
| 3 | Unit 3 | Letters- 7 Marks Essay- 8 Marks | 15 |
| 4 | Unit 4 | Short Stories- Short Notes (2 out of 3) | 15 |
| | | Total | 60 |

Sem 2: Communication Skills in English II

Course Name: Communication Skills in English II Credits: 2

Expected Course Outcomes Semester II

On completion of this course, students will be able to

1. apply skills learnt for better reading, listening, speaking and writing expertise
2. identify and apply the functional aspects of language
3. organize facts and ideas in a systematic and lucid manner
4. adapt communication to the needs of a specific situation

Sem 2: Communication Skills in English II

45 lectures

Learning Objectives:

1. to enhance language proficiency by providing adequate exposure to reading, listening, speaking and writing skills
2. to orient the learners towards the functional aspects of language
3. to increase the range of lexical resources through a variety of exercises
4. To train learners in creative writing

Unit 1: Vocabulary Building 10 Lectures+5 Tutorials

Antonyms, Synonyms, Affixes and Root words, Homophones and Homonyms, Collocations and Changing the word class

Unit 2: Editing and Summarization 10 Lectures+5 Tutorials

a. Editing- Headlines, errors of punctuation, grammar, repetition, vocabulary and spelling, lack of cohesion, common errors in English

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b. Summarization: Identification of the thesis statement or main idea, elimination of irrelevant or extraneous information, identification of logical tools of reasoning and integration of the writing in a precise and cohesive manner.

Unit 3: Writing Skills 15 Lectures

a. Emails- Enquiry, Invitation, Thank You, Request for Permission and Sponsorship b.

Report Writing- Activity Report and Newspaper Report

Unit 4: Creative Writing: 10 Lectures+5 Tutorials

Dialogue writing, Blogs and Podcasts

Paper Pattern:

Internal Assessment: 40 Marks Online Class Test: 20 marks

Assignment/ Project/ Presentation: 20 marks

Semester End Paper Pattern: 60 Marks

| Sr. No. | Module | Question Type | Marks |
|---------|--------|--|-----------|
| 1 | Unit 1 | Vocabulary Building | 15 |
| 2 | Unit 2 | Editing- 7 Marks Summarisation-8 Marks | 15 |
| 3 | Unit 3 | Emails- 7 Marks Report Writing- 8 Marks | 15 |
| 4 | Unit 4 | Blog- 7 Marks Dialogue Writing- 8 Marks | 15 |
| | | Total | 60 |

References

1. Adair, John. *Effective Communication*. Pan Macmillan Ltd., 2003.
2. Bellare, Nirmala. *Reading Strategies*. Vols. 1 and 2. OUP, 1998.
3. Blass, Laurie, Kathy Block and Hannah Friesan. *Creating Meaning*. OUP, 2007.
4. Bonet, Diana. *The Business of Listening*. Third Edition. Viva Books, 2004.
5. Brown, Ralph: *Making Business Writing Happen: A Simple and Effective Guide to Writing Well*. Allen and Unwin, 2004.
6. Buscemi, Santi and Charlotte Smith, *75 Readings Plus*. Second Edition. McGraw-Hill, 1994.
7. Doff, Adrian and Christopher Jones. *Language in Use (Intermediate and Upper Intermediate)*. CUP, 2004.
8. Glendinning, Eric H. and Beverley Holmstrom. Second edition. *Study Reading: A Course in Reading Skills for Academic Purposes*. CUP, 2004.
9. Hamp-Lyons, Liz and Ben Heasley. Second edition. *Study Writing: A Course in Writing Skills for Academic Purposes*. Cambridge: CUP, 2006.
10. Hasson, Gill. *Brilliant Communication Skills*. Pearson Education, 2012.
11. Murphy, Raymond. Second Edition. *Essential English Grammar*. Cambridge University Press, 2018.
12. Sasikumar, V., Kiranmai Dutt and Geetha Rajeevan. *A Course in Listening and Speaking I & II*. Foundation Books, Cambridge House, 2006.
13. Savage, Alice, et al. *Effective Academic Writing*. OUP, 2005.

14. Seely, John. *Writing Reports*. OUP, 2002.
15. Sharma, R. C. & Krishna Mohan. *Business Correspondence and Report Writing: Third Edition*. Tata McGraw-Hill Publishing company Limited, 2007.
16. Tickoo, M L et al. *Intermediate Grammar, Usage and Composition*. Orient Blackswan, 2009.

Online Resources

<https://www.britishcouncil.org/english>

<https://www.onestopenglish.com/>

<http://www.pearsoned.co.uk/AboutUs/ELT/>

<https://www.podcastinsights.com/best-podcast-hosting/>

<http://www.howisay.com/>

<http://www.thefreedictionary.com/>

<https://owl.purdue.edu/>

<https://www.englishgrammar.org/>

<https://www.usingenglish.com/>

<https://www.ef.com/wwen/english-resources/>