

Resolution number: AC//I(23-24).3.(II).RUA3

S.P. Mandali's
Ramnarain Ruia Autonomous College
(Affiliated to University of Mumbai)



(As per the guidelines of National Education Policy 2020- Academic year 2023-24)

(Choice Based Credit System)

Course Code- Ability Enhancement Course (AEC): RUSAEC.O 101**Course Title: Communication Skills in English****Academic year 2023-24****COURSE OUTCOMES:**

COURSE OUTCOME	DESCRIPTION
CO 1	Recognizing the significant elements of Communication Skills
CO 2	Demonstrating required professional language skills like listening, reading, writing, and speaking
CO 3	Evaluating and improving acquired skills
CO 4	Synthesizing the acquired skills with day to day world

DETAILED SYLLABUS

Course Code	Unit	Course/ Unit Title	Credits/Hours
			2/30 Hrs
RUSAEC.O 101	Unit 1	Basic Concepts in Communication skills Varieties and Importance of English language Language Learning Skills: Listening, Speaking, Reading, Writing (The unit will work as a working theoretical vocabulary for next units)	10
	Unit 2	Enhancing Functional Skills: A. Listening - Selective and Intensive Listening - Objective Listening (text-organization and linguistic features) - Deductive, Interpretive and Analytical listening(prediction, inference, and note making) B. Reading Skills (Practical Methods of Reading) I) Reading Comprehension: Proofreading/Editing, Isolating fact from opinion, Identifying stylistic features of language, Extracting and Paraphrasing etc. II) Summarization (The following skills to be acquired): -Discern the main/central idea of the passage	20

		<ul style="list-style-type: none"> -Identify the supporting ideas -Eliminate irrelevant or extraneous information -Integrate the relevant ideas in a precise and coherent manner <p>(The above topics will be supplemented by exercises)</p>	
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References:

- Bellare, Nirmala. *Reading Strategies*. Vols. 1 and 2. New Delhi. Oxford University Press, 1998.
- Bhasker, W. W. S & Prabhu, N. S.: *English through Reading*, Vols. 1 and 2. Macmillan, 1975.
- Blass, Laurie, Kathy Block and Hannah Friesan. *Creating Meaning*. Oxford:
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- Brown, Ralph: *Making Business Writing Happen: A Simple and Effective Guide to Writing Well*. Sydney: Allen and Unwin, 2004.
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- Doff, Adrian and Christopher Jones. *Language in Use (Intermediate and Upper Intermediate)*. Cambridge: CUP, 2004.
- Doughty, P. P., Thornton, J. G, *Language in Use*. London: Edward Arrol, 1973.
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- Hamp-Lyons, Liz and Ben Heasley. Second edition. *Study Writing: A Course in Writing Skills for Academic Purposes*. Cambridge: CUP, 2006
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- Maley, Alan and Alan Duff. Second Edition. *Drama Techniques in Language Learning*. Cambridge: CUP, 1983.
- McCarthy, Michael and Felicity O'Dell. *English Vocabulary in Use: advanced*. Cambridge: CUP, 2002; South Asian Edition, 2008.
- Mohan Krishna & Banerji, Meera: *Developing Communication Skills*. New Delhi: Macmillan India, 1990.
- Mohan Krishna & Singh, N. P. *Speaking English Effectively*. New Delhi: Macmillan India, 1995.
- Murphy, Raymond. *Essential Grammar in Use*. Cambridge: CUP, 2007 (3rd Edition); South Asian edition, 2012.
- Narayanaswami, V. R. *Organised Writing*, Book 2. New Delhi: Orient Longman.
- *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.
- Richards, Jack C. and Chuck Sandy. *Passages*. (2nd Edition). Cambridge: CUP, 1998; South Asian edition, 2008.
- Sasikumar, V., Kiranmai Dutt and Geetha Rajeevan. *A Course in Listening and Speaking I & II*. New Delhi: Foundation Books, Cambridge House, 2006.
- Savage, Alice, et al. *Effective Academic Writing*. Oxford: OUP, 2005.
- Widdowson, H. G.: *English in Focus. English for Social Sciences*. Oxford University Press.

Weblibliography:

- 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/>

MODALITY OF ASSESSMENT**Theory Examination Pattern:****A) Internal Assessment- 40%- 20 Marks**

Sr. No	Evaluation type	Marks
1	Class Test / Assignment / Open Book Test	20
	TOTAL	20

B) External Examination- 60%- 30 Marks**Semester End Theory Examination:**

Duration - These examinations shall be of 1 hour

Semester End Theory Examination:**Theory question paper pattern:****Paper Pattern:**

Question	Options	Marks	Questions Based on
Q.1	Write in brief or short notes (2 out of 5)	10	Unit 1 & 2 A
Q. 2 (A)	Unseen passage for reading comprehension	10	Unit 2
Q. 2 (B)	Unseen passage for summarization/proofreading	10	Unit 2
	Total	30	

Course Code- Ability Enhancement Course (AEC): RUSAEC.E101

Course Title: Communication Skills in English

Academic year 2023-24

COURSE OUTCOMES:

COURSE OUTCOME	DESCRIPTION
CO 1	Enlisting basic language skills
CO 2	Identifying required elements to enhance vocabulary
CO 3	Demonstrate the acquired skill set in professional world
CO 4	Evaluation of communication skills and categorize them accordingly

DETAILED SYLLABUS

Course Code	Unit	Course/ Unit Title	Credits /Hours
			2/30 Hrs
RUSAEC.E101	Unit 1	Applied Skill in Communication: - Rhetorical strategies in spoken and written English: alliteration, antithesis, paradox, metaphor, metonymy, onomatopoeia, oxymoron, simile, repetition, hyperbole, irony. - Types of Interaction Skills (Group Discussions, Interviews, Debates, Presentations, Improvisations/Extempore, Public Speech)	10
	Unit 2	A) Correspondences: - Letters and miscellaneous applications (Job, for documents, LoR, email) - Complaint Letters (Police, Principal, Station Master) B) Academic Writing: - Essay Writing: Analytical; Descriptive; Expository - Reports: Activity Report, and Newspaper Report	20

References:

- Bellare, Nirmala. *Reading Strategies*. Vols. 1 and 2. New Delhi. Oxford University Press, 1998.
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	TOTAL	20

B. External Examination- 60%- 30 Marks

Semester End Theory Examination:

Duration - These examinations shall be of 1 hour

Semester End Theory Examination

Theory question paper pattern:

Paper Pattern:

Question	Options	Marks	Questions Based on
Q.1	Write in brief or short notes on rhetorical strategies (5 out of 6)	10	Unit 1
Q. 2 (A)	Write a job application, or LOR, or Email, or Application for document	10	Unit 2
Q. 2 (B)	Write an essay on the given topic OR Write a report on the given topic	10	Unit 2
	Total	30	