

Resolution No: AC/II(20-21).2.RUA3

**S. P. Mandali's**  
**RAMNARAIN RUIA AUTONOMOUS COLLEGE**



Syllabus for: F.Y.B.A (Compulsory)

Program: B.A.

Course: Communication Skills in English

Course Code: RUACSK101 & RUACSK201

(Choice Based Credit System (CBCS) with effect from academic year 2020-21)

## SEMESTER I

### Communication Skills in English

| Course Code | UNIT | TOPICS   | Credits | Lectures |
|-------------|------|--|---------|----------|
|             | I    | Speaking Skills                                      | 2       | 09       |
|             | II   | Basic Language Skills:<br>Grammar                    |         | 09       |
|             | III  | Reading Skills:<br>Comprehension (unseen<br>passage) |         | 09       |
|             | IV   | Writing Skills (Formal<br>Correspondence): Letters   |         | 09       |
|             | V    | Writing Skills: Essays                               |         | 09       |

## SEMESTER II

### Communication Skills in English

| Course Code | UNIT | TOPICS  | Credits | Lectures |
|-------------|------|---|---------|----------|
|             | I    | Basic Language Skills:<br>Vocabulary building | 2       | 09       |
|             | II   | Editing and Summarization                     |         | 09       |
|             | III  | Writing Skills: e mails                       |         | 09       |

|  |           |                         |  |           |
|--|-----------|-------------------------|--|-----------|
|  | <b>IV</b> | <b>Report Writing</b>   |  | <b>09</b> |
|  | <b>V</b>  | <b>Creative Writing</b> |  | <b>09</b> |

Revised Syllabus for  
**COMMUNICATION SKILLS IN ENGLISH – FYBA**  
**To be implemented from June 2020**

**Preamble:**

Given the ever growing importance of English globally, this course aims at upgrading the learners' communication skills in English. The course introduces Speaking and Presentation skills as these are missing in the existing syllabus. Stress marking has been replaced with Phonology which will not be tested in the theory examination but only practical done during tutorial lectures. We feel that this additional feature will cater to the specific needs of our learners at the work place. The revised course also drops the Unit entitled 'Interpretation of Technical Data' as it has already been taught at the HSC level.

**Learning Objectives of the Course:**

- 1) To build up the learners' confidence in oral and interpersonal communication by reinforcing the basics of pronunciation
- 2) To enhance the learners' communication skills by giving adequate exposure in reading and writing.
- 3) To orient the learners towards the functional aspects of language
- 4) To increase the range of lexical resource through a variety of exercises

**Learning Outcomes of the Course:**

We expect the course to enhance the learners' vocabulary, grammar and fluency, both in terms of their speech and their writing skills. The learners' overall confidence is also expected to go up.

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

**Marks:** 60 external+ 40 Internal = 100

**Term papers to be set for 60 marks.**

**Tutorial lectures may be used for internal assessment of 40 marks per semester.  
The paper has 5 units: All the five units are to be done in each semester**

**Semester One: Communication Skills in English (2 Credits)**

**45 lectures + 15 Tutorials**

**Unit 1: Speaking Skills**

**12 lectures**

- a. Vowels and consonants
- b. Public Speaking & Speaking Skills
- c. Phonology (practical only)

**Unit 2: Basic Language Skills: Grammar**

**12 lectures**

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

**Unit 3: Reading Skills: Comprehension (unseen passage)**

**12 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 4: Writing Skills (Formal Correspondence): Letters      12 lectures**

Job Application Letter (with Resume)

- a. Statement of Purpose
- b. Request for Recommendation Letter
- c. Request for information under Right to Information Act (RTI)

**Unit 5: Writing Skills: Essays      12 lectures**

- a. Expository
- b. Persuasive
- c. Analytical
- d. Reflective/Descriptive

**Semester II      45 + 15 lectures**

**Unit 1: Basic Language Skills: Vocabulary building      12 lectures**

- a) Antonyms, Synonyms, Suffixes, Prefixes, Root words, changing the class of words
- b) Presentation Skills: Power point presentation, Group discussion, Interview techniques.

**Unit 2: Editing and Summarization:      12 lectures**

- a) Editing:
  - Heading/ Headlines/ Title/Use of Capital Letters
  - Punctuation: full stop, comma, colon, semi-colon, dash, ellipsis, exclamation and question marks
  - Spelling

- Substitution of words
- Use of link words and other cohesive devices
- 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: Writing Skills: e mails 12 lectures**

- Inquiry
- Invitation
- Thank you
- Request for permission
- Sponsorship

**Unit 4: Report Writing 12 lectures**

- Eye-witness Report
- Activity Report
- Newspaper Report

**Unit 5: Creative Writing 12 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

**Assessment:**

**Workload: 3 lectures and 1 tutorial per week.**

**Marks: 40 marks out of 100 will be allotted to internal assessment. A minimum of 16 out of 40 (internal) 24 out of 60 (external/term end) marks must be scored by the student. The student should get an aggregate 40 marks out of 100 per semester to pass in the course.**

**Internal Assessment – 40 marks (Semester I & II)**

| <b>Sr. No.</b> | <b>Particulars</b>  | <b>Marks</b> |
|----------------|---|--------------|
| <b>1</b>       | <b>One periodical class tests to be conducted in the given semester</b>           | <b>20</b>    |
| <b>2</b>       | <b>One assignment based on curriculum to be assessed by the teacher concerned</b> | <b>20</b>    |

**Following methods can be used for tests and assignments (15 Marks):**

#### **SEM-I**

1. Book/film Reviews
  2. Debates / Speeches
  3. Picture Composition
  4. Writing a Research Paper (Basics of research writing including bibliography, end notes and foot notes to be taught in tutorials)
- All the above will involve and account for self-editing.

#### **SEM-II**

1. Group Discussions
2. Mock Interviews
3. PPT Presentations

### **Communication Skills in English – Semester I**

#### **B) Semester End Examination Pattern**

**Duration:** 2 hours

**Marks:** 60

Q.1 Based on Basic Language Skills: Grammar (Unit 2)

|  |          |
|--|----------|
| i. Articles, prepositions, conjunctions<br>(To be tested in the form of a paragraph) | 05 marks |
| ii. Do as directed   | 10 marks |
| Q.2 Comprehension (unseen passage)   | 15 marks |
| Q.3 Letters (Unit III) 1 out of 2  | 15 marks |
| Q.4 Essay writing (250-300 words) 1 out of 3   | 15 marks |

## **Communication Skills in English – Semester II**

### **B) Semester End Examination Pattern**

|   |                  |
|---|------------------|
| <b>Duration:</b> 2 hours                                      | <b>Marks:</b> 60 |
| Q.1 a) Vocabulary (Unit I)                                    | 05 marks         |
| b) Summary: one passage of 250-300 words to be given (Unit 2) | 10 marks         |
| Q.2 a) Emails (2 out of 3) (Unit 3)                           | 15 marks         |
| Q.3 Report writing (on 1 out of 2 topics)                     | 15 marks         |
| Q.4 Creative writing (1 out of 2)                             | 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 Arrol, 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. McCarthy, Michael and Felicity O'Dell. *English Vocabulary in Use: advanced*. Cambridge: CUP, 2002; South Asian Edition, 2008.
15. Mohan Krishna & Banerji, Meera: *Developing Communication Skills*. New Delhi: Macmillan India, 1990.
16. Mohan Krishna & Singh, N. P. *Speaking English Effectively*. New Delhi: Macmillan India, 1995.
17. Murphy, Raymond. *Essential Grammar in Use*. Cambridge: CUP, 2007 (3<sup>rd</sup> Edition); South Asian edition, 2012.
18. Narayanaswami, V. R. *Organised Writing*, Book 2. New Delhi: Orient Longman.
19. *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.
20. Richards, Jack C. and Chuck Sandy. *Passages*. (2<sup>nd</sup> Edition). Cambridge: CUP, 1998; South Asian edition, 2008.
21. Sasikumar, V., Kiranmai Dutt and Geetha Rajeevan. *A Course in Listening and Speaking I & II*. New Delhi: Foundation Books, Cambridge House, 2006.
22. Savage, Alice, et al. *Effective Academic Writing*. Oxford: OUP, 2005.
23. 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](http://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/>

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