AC/04.08.2018/RS1

College of Arts, Science & Commerce (Autonomous)

SIES

RISE WITH EDUCATION

NAAC REACCREDITED - 'A' GRADE

Syllabus with effect from June 2018

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**	COMMUNICATION SKILLS IN ENGLISH	3 L + 2 T		2	100
FY	II	**SIUACSE21**	COMMUNICATION SKILLS IN ENGLISH	3L + 2 T		2	100

Course Name: Communication Skills in English   Credits: 2
Expected Course Outcomes- Semester I   On completion of this course, students will be   1. more proficient in reading and writing skills   2. familiar with the grammatical aspect of language   3. able to identify a range of lexical resources

Sem 1: Communication Skills in English   **45 lectures**

Learning Objectives:

1. to enhance language proficiency by providing adequate exposure to reading and writing skills
2. to orient the learners towards the grammatical aspects of language
3. to increase the range of lexical resource through a variety of exercises

Unit 1: Basic Language Skills: Grammar   **09 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 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**

a. Job Application Letter (without Resume)
b. Statement of Purpose
c. Request for Recommendation Letter
d. 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.

Unit 5: Writing Skills: Essay   **09 lectures**

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

Paper Pattern:
Internals: **Marks: 40**
-Fundamentals of Grammar and Writing (this may be tested through online tests for 30 marks)
-Active participation and overall conduct as a responsible student, manners and articulation and exhibition of leadership qualities in organizing related academic activities: 10 marks

Semester End:
Duration: 2 hours **Marks:** 60
Q.1. Grammar:
a) Articles, prepositions, conjunctions (to be tested in the form of a paragraph, not individual sentences) (Unit 1: a)   05 marks
b) Do as Directed: (Unit 1: b-g)   10 marks
Q.2 Comprehension of an unseen passage (Unit 2)   10 marks
Q.3 Letters (2 out of 3)   (Unit 3)   15 marks
Q.4. Interpretation of technical data based on the model given   (Unit 4)   10 marks

Q.5. Essay (250-350 words) (1 out of 3) (Unit 5)   10 marks

Sem 2: Communication Skills in English

Course Name: Communication Skills in English   Credits: 2
Expected Course Outcomes Semester II
On completion of this course, students will be able to   1. more proficiency in reading and writing skills   2. familiar with the functional aspect of language   3. able to identify a range of lexical resources   1.Apply skills learnt for better reading and writing expertise.   2.Write one's ideas lucidly and effectively in social and professional settings.   3.Express oneself confidently in speech and writing in English.

Sem 2: Communication Skills in English   **45 lectures**

Learning Objectives:

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

Unit 1: Basic Language Skills: Vocabulary building   **09 lectures**

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

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

- Inquiry

- Invitation

- Thank you

- Request for permission

- Sponsorship

Unit 4: Report Writing   **09 lectures**

- Eye-witness Report

- Activity Report

- Newspaper Report

Unit 5: 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

Paper Pattern:

Internals: **Marks: 40**

- Basic vocabulary and usage (this may be tested through online tests for 30 marks)

-Active participation and overall conduct as a responsible student, manners and articulation and exhibition of leadership qualities in organizing related academic activities: 10 marks

Semester End:

Duration: 2 hours **Marks:** 60

Q.1 Vocabulary (Unit 1)	10 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. Emails (2 out of 3) (Unit 3)	10 marks
Q. 4. Report writing (1 out of 2) (Unit 4)	10 marks
Q.5. Creative Writing: (1 out of 2) (200-250 words) (Unit 5)	10 marks

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 Heasiey. 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/