

AC/27.06.2023/RS1



College of Arts,
Science &
Commerce (Autonomous)

RISE WITH EDUCATION

NAAC REACCREDITED - 'A' GRADE

Syllabus under NEP effective from June 2023

Programme: FY (Compulsory Course for Arts, Science and Commerce, Aided and Self-Financed)

Subject: Communication Skills in English

Ability Enhancement Course (AEC)

Class: FY Semester: I and II

Choice Based Credit System (CBCS)

Semester I/II**AEC**

Name of Program: FYBA, FYBCOM, FYBSC (AIDED AND SELF FINANCED)						
Name of Department: ENGLISH						
Class	Semester	Course Code	Course Name	No. of lectures/ per week	Credits	Marks
FY	I	SIUENAE111	COMMUNICATIO N SKILLS IN ENGLISH I	1 L + 2 T	2	50
FY	II	SIUENAE121	COMMUNICATIO N SKILLS IN ENGLISH II	1 L + 2 T	2	50

Course Name: Communication Skills in English I

Credits: 2 Type: AEC

Expected Course Outcomes- Semester I

On completion of this course, students will be able to

1. Apply skills learnt for better reading, listening and speaking expertise
2. Identify and apply the functional aspects of language to life situations
3. Develop language skills which will help in personal, social, and professional communication

Sem 1: Communication Skills in English I

Preamble: The purpose of the Communication Skills in English course is to introduce students to the theory, basic tools of communication and to develop in them vital communication skills which should be integral to inter-personal, social and professional relationships. An important aspect of living in society together is the ability to share thoughts, emotions and ideas through various means of communication: both verbal and non-verbal. In the context of rapid globalization and increasing recognition of social and cultural diversity, the significance of clear and effective communication is very significant.

Learning Objectives:

1. To enhance language proficiency by providing adequate exposure to reading and listening skills
2. To orient the learners towards the functional aspects of language
3. To develop vital communication skills which should be integral to personal, social and professional interactions.

Sem 1: 2 units: Grammar, Reading, Speaking, Writing and Listening Skills

Unit 1 : Grammar - Articles, Prepositions, conjunctions, Tenses, Active and Passive voice and Transformation of sentences

(8L+ 7T)

Unit 2: Comprehension- Literary and Non-literary, Podcasts, Blogs

(8L+ 7T)

Sem 2: Communication Skills in English II

Course Name: Communication Skills in English II

Credits: 2 Type: AEC

Expected Course Outcomes Semester II

On completion of this course, students will be able to

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.

Learning Objectives:

1. To enhance usage of English vocabulary
2. To develop skills in writing effectively for a variety of professional and social settings.
3. To develop the ability to articulate one's ideas clearly in written form.

Sem 2: 2 units: Vocabulary, Writing Skills

Unit 1: Vocabulary-Antonyms, Synonyms, Affixes and Root words, Homophones and Homonyms, Collocations and Changing the word class. **(8L+ 7T)**

Unit 2: Writing Skills-Emails (Job application with Biodata), Reports (Newspaper and Committee), Statement of Purpose **(8L+ 7T)**

Scheme of Evaluation Semester I & II:

Internal assignment/Class test 20 marks

Semester end exam 30 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 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/>