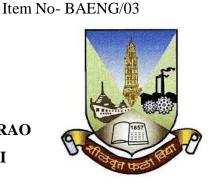


Rayat Shikshan Sanstha's

KARMAVEER BHAURAO PATIL COLLEGE, VASHI NAVI MUMBAI



AC- 25 /10 / 2021

(AUTONOMOUS COLLEGE)

Sector-15- A, Vashi, Navi Mumbai - 400 703

Syllabus for BA I: English

Program: B.A.

Course

Communication Skills in English

(Choice Based Credit System with effect from the academic year 2021-22)

Semester I

Communication Skills in English

Course Code: UGCS101A

Course Outcomes:

After completion of this course, the student will able to:

- 1. Identify the functional aspects of language (1)
- 2. Comment on the lexical resource through a variety of exercises (2)
- 3. Display language proficiency in reading and writing skills (3)
- 4. Correlate communication skills effectively (4)
- 5. Moderate the Basic English grammar and the communication skills like Listening, Speaking, Reading and Writing to meet the challenges of the world. (5)
- 6. Develop interpersonal communication (6)

Unit I: Listening Skills

1. Listening process

- 2. Difference between Hearing and Listening
- 3. Types of listening Behaviour
- 4. Barriers to Listening

Unit II: Listening with Purpose

- 1. Learning Language
- 2. Listening to News
- 3. Listening to Speech
- 4. Listening to Music

Unit III: Speaking Skills

1. What is Communication?

2. Types of Communication

3. Barriers to Communication

Unit IV: Speaking with Purpose

- 1. Discussion on a given topic in pairs
- 2. Speaking on a given topic individually
- 3. Group Discussion
- 4. Interview
- 5. Dialogue

Semester II

Communication Skills in English

Course Code: UGCS201A

Unit I: Reading Skills

- 1. Close Reading, Scanning and Skimming
- 2. Comprehension
- 3. Summary and Paraphrasing
- 4. Analysis and interpretation

Unit II: Reading with Purpose

- 1. Understanding
- 2. Improving Vocabulary
- 3. Acquiring Knowledge

Unit III: Writing Skills

- 1. Mechanics of Writing
- 2. Official Correspondence
- 3. Fictional Writing

4. Drafting

Unit IV: Writing with Purpose

- 1. Expanding an Idea
- 2. Note Making
- 3. Information Transfer
- 4. CV & Resume Writing
- 5. Report Writing

Recommended Readings:

- 1. Fluency in English Part II, Oxford University Press, 2006.
- 2. Business English, Pearson, 2008.
- 3. Language, Literature and Creativity, Orient Blackswan, 2013.

4. Language through Literature (forthcoming) ed. Dr. Gauri Mishra, Dr Ranjana Kaul, Dr Brati Biswas