

AC- 25 /10 / 2021

Item No- BAENG/03



Rayat Shikshan Sanstha's  
**KARMAVEER BHAURAO  
PATIL COLLEGE, VASHI  
NAVI MUMBAI**



**(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