

UNIVERSITY OF MUMBAI**Syllabus for Approval**

Sr. No.	Heading	Particulars
1	Title of the Course	FYBA : Communication Skills in English
2	Eligibility for Admission	10+2
3	Passing Marks	40
4	Ordinances / Regulations (if any)	
5	No. of Years / Semesters	1 Year (semester I and II)
6	Level	P.G. / U.G. / Diploma / Certificate (Strike out which is not applicable)
7	Pattern	Yearly / Semester (Strike out which is not applicable)
8	Status	New / Revised (Strike out which is not applicable)
9	To be implemented from Academic Year	From Academic Year 2021 -2022

Date: 21/12/2020

Signature :

Name of BOS Chairperson / ~~Dean~~ :**Dr. Sudhir Nikam**



University of Mumbai

Syllabus for F.Y.B.A

Program: B.A.

Course: Communication Skills in English (Core Paper)

(Choice Based Credit System with effect from the academic year 2021-2022)

Board of Studies in English

Dr. Sudhir Nikam (Chairperson)

Dr. Rajesh Karankal (Member)

Dr. Santosh Rathod (Member)

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Dr. Deepa Mishra (Member)

Dr. B. N. Gaikwad (Member)

Dr. Dattaguru Joshi (Member)

Dr. Satyawan Hanegave (Member)

Dr. Deepa Murdeshwar-Katre (Member)

Syllabus Sub-Committee

Dr. Deepa Murdeshwar-Katre (Convener)	:	Department of English, Vartak College, Vasai Road, Dist Palghar
Dr. Susmita Dey (Member)	:	Department of English and Research Centre (Retd.), V. G. Vaze College, Mumbai
Dr. Sachin Labade (Member)	:	Department of English, University of Mumbai
Mr. Vinodsinh Patil (Member)	:	Department of English, Arts & Commerce College, Phondaghat, Dist.Sindhudurg
Ms Gayatri Gadgil (Member)	:	Department of English, D. G. Ruparel College of Arts, Science and Commerce, Mahim, Mumbai
Mrs. Shanti Polamuri (Member)	:	Department of English, Maharashtra College of Arts, Science and Commerce, Mumbai
Mr. Sanjay Kalekar (Member)	:	Department of English, DRT's A. E. Kalsekar Degree College, Kausa, Thane
Mr. Rameshwar Solanke (Member)	:	Department of English, Khare Dhere - Bhosale College, Guhagar, Dist.Ratnagiri
Dr. S. Vishnu Priya (Member)	:	Department of ELT, SDE, EFLU, Hyderabad.

Course: Communication Skills in English

(80:20 Marks Examination Pattern)

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

1. Syllabus as per Credit Based Semester and Grading System:		
i)	Name of the Programme	: B.A.
ii)	Course Code	: UACS 101 & UACS 201
iii)	Course Titles	: Communication Skills in English
iv)	Semester-wise Course Content	: Enclosed the copy of syllabus
v)	References and Additional References:	Enclosed in the Syllabus
vi)	Credit Structure	: No. of Credits per Semester – 02
vii)	No. of lectures per Unit	: 15
viii)	No. of lectures per week	: 03 lectures + 01 tutorial
2.	Scheme of Examination	: Written Exam: 4 Questions of 20 Marks each Internal Assessment: 20 marks
3.	Special notes, if any	: No
4.	Eligibility, if any	: No
5.	Fee Structure	: As per University Structure
6.	Special Ordinances / Resolutions if any	: No

Revised Syllabus for FYBA Communication Skills in English Paper I and Paper II

To be implemented from 2021-22 (80:20 Marks Examination Pattern)

Preamble:

The English language is the dominant medium through which one can connect to the global community. It is, therefore, vital that all learners acquire adequate skills in this language. Communication Skills in English is a core course wherein the first year learners are guided to acquire the four skills of communication viz., Listening, Speaking, Reading and Writing.

The focus of the syllabus is on building confidence in the learners in applying these skills while using the English language both academically and socially. Keeping this in mind, the units will have a multi-pronged approach. The course is graded from basic to higher levels of learning so as to help learners gradually acquire the skills. The 80:20 pattern will also help in accomplishing this goal. The tutorial activities are designed to focus on oral skill development, while the lectures are aimed at honing their cognitive, analytical, linguistic and creative skills.

It is hoped that by the end of the academic year, the learners will have developed confidence in using the English language both for oral and written communication as well as develop interest in enhancing these skills later on.

Objectives:

1. To enhance English language proficiency of students by familiarizing them with the skills of Listening, Speaking, Reading and Writing (LSRW)
2. To introduce learners to different perspectives of looking at a text or passage
3. To equip learners in the functional aspects of English so that they use the acquired language skills correctly and confidently
4. To guide learners in the effective use of the digital medium of communication.

Outcomes:

1. The learners will learn to understand and interpret any text they are reading from different perspectives
2. The interest of learners in listening to and watching good quality audio and visual media will be aroused.
3. Learners will acquire proficiency in the skills of listening, speaking, reading and writing that will help them meet the challenges of the world.
4. The learners will develop good oral and written skills of communication in the English language.

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

All passages, stories, articles, poems selected should help the learners develop different communication skills. Learning through example and practice with a theoretical base is the intention.

Semester I

Communication Skills in English Paper I

Course Content

Unit 1: Introduction to Communication Skills

No. of lectures: 08

1. English as an international language and varieties of English
2. Significance and ways of effective communication in English
3. Listening for academic and professional development
4. Formal and informal communication in spoken English
5. Reading for different purposes
6. Features of effective writing skills
7. Study skills in English

This unit shall work as theoretical base for the following units that are practical in nature.

Unit 2: Developing Comprehension Skills in English

No. of lectures: 12

A. Reading Skills

1. Scanning a text for information
2. Skimming a passage to look for main ideas, understanding text type
3. Guessing meaning of an expression (word/phrase/clause)
4. Building inference skills
5. Understanding language structure (such as subject verb agreement, voice, direct and reported speech)
6. Note making
7. Summarizing

Passages from fables, folk stories, short stories, non-fiction, history, business or environment, of around 250- 300 words, could be chosen in this unit.

B. Listening Skills

1. Listening for main ideas/Gist
2. Listening for detail
3. Listening for text organization features
4. Listening for tone, accent, style and register
5. Predicting content and guessing meaning
6. Making inferences from the audio-visual text
7. Listening for opinion/argument/counter-arguments etc.
8. Taking notes

A variety of relevant audio/visual texts as samples may be drawn from various sources. Listening skills in English should be developed through various activities along with the practice done while teaching in the class.

Unit 3: Speaking Skills in English

No of lectures: 15

A. Public Speaking in English

1. Introduction
2. Characteristics of an effective speech
3. Analysis of model speeches
4. Drafting and presenting a speech in formal and informal gatherings

B. Conversation in English

1. Opening a conversation
2. Introducing oneself in various contexts
3. Introducing others formally and informally
4. Building a conversation
5. Leaving and closing a conversation
6. Conversation in group in various situations

C. Speaking at an Event

1. Anchoring/compering an event
2. Introducing guests/ speakers/dignitaries
3. Proposing a vote of thanks

A variety of relevant texts as samples may be drawn from print and non-print sources such as books, videos, audio files etc. Speaking skills in English should be developed through various activities along with the practice done while teaching in the class.

Unit 4: Formal Writing Skills

No. of lectures: 10

A. Letters:

1. Job applications with bio data (solicited and unsolicited)
2. RTI applications
3. Applications for duplicate documents (I-cards / mark sheet, etc.)

B. Emails:

1. Job acceptance and joining
2. Resignation
3. Complaints
4. Requests for references
5. Request for sponsorship

Tutorial Activities:

1. Use of YouTube videos for use of grammar study and practice that may be taken from the list recommended or similar relevant videos.
 2. Listening to audio clips/ books to enhance listening skills
 3. Reading aloud from newspapers, magazines, stories, non-fiction followed by classroom discussion on these to enhance reading and speaking skills
 4. Making short presentations on given topics
 5. Official letter writing/ email writing exercises
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Semester II

Communication Skills in English Paper II

Course Content

Unit 1: English Usage in Communication

No. of lectures: 08

1. Distinction between American English and British English
2. Indianism and Indian English
3. Appropriacy in the Use of English
4. Non-verbal Communication
5. Elevator Pitch
6. Information and Communication Technology and Use of English
7. Modes and Types of Interview
8. Principles of Creative Writing

This unit shall work as theoretical base for the following units that are practical in nature.

Unit 2: Enhancing Reading Competencies

No. of lectures: 12

A variety of passages of 200-250 words may be taken such as extracts from novels, short stories, plays, magazine, newspapers, reports, documents, academic texts. The passages should have complex text type, function and lexis. The learners may be encouraged to gather meaning contextually or by referring to offline and online sources such as dictionary, thesaurus, and encyclopedia.

1. Augmenting active vocabulary
2. Understanding relations between parts of a text
3. Transferring information (Verbal to Non-Verbal)
4. Understanding concepts and arguments,
5. Developing skills in analysis and interpretation
6. Rewriting a passage from a defined perspective
7. Reading critically (presenting a reasoned argument that evaluates and analyses what you have read)

Weightage of questions on texts -

- a. On vocabulary, synonyms and antonyms, prefixes and suffixes, collocations, making sentences of their own from the idioms or difficult words in the extract (50%)
- b. On writing their opinions, perspectives on the passages in longer, more descriptive ways (50%)

Unit 3: Advanced Oral Communication Skills

No. of lectures: 15

A. Presentation skills: (Formal presentations and skits)

1. Planning and structuring
2. Opening and closing a presentation
3. Use of body language
4. Use of technology in making a presentation
5. Drafting a skit (Not to be tested in theory exam)
6. Reading of a skit
7. Presenting a skit

Students are advised to prepare their own presentation scripts. Teachers should help them in drafting, reading and presenting those scripts in the class.

B. Group Discussion:

1. Formal and informal discussion
2. Elements of group discussion
3. Using appropriate language: Initiating, seeking and giving opinions, suggesting, responding to a suggestion, agreeing, disagreeing, interrupting, requesting, clarifying, summing up
4. Types of discussion:
Giving and sharing opinions of a given topic, making decisions, problem solving (case study)

C. Interview Skills

1. Interviewing others
 - Researching the interviewee (writer, social worker, entrepreneur, actor etc.)
 - Preparing questions
 - Conducting interview
2. Attending an Interview (Job/Entrance)
 - Researching the organization
 - Reviewing job-profile and your bio-data/CV
 - Preparing for standard questions
 - Responding to questions
 - Preparing your questions to ask to the interviewer/s
3. Analyzing Interviews

Students can be tested on forming actual interview frameworks including questions. Teachers must form the groups and conduct actual interviews involving full strength of students.

Unit 4: Advanced Writing Skills

No. of lectures: 10

A. Report Writing:

1. News report
2. Activity/Event report

B. Creative Writing:

1. Personal Essay
2. Memoir
3. Short Speech on the given occasion/ event
4. Story writing

Tutorial Activities:

1. Dialogue-writing exercises
2. Writing skits and presenting them
3. Giving speeches
4. Group discussions
5. Mock Interviews

6. Development of stories, passages from hints given, in about 200-250 words
7. Report writing tasks
8. Statement of Purpose

Evaluation Pattern:

A. Internal Evaluation (20 Marks)

		Marks	Remarks
1	Performance in Tutorial activities	10	<p>Sem I -- Learners may be asked to make presentations, hold conversation in class, which will be assessed</p> <p>Sem II -- Learners may be asked to participate in group discussions or mock interviews in class, which will be assessed</p>
2	Participation in classes (lectures and tutorials)	05	Learners' response to teaching, timely submission of tasks will be assessed
3.	Overall attendance (lectures and tutorials)	05	Percentage of learners' attendance in class to be considered

B. Written Examination: (80 marks)

Semester I: 4 questions carrying 20 marks each

Q. No.	Question details	Marks
1	Short Notes (4 out of 6) from Unit 1	20
2	Unseen Passage (200-250 words) (Unit 2) <ol style="list-style-type: none"> a. On content, the use of tenses, articles, prepositions, direct-indirect speech and concord, voice, word meanings - (50%) b. On reading sub-skills (pointing out main ideas and supporting details, making inferences) (50%) 	10 10

3	<p><u>Any four</u> to be attempted from given options (based on Unit 3)</p> <p>a. Preparing a speech on a given topic b. Questions on introducing self and others c. Develop a conversation on a given situation d. Introducing speakers/guests in a given event e. Drafting vote of thanks at a given event</p>	20
4	<p>a. Job application with bio-data b. RTI letter c. Email writing (1 out of 2)</p>	08 07 05

Semester II: 4 questions carrying 20 marks each

Q. No.	Question details	Marks
1	Short Notes (4 out of 6) on theory from Unit 1	20
2	<p>Unseen Passage (200-250 words) (Unit 2)</p> <p>a. On content, synonyms and antonyms, prefixes and suffixes, collocations, making sentences of their own from the idioms or difficult words in the passage (50%)</p> <p>b. On other sub-skills (such as writing their opinions, perspectives on the passages in longer, more descriptive ways (50%)</p>	10 10
3	<p>Any Two out of Three to be attempted (based on Unit 3)</p> <p>a. Preparing a draft of presentation on a given topic b. Preparing a draft for a mock interview based on the given instructions c. Preparing a draft of a group discussion on a given topic & instructions</p>	20

4.	a. Report writing (1 out of 2)	08
	b. Personal essay/Memoir	07
	c. Story Writing/Speech	05

Recommended Reading:

- Bellare, Nirmala. *Reading & Study Strategies*. Books. 1 and 2. Oxford University Press, 1997, 1998
- Bellare, Nirmala. *Easy Steps to Summary Writing and Note-Making*. Amazon Kindle Edition, 2020
- Comfort, Jeremy, et al. *Speaking Effectively: Developing Speaking Skills for Business English*. Cambridge University Press, 1994.
- Das, Bikram K., et. al. *An Introduction to Professional English and Soft Skills*. Cambridge University Press India Pvt. Ltd., 2010
- Das, Yadjnaseni & R. Saha (eds.) *English for Careers*. Pearson Education India, 2012.
- Devlin, Joseph. *How to Speak And Write Correctly*. New York, The Christian Herald, 1910
- Dimond-Bayir, Stephanie. *Unlock Level 2 Listening and Speaking Skills Student's Book and Online Workbook: Listening and Speaking Skills Student's Book+ Online Workbook*. Cambridge University Press, 2014.
- Doff, Adrian and Christopher Jones. *Language in Use (Intermediate and Upper Intermediate)*. CUP, 2004.
- Glendinning, Eric H. and Beverley Holmstrom. Second edition. *Study Reading: A Course in Reading Skills for Academic Purposes*. CUP, 2004
- Goodale, Malcolm. *Professional Presentations Video Pack: A Video Based Course*. Cambridge University Press, 1998.
- Grellet, F. *Developing Reading Skills*. Cambridge: Cambridge University Press, 1981

- Grussendorf, Marion. *English for Presentations*. Oxford University Press, 2007.
- Lyons, Liz and Ben Heasley. Second edition. *Study Writing: A Course in Writing Skills for Academic Purposes*. CUP, 2006
- Kumar, Sanjay and Pushp Lata. *Communication Skills*. Second Edition. New Delhi, 2011. Oxford University Press, 2015
- Lewis, N. *How to Read Better & Faster*. New Delhi, Goyal Publishers & Distributors Pvt. Ltd, 2006.
- McCarthy, Michael and Felicity O'Dell. *English Vocabulary in Use*. Cambridge: Cambridge University Press, 2001.
- Mohan, RC Sharma Krishna. *Business Correspondence and Report Writing*. Third edition. Tata McGraw-Hill Education, 2002.
- Murphy, Raymond, et al. *Grammar in use: Intermediate*. Cambridge University Press, 2000
- Richards, Jack C., and Chuck Sandy. *Passages Level 2 Student's Book*. Cambridge University Press, 2014.
- Sadanand, Kamlesh & S. Punitha. *Spoken English: A Foundation Course*. (Part 1 & 2). Orient Blackswan. 2009.
- Sasikumar, V., et al. *A Course in Listening & Speaking I*. 2005. Cambridge University Press India Pvt. Ltd. (under the Foundation Books Imprint), 2010
- Savage, Alice, et al *Effective Academic Writing*. Oxford: OUP, 2005
- Sethi, J. *Standard English and Indian usage: Vocabulary and grammar*. PHI Learning Pvt. Ltd., 2011.
- Taylor, Grant. *English Conversation Practice*. 1967. Tata McGraw-Hill, 2013
- Turton, Nigel D. *A B C of Common Grammatical Errors*. 1995. Macmillan India Ltd., 1996
- Vas, Gratian. *English Grammar for Everyone*. Mumbai, Shree Book Centre, 2015
- Watson, T. *Reading Comprehension Skills and Strategies: Level 6*. Saddleback Educational Publishing, 2002
- Wright. Andrew, et al. *Games for Language Learning: Cambridge Handbooks for Language Teachers* (Third Edition). 2006. Cambridge (UK), Cambridge University Press, 2010

Web link Resources:

1. A rendezvous with Simi Garewal: Ratan Tata:
<https://www.youtube.com/watch?v=ozetTgOHu78&t=510s> Here Ratan Tata discusses his personal life, his expectations, his experience as a CEO of Tata and sons.
2. A rendezvous with Simi Garewal: Kiran Bedi:
<https://youtu.be/vX2NyKvEAXQ>
In this video, Kiran Bedi shares her daring adventures, her field, her passion for career with Simi Garewal.
3. In Conversation: Rajiv Mehrotra with J.R.D.Tata:
<https://youtu.be/68otfg601HI>
J. R. D. Tata discloses his dream of India, his experiences with Pandit Nehru, Mahatma Gandhi, Sardar Patel and his contribution to modern India.
4. The Tharoor Guide To Indian English: <https://youtu.be/NsyI9LIXbFM>
Shashi Tharoor talks of new words like “defenstrate”, “brinjol”; talks about Indian English, ethnicity and so on.
5. Dr.A.P.J Abdul Kalam on Discovery, invention and innovation:<https://youtu.be/9CKCfiX3uO0>
Dr. Kalam addresses IIT Delhi students.
6. Malala Yousafzai’s speech on the occasion of her Nobel Peace Prize (2014) on education:<https://youtu.be/c2DHZlkUI6s>
7. Kailash Satyarthi’s speech on the occasion of Nobel Peace Prize (2014) on the innocence of children; he gives voice to voiceless in his speech:https://youtu.be/wt0LSCEuc_M
8. Speech by Mr. Ratan Tata: <https://youtu.be/m7-tKX7aZXM>
9. “I Have a Dream” speech by Martin Luther King Jr. HD (subtitled)
<https://www.youtube.com/watch?v=vP4iY1TtS3s>
“I Have a Dream” is a public speech that was delivered by American civil rights activist Martin Luther King Jr. during the March on Washington for Jobs and Freedom on August 28, 1963, in which he called for civil and economic rights and an end to racism in the United States.
10. Speech by Emma Watson on Gender Equality: <https://youtu.be/nIwU-9ZTTJc>
11. Imaginative science video: Could humans live in underwater cities?
<https://youtu.be/GUGtU7Ii1yk>
12. A conversation about household appliances: <https://youtu.be/rAPI0fSborU>
13. Video on psychology: Why do we dream? <https://youtu.be/2W85Dwxx218>
14. Video on space: Solar system 101: <https://youtu.be/libKVRa01L8>
15. Video on evolution: How Apocalypses paved the way for Humans
<https://youtu.be/libKVRa01L8>
16. Video on biology: Why Bats Aren't as Scary as You Think
https://youtu.be/D6e_qh3YRPs
17. Video on social media: What is a social media influencer?
<https://youtu.be/39A3og7enz8>
18. Tips on communication (TED Talk): The Secrets of Learning a New Languagehttps://youtu.be/o_XVt5rdpFY
19. Expressing opinions: If Cinderella Were a Guy:<https://youtu.be/p4OyCNctKXg>
20. Telling stories without words: Partly Cloudy
<https://youtu.be/ix13P9NqBjo>
21. Telling stories without words: Tree of Unity <https://youtu.be/sAo41Gyl6hY>

22. Bonding over the Radio: A special storytelling series by the much loved author Ruskin Bond: akashvaniair
<https://youtu.be/oxf60BIR2Q4>
<https://youtu.be/ISX7rUJOms>
https://youtu.be/rrC_s0XPXKI
<https://youtu.be/FUML3q1ncF0>
https://youtu.be/3by_ninqRzg
23. Video on the English language: Where did English come from?
<https://youtu.be/YEaSxhcns7Y>
24. Video on biology: The science of skin colour: https://youtu.be/_r4c2NT4naQ
25. Video on advertising: The Science of Persuasion <https://youtu.be/cFdCzN7RYbw>
26. “The Happy Prince” Oscar Wilde Michael Mills Classic Animated Short 1974
<https://www.youtube.com/watch?v=q3RZh1yaqxM>

Learners may be encouraged to watch animated stories such as this one and questions asked later on.
