

Revised Syllabus for
COMMUNICATION SKILLS IN ENGLISH PAPER I AND PAPER II FYBA
To be implemented from June 2011 (75+25 Examination Pattern)

Objectives of the Course

- 1) To enhance the learners' communication skills by giving adequate exposure in reading, writing, listening and speaking skills and the related sub-skills
- 2) To help the learners recognize and operate in various styles and registers in English
- 3) To impart better writing skills by sensitizing the learners to the dynamics of effective writing
- 4) To build up the learners' confidence in oral and interpersonal communication by reinforcing the basics of pronunciation

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

Marks: 25 Internal +75 semester end exam = 100

The paper has 5 units: All the five units are to be done in each semester

Semester One: Communication Skills in English – (2 Credits)
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45 lectures

Unit 1: Basic Language Skills: Grammar and Usage

9 lectures

The ability to fill in the blanks, correct errors, choose correct forms out of alternative choices, join clauses, rewrite sentences as directed, and replace indicated sections with single words / opposites / synonyms are to be taught.

To be assessed through paragraphs or sentences

Unit2: Comprehension of an unseen passage

9 lectures

This should imply not only (a) an understanding of the passage in question but also (b) a grasp of general language skills and issues with reference to words and usage within the passage and (c) the power of short independent composition based on themes and issues raised in the passage.

Passages are to be taken from Literary / Scientific / Technical writing as well as from the fields of Journalism / Management / Commerce.

One passage is to be given. The length of the passage should be about 250 to 300 words.

Questions framed should include those which require recognition as well as analysis, interpretation and evaluation.

To be assessed by both objective/multiple-choice and short-answer type tests.

Unit 3: Phonology and Stress Marking

9 lectures

This will involve training in sounds and correct pronunciation.

Unit 4: Social and Official Correspondence**9 lectures**

Official Correspondence includes:

- a. Enquiries, complaints and replies; representations
- b. Letters of application for jobs
- c. Letters to the editor and Social appeals in the form of letters/pamphlets.

Students should be acquainted with Different Parts of official correspondence and Seven Cs of communication

Unit 5: Interpretation of Short Unseen Literary Prose Pieces (fiction and non-fiction)**9 lectures**

The pieces should conform to the practice of simple modern English, whatever their actual date. They should cover a range of authors, subjects and contexts. In all cases, the language should be accessible (with a modicum of explanation and reference to standard dictionaries) to the general body of students schooled in the medium of an Indian language.

Workload : 3 lectures and 1 tutorial per week

Evaluation**A) Internal Assessment – 25%****25 Marks**

Sr.No.	Particulars	Marks
1	One class test to be conducted in the given semester	20 Marks
2	Overall conduct as a responsible student, mannerism and articulation and exhibit of leadership qualities in organizing related academic actives	05 Marks

Questions on phonology, grammar or letters are prescribed for the class test

B) Semester End Examination Pattern**Duration:** 2 and 1/2 hours**Marks:** 75

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|---------|--|----------|
| Q.1 a). | Basic language skills: grammar and usage | 10 marks |
| | b) Phonology and stress marking | 05 marks |
| Q.2 | Comprehension of an unseen passage (non- literary) | 15 marks |
| Q.3 | Interpretation of short unseen prose piece (literary) | 15 marks |
| Q. 4 | Letter of application for job, one out of two | 15 marks |
| Q5. | Enquiries, complaints, letter to the editor or pamphlet, one out of two: | 15 marks |

Semester Two: Communication Skills in English – Paper II (2Credits)

Lectures: 45

Unit 1: i) Types of Logical Structures:

9 lectures

based on Analysis, Argumentation, Classification.

‘Comparison and Contrast’ and ‘Cause and Effect’ relationship

Exemplification, Definition,

Statement- elaboration: Expanding points into paragraphs.

Listing, Chronological patterning, Process

Repetition, General- Specific, Specific-general

ii) Principles of Editing

9 lectures

Punctuation, Substitution of words, Restructuring of sentences, Re-organising sentence sequence in a paragraph, Use of link words and Principles of Coherence and Cohesion.

Unit 2: Summary Writing

9 lectures

This is to create an awareness in students regarding the organization of material—the points and sub-points, the logical connection between these points. This will include making students aware of the notions of the “main idea”,/ ”thesis statement” and the “ supporting ideas” ,with a view to training them to shorten the material, to capture the essence and present it in a precise manner.

Unit 3: Interpretation of Technical Data

9 lectures

Students should be taught to read and interpret maps, charts, graphs. They should be able to write a paragraph based on the data given there.

Unit 4: Report Writing

9 lectures

Committee reports, news paper reports and activity reports.

Two topics should be given in the examination and students should attempt one out of two.

Unit 5: Interpretation of Short Unseen Poems

9 lectures

With poetry, it may sometimes be advisable to include pieces from earlier periods, which are often simpler than modern examples. Students should be able to grasp the content of each piece; explain specific words, phrases and allusions; and comment on general points of narrative or argument. Students will write an appreciation / evaluation expressing their point of view based on the issues /themes raised in / arising out of the given piece of writing. A series of questions could be set to elicit the appreciation from the students.

A) Internal Assessment – 25%

25 Marks

Sr.No.	Particulars	Marks
1	One class test to be conducted in the given semester	20 Marks
2	Overall conduct as a responsible student, mannerism and articulation and exhibit of leadership qualities in organizing related academic actives	05 Marks

Questions on paragraph writing, summary writing and interpretation of technical data or report writing are prescribed for the class test

B) Semester End Examination Pattern

Duration: 2 and 1/2 hours

Marks: 75

- Q.1 a) Principles of Editing (a paragraph to be given) 08 marks
b) Summary Writing 07 marks
- Q.2 a) Technical Data: data / diagram to paragraph) 08 marks
b) Paragraph writing to test cohesion and organization of ideas (1 out of 2 topics) 07 marks
- Q. 5 Interpretation of short unseen poem. 15 marks
- Q.4 Report writing; committee report or activity report (1 out of 2 topics) 15 marks
- Q.5 News paper report (1 out of 2 topics) 15 marks

IDOL (Distance Education) students are to attempt five questions of twenty marks each, opting a minimum of two questions from each section. Questions forming one semester for regular students will form one section in IDOL question paper. Duration will be three hours.

Recommended Reading

1. Anderson, Kenneth. Joan Maclean and Tony Lynch. *Study Speaking: A Course in Spoken English for Academic Purposes*. Cambridge: CUP, 2004.
2. Bellare, Nirmala. *Reading Strategies*. Vols. 1 and 2. New Delhi. Oxford University Press, 1998.

3. Bhasker, W. W. S & Prabhu, N. S.: *English through Reading*, Vols. 1 and 2. Macmillan, 1975.
4. Blass, Laurie, Kathy Block and Hannah Friesan. *Creating Meaning*. Oxford: OUP, 2007.
5. Brown, Ralph: *Making Business Writing Happen: A Simple and Effective Guide to Writing Well*. Sydney: Allen and Unwin, 2004.
6. Buscemi, Santi and Charlotte Smith, *75 Readings Plus*. Second Edition New York: McGraw-Hill, 1994.
7. Doff, Adrian and Christopher Jones *.Language in Use (Intermediate and Upper Intermediate)*. Cambridge: CUP, 2004.
8. Doughty, P. P., Thornton, J. G, *Language in Use*. London: Edward Arrol, 1973.
9. ELT Cell, University of Bombay. *Note making and Composition Exercises*, 1979.
10. F. H. Pritchard, *Training in Literary Appreciation*. New Delhi: Kalyani, 1979.
11. Freeman, Sarah: *Written Communication*. New Delhi: Orient Longman, 1977.
12. Freeman, Sarah: *Study Strategies*. New Delhi: Oxford University Press, 1979.
13. Glendinning, Eric H. and Beverley Holmstrom. Second edition. *Study Reading: A Course in Reading Skills for Academic Purposes*. Cambridge: CUP, 2004
14. Grellet, F. *Developing Reading Skills*, Cambridge: Cambridge University Press, 1981.
15. Hamp-Lyons, L. & Heasley, B. *Study Writing: A Course in Written English for Academic and Professional Purposes*. Cambridge: Cambridge University Press, 1987.
16. Hamp-Lyons, Liz and Ben Heasley. Second edition. *Study Writing: A Course in Writing Skills for Academic Purposes*. Cambridge: CUP, 2006
17. Jakeman, Vanessa and Clare McDowell. *Cambridge Practice Test for IELTS 1*. Cambridge: CUP, 1996.
18. Kellow, Brian and John Krisak, *Poetry and Language* London: McGraw-Hill, 1983.

19. Lynch, Tony. *Study listening. A Course in Listening to Lectures and Note Taking*. Cambridge: CUP, 2004.
20. Maley, Alan and Alan Duff. Second Edition. *Drama Techniques in Language Learning*. Cambridge: CUP, 1983.
21. Martin J. R. *Factual Writing: Exploring and Challenging Social Reality*. Oxford: Oxford University Press, 1990.
22. Mayhead, Robin. *Understanding Literature*. London: Cambridge UP, 1965.
23. Mohan Krishna & Banerji, Meera: *Developing Communication Skills*. New Delhi: Macmillan India, 1990.
24. Mohan Krishna & Singh, N. P. *Speaking English Effectively*. New Delhi: Macmillan India, 1995.
25. Narayanaswami, V. R. *Organised Writing, Book 2*. New Delhi: Orient Longman.
26. *Reading & Thinking in English*, Four volumes, (vol. 1 for the lowest level, vol. 4 for the highest level). The British Council Oxford University Press, 1979-1981.
27. Rushdie, Salman. and Rebecca West, eds. *The Vintage Book of Indian Writing, (1947-1977)* London: Vintage, 1997.
28. Rushdie, Salman and Rebecca West, eds. *Mirror Work 50 Years of Indian Writing, (1947-1977)* New York: Henry Holt & Co, 1997.
29. Saraswati V. *Organised Writing Book 1*. Orient Longman.
30. Sasikumar, V., Kiranmai Dutt and Geetha Rajeevan. *A Course in Listening and Speaking I & II*. New Delhi: Foundation Books, Cambridge House, 2006.
31. Savage, Alice, et al. *Effective Academic Writing*. Oxford: OUP, 2005.
32. Widdowson, H. G.: *English in Focus. English for Social Sciences*. Oxford University Press.
33. Wolosky, Shira. *The Art of Poetry: How to Read a Poem* Oxford: Oxford UP, 2001

Websites:

1) <http://www.onestopenglish.com>

2) www.britishcouncil.org/learning-learn-english.htm

3) <http://www.teachingenglish.org.uk>

4) <http://www.usingenglish.com/>

5) Technical writing, online textbook (David McMurrey):
<http://www.io.comi—hcxres/textbook/>

7) <http://www.pearsoned.co.uk/AboutUs/ELT/>

8) <http://www.howisay.com/>

9) <http://www.thefreedictionary.com/>

Some other useful websites for informative text and audio resources:

1) www.nationalgeographic.com

2) <http://nobelprize.org/>

3) <http://www.bbc.co.uk/>

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