



**Vivekanand Education Society's  
College of Arts, Science and Commerce  
(Autonomous)**

**Sindhi Society, Chembur, Mumbai, Maharashtra – 400 071.**

*Accredited by NAAC "A Grade" in 3<sup>rd</sup> Cycle - 2017  
Best College Award – Urban Area, University of Mumbai (2012-13)  
Recipient of FIST Grant (DST) and STAR College Grant (DBT)*

**Affiliated to the  
University of Mumbai**

*Syllabus for*  
**Program: COMMUNICATION SKILL  
(Program code: VESUASK101)**

**As per Choice Based Semester and Grading System (CBSGS)  
With effect from Academic Year 2022 - 2023**

**Program Outcomes (PO):**

A learner completing B.A. will be able to:

- PO1 To enhance English language proficiency of students by familiarizing them with the skills of Listening, Speaking, Reading and Writing (LSRW)
- PO2 To introduce learners to different perspectives of looking at a text or passage.
- PO3 To equip learners in the functional aspects of English so that they use the acquired language skills correctly and confidently.
- PO4 To guide learners in the effective use of the digital medium of communication.
- PO5 Develop the confidence in using the language both for oral and written communication as well as to inculcate interest in enhancing these skills.
- PO6 Building confidence in the learners in applying these skills while using the English language, both academically and socially.

**Program Specific Outcomes (PSO's)**

On completion of B.A (Communication Skills in English) program, learners will be enriched with knowledge and be able to:

- PSO1 The learners will learn to understand and interpret any text they are reading from different perspectives.
- PSO2 The interest of learners in listening to and watching good quality audio and visual media will be aroused.
- PSO3 Learners will acquire proficiency in the skills of listening, speaking, reading and writing that will help them meet the challenges of the world.
- PSO4 The learners will develop good oral and written skills of communication in the English language.
- PSO5 The learner should be able to enhance the desired purpose and follow certain parameters to make communication more effective and clear.

**F.Y.B.A (Communication Skill)  
(SEMESTER I)**

Course Code	Title	Lectures	Credits	Lectures per Week
VESUASK101	Unit I : Basic Language Skills	09	02	04
	Unit II: Reading Skills: Comprehension (unseen passage)	09		
	Unit III : Writing Skills: Formal Correspondence	09		
	Unit IV : Interpretation of Technical Data	09		
	Unit V: Writing Skills: Essay	09		
	<b>Total</b>	<b>45</b>		
<b>Tutorials</b>		<b>05</b>		

<ol style="list-style-type: none"> <li>1. Group Discussions, Mock Interviews, Quiz on Professional Etiquette</li> <li>2. Comprehension Exercises, Data Analysis Exercises, Listening Exercises</li> <li>3. Presentations by students either in group or individually based on the project they have completed as a part of the internal assessment</li> </ol>
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**F.Y.BA COMMUNICATION SKILLS  
(SEMESTER II)**

Course Code	Title	Lectures	Credits	Lectures per Week
VESUASK201	Unit I : Basic Language Skills: Vocabulary Building	09	02	04
	Unit II: Editing and Summarisation	09		
	Unit III : Writing Skills: E-mail	09		
	Unit IV : Report Writing	09		
	Unit V : Creative Writing	09		
	<b>Total</b>	<b>45</b>		
<b>Tutorials</b>		<b>05</b>		
	<ol style="list-style-type: none"> <li>1. Fundamentals of Grammar, Phonetics, Vocabulary and Language games, Dialogues</li> <li>2. Speech, Book Reviews, Blog Writing</li> <li>3. Presentations by students either in group or individually based on the project they have completed as a part of the internal assessment.</li> </ol>			

**Detailed Syllabus: Unit wise / Module wise with number of lectures**

**SEMESTER I**

**Course title: Communication Skill in English**

**Course code: VESUASK101**

Sr. No	Modules	No. of Lectures
1	Basic Language Skills: Grammar	09
2	Reading Skills: Comprehension (unseen passage)	09
3	Writing Skills (Formal Correspondence):	09
4	Interpretation of Technical Data	09
5	Writing Skills: Essay	09
<b>Total</b>		<b>45</b>

**Objective: To develop an awareness of the complexity of the communication**

**Process. To equip the learner with the range of lexical resource through a variety of exercises**

**Learning Outcomes (LO):**

On successful completion of this course students will be able to:

- LO1 The Learners will learn to understand and interpret any text they are reading from different perspectives.
- LO2 Develop the concept of summarizing research paragraphs.
- LO3 Use the concepts of reading and understanding various forms of communication and be able to become excellent communicators...
- LO4 Understand the concepts of effective oral, listening and writing skills
- LO5 Demonstrate quantitative problem-solving skills in all the topics covered
- LO6 Analyzing and learning language will help build good relations and camaraderie with all.
- LO7 Understand the importance of communication in management and be able to increase managerial efficiency.

Unit no.	Details of topics	No of lectures
1	<b>Basic Language Skills:</b>	<b>09</b>
	Grammar: a. Articles, prepositions, conjunctions b. Transformation of Sentences (Simple, Compound, Complex) c. Tenses d. Subject-Verb agreement e. Question Tags f. Direct and Indirect Speech g. Voice  <b>Vocabulary Building:</b> a. Useful words for Different Expressions b. Idiomatic Expressions	
2	<b>Reading Skills: Comprehension (unseen passage)</b>	<b>09</b>
	The following skills to be acquired: • Reading with fluency and speed • Skimming and scanning • Identifying relevant information • Isolating fact from opinion • Understanding concepts and arguments • Identifying distinctive features of language	
3	<b>Writing Skills (Formal Correspondence):</b>	<b>09</b>

	a. Job Application Letter (without Resume) b. Statement of Purpose c. Request for Recommendation Letter d. Request for information under Right to Information Act (RTI) <b>e. Letter of Resignation</b>	
<b>4</b>	<b>Interpretation of Technical Data</b>	<b>09</b>
	Students should be taught to read and interpret maps, pie charts, tables, line and bar graphs and flowcharts and express the same in paragraph format.	
<b>5</b>	<b>Writing Skills: Essay</b>	<b>09</b>
	a. Expository b. Persuasive c. Analytical d. Reflective/Descriptive	

### Modality of assessment

The performance of the learners shall be evaluated into two parts. The learner's performance shall be assessed by Internal Assessment with 25% marks in the first part & by conducting the Semester End Examinations with 75% marks in the second part. Practical Examination will consist of End Sem examination.

Students will have to score 40% of marks in Internal assessment as well as End Sem examination to pass the course

The allocation of marks for the Internal Assessment and Semester End Examinations are as shown below:-

**Internal Assessment:** It is defined as the assessment of the learners on the basis of internal evaluation as envisaged in the Credit & Choice based system by way of participation of learners in various academic and correlated activities in the given semester of the programme.

**Semester End Assessment:** It is defined as the assessment of the learners on the basis of Performance in the semester end Theory/ written/ Practical examination.

#### A. Theory - Internal assessment 25%

**25 marks**

Sr No	Evaluation type	Marks
1.	Project based learning activities (Group Research/ Case studies/ Reports), Presentation skill based on the same.	10 05
2.	Assignment based on the topics covered in all units.	05
3	Attendance, Active participation in routine class activity Overall conduct as a responsible student, with respect to good behaviour, leadership qualities, interpersonal skills etc.	05

#### B. Theory - External examination - 75%

**75 marks**

##### Semester End Theory Assessment

Duration - Each paper shall be of 2.5 hours duration.

1. Theory question paper pattern :-

- a. There shall be three compulsory questions, one based on each unit
- b. First question shall carry 25 marks following 10, 15 and 20 marks for other units.
- c. Question from five units shall be subdivided into three sub questions a, b and c with internal choice in each
  - i. Sub-question 'a' shall consist of 1 question of 5, 10 or 15 marks each.
  - ii. Sub-question 'b' shall consist of 1 question of 5, 10 or 15 marks each.
  - iii. Sub-question 'c' shall consist of 1 question of 5, 10 or 15 marks.

Question no.	Details	Marks
<b>Q1.</b>	<b>Based on Unit 1</b>	<b>25</b>
	A. Basic Language Skills or B. Attempt the following C. Do as Directed	5  15
<b>Q2.</b>	<b>Based on Unit 2</b>	<b>15</b>
	A. Reading Comprehension Passage (Prose) or B. Reading Comprehension Passage (Poem) C. Punctuate the following	10  5
<b>Q3.</b>	<b>Based on Unit 3</b>	<b>15</b>
	A. Draft a Letter (Any 3 of 4)	15
<b>Q4.</b>	<b>Based on Unit 4</b>	<b>10</b>
	A. Interpretation of Data with help of diagram & graph. (Any 1 of 2)	10
<b>Q5.</b>	<b>Based on Unit 5</b>	<b>10</b>
	A. Essay Writing (Any 1 of 3)	10

**Detailed Syllabus: Unit wise / Module wise with number of lectures**

**SEMESTER II**

**Course title: Communication Skill in English**

**Course code: VESUASK201**

Sr. No	Modules	No. of Lectures
1	Basic Language Skills: Vocabulary building	09
2	Editing and Summarization:	09
3	Writing Skills: E- mail Correspondence	09
4	Report Writing	09
5	Creative Writing	09

**Objective: To develop the effective use of the digital medium of communication.**

**Learning Outcomes (LO):**

On successful completion of this course students will be able to:

- LO1 Interpret texts with an awareness of and curiosity for other viewpoints.  
 LO2 Develop confidence in public speaking.  
 LO3 Practice writing as a process of motivated inquiry, and write using quotations, paraphrase, allusions and summary.  
 LO4 Understand the concepts of effective oral, listening and writing skills.  
 LO5 Read complex texts actively, recognize key passages, raise questions; appreciate complexity and ambiguity and comprehend the literal and figurative uses of language.  
 LO6 Understand the importance of communication in management and be able to increase managerial efficiency.

Unit no.	Details of topics	No of lectures
<b>1</b>	<b>Basic Language &amp; Presentation Skills</b>	<b>09</b>
	<p>a. Grammar (Basic)</p> <ul style="list-style-type: none"> <li>● Antonyms, Synonyms</li> <li>● Suffixes, Prefixes, Root words</li> <li>● Homophones, homonyms</li> <li>● Collocation</li> <li>● Changing the Class of Words</li> </ul> <p>b. Presentation Skills</p> <ul style="list-style-type: none"> <li>● Principles of Effective presentation:</li> <li>● Use of Graphics and Animation</li> <li>● Non- Verbal Communication</li> <li>● Use of Smart Boards</li> <li>● Virtual Presentation Skills</li> </ul>	
<b>2</b>	<b>Editing and Summarization:</b>	<b>09</b>
	<p>a) Editing:</p> <ul style="list-style-type: none"> <li>• Heading/ Headlines/ Title/Use of Capital Letters</li> <li>• Punctuation: full stop, comma, colon, semi-colon, dash, ellipsis, Exclamation and question marks</li> <li>• Spelling</li> <li>• Substitution of words</li> <li>• Use of link words and other cohesive devices</li> <li>• Removing repetitive or redundant elements</li> </ul>	

	<b>b) Modes and Types of Interview: Selection, Appraisal, Grievance, Exit, Online</b>	
<b>3</b>	<b>Writing Skills: E- mail Correspondence</b>	<b>09</b>
	<p><b>Email Etiquettes</b> and its Types:</p> <p>a. Inquiry b. Invitation c. Request for permission d. Thank You e. Sponsorship</p>	
<b>4.</b>	<b>Report Writing &amp; Application Letters</b>	<b>09</b>
	<p>Reports:</p> <ul style="list-style-type: none"> <li>• Eye-witness Report/ Activity Report/Newspaper Report/ <b>Project &amp; Event Introduction Report.</b></li> </ul> <p><b>Application Letters:</b></p> <ul style="list-style-type: none"> <li>• Letter for changing of name/ Letter on Bonafide &amp; leaving certificate/ Letter on Concession</li> </ul>	
<b>5</b>	<b>Creative Writing</b>	<b>09</b>
	<ul style="list-style-type: none"> <li>• This unit attempts to cover those aspects of writing that go beyond the boundaries of technical or professional forms of writing and encourage the learner to explore the artistic and imaginative elements of writing.</li> <li>• Story writing</li> <li>• Memoir</li> <li>• Blogging: fashion, travel, food, culture, personal blogs</li> </ul>	

#### References:

1. A Comprehensive Book of Synonyms and Antonyms By B.N.Aggarwal, Sunrise Publishers, Delhi
2. A course in English Grammar by R N Bakshi, Orient Blackswan Pvt Ltd, Kolkata
3. Successful Writing Skills by Lawrence Shaffer, IVY Publishing house, Delhi
4. Academic Writing : A practical Guide for Students by Stephen Bailey Foundation Books
5. Bellare, Nirmala. *Reading Strategies*. Vols.1& 2 New Delhi. Oxford University Press, 1998.
6. Bhasker, W. W. S &Prabhu, N. S.: *English through Reading*, Vols.1& 2. Macmillan, 1975.

#### Modality of assessment



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**A. Theory - Internal assessment 25%**

**25 marks**

Sr No	Evaluation type	Marks
1.	Project based learning activities (Group Research/ Case studies/ Reports), Presentation skill based on the same.	10 05
2.	Assignment based on the topics covered in all units.	05
3	Attendance, Active participation in routine class activity Overall conduct as a responsible student, with respect to good behaviour, leadership qualities, interpersonal skills etc.	05

**B. Theory - External examination - 75%**

**75 marks**

**Semester End Theory Assessment**

Duration - Each paper shall be of 2.5 hours duration.

2. Theory question paper pattern :-

- a. There shall be 5 compulsory questions, one based on each unit
- b. First question shall carry 25 marks following 10, 15 and 20 marks for other units.
- c. Question from five units shall be subdivided into three sub questions a, b and c with internal choice in each
  - i. Sub-question 'a' shall consist of 1 question of 5, 10 or 15 marks.
  - ii. Sub-question 'b' shall consist of 1 question of 5, 10 or 15 marks each.
  - iii. Sub-question 'c' shall consist of 1 question of 5, 10 or 15 marks each.

Question no.	Details	Marks
<b>Q1.</b>	<b>Based on Unit 1</b>	<b>25</b>

	a. Basic Language Skills or b. Vocabulary Building Objectives c. Do as Directed	5  15
<b>Q2.</b>	<b>Based on Unit 2</b>	<b>15</b>
	a. Write short notes on: (Any 1 of 2) or b. Write short notes on: (Any 1 of 2) c. Editing the Following Passage.	10  5
<b>Q3.</b>	<b>Based on Unit 3</b>	<b>10</b>
	a. Attempt the following (Any 1 of 2) or b. Attempt the following (Any 1 of 2) c. Summarisation	05  05
<b>Q4.</b>	<b>Based on Unit 4</b>	<b>10</b>
	a. Write a report on: (Any 1 of 3)	10
<b>Q5.</b>	<b>Based on Unit 5</b>	<b>15</b>
	a. Writing Skills (Any 1 of 2) or b. Writing Skills(Any 1 of 2) c. Writing Skills (Any 1 of 2)	05  10

### Overall Examination and Marks Distribution Pattern

#### SEMESTER I

Course	VESUASK101	Grand Total
Theory	75	100
Practical	25	

#### SEMESTER II

Course	VESUASK201	Grand Total
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<b>Theory</b>	<b>75</b>	<b>100</b>
<b>Practical</b>	<b>25</b>	

