

UNIVERSITY OF MUMBAI
No. UG/170 of 2016-17

CIRCULAR:-

A reference is invited to the Syllabi relating to the B. A. degree course vide this office Circular No.UG/237 of 2005 dated 22nd June, 2005 and the Principals of affiliated Colleges in Arts are hereby informed that the recommendation made by Board of Studies in English Literature at its meeting held on 29th June, 2016 has been accepted by the Academic Council at its meeting held on 14th July, 2016 vide item No. 4.54 and that in accordance therewith, the revised syllabus as per the Choice Based Credit System for the F.Y.B.A Communication Skills of English (Sem. I & II), which is available on the University's web site (www.mu.ac.in) and that the same has been brought into force with effect from the academic year 2016-17.

MUMBAI – 400 032
19 November, 2016
To,


(Dr.M.A.Khan)
REGISTRAR

The Principals of affiliated Colleges in Arts.


A.C/4.54/14/07/2016

No. UG/170 -A of 2016-17

MUMBAI-400 032 19 November, 2016

Copy forwarded with compliments for information to:-

- 1) The Co-ordinator, Faculty of Arts,
- 2) The Chairperson, Board of Studies in English Literature,
- 3) The Director, Board of College and University Development,
- 4) The Controller of Examinations,
- 5) The Professor-cum-Director, Institute of Distance and Opening Learning,
- 6) The Co-Ordinator, University Computerization Centre.


(Dr.M.A.Khan)
REGISTRAR

PTO...

AC 14-07-2016

Item No. 4.54

UNIVERSITY OF MUMBAI



Syllabus for F.Y.B.A

Program: B.A.

Course: Communication Skills of English (Core Paper)

(Choice Based Credit System with effect from the academic year 2016-2017)

Course: Communication Skills in English
(100 Marks Examination Pattern)

(Choice Based Credit System with effect from the academic year 2016-17)

1. Syllabus as per Credit Based Semester and Grading System:

- | | | |
|-------|---------------------------------------|------------------------------------|
| i) | Name of the Programme | : B.A. |
| ii) | Course Code | :UACS101 & UACS201 |
| iii) | Course Title | : 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 | : 09 |
| viii) | No. of lectures per week | : 03 lectures + 01tutorial |
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- | | | |
|----|--|--------------------------------|
| 2. | Scheme of Examination | : 5 Questions of 20 marks each |
| 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 June 2016 (100 Marks Examination Pattern)

Objectives of the Course

- 1) To enhance language proficiency by providing adequate exposure to reading and writing skills
- 2) To orient the learners towards the functional aspects of language
- 3) To increase the range of lexical resource through a variety of exercises

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

Semester I

Communication Skills in English – Paper I (2 Credits) **45 lectures**

Unit 1: Basic Language Skills: Grammar **09 lectures**

- 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

Unit 2: Reading Skills: Comprehension (unseen passage) **09 lectures**

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

(Passage should be of 250-350 words of Level I. The passage may be taken from literary/scientific/technical writing as well as from the fields of journalism, management and commerce.)

Unit 3: Writing Skills (Formal Correspondence): Letters **09 lectures**

- 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)

Unit 4: Interpretation of Technical Data**09 lectures**

Students should be taught to read and interpret maps, pie charts, tables, line and bar graphs and flow charts and express the same in paragraph format.

Unit 5: Writing Skills: Essay**09 lectures**

- a. Expository
- b. Persuasive
- c. Analytical
- d. Reflective/Descriptive

Semester II**Communication Skills in English – Paper II****(2 Credits)****45 lectures****Unit 1: Basic Language Skills: Vocabulary building****09 lectures**

- Antonyms, Synonyms
- Suffixes, Prefixes, Root words
- Homophones, homonyms
- Collocation
- Changing the Class of Words

Unit 2: Editing and Summarization:**09 lectures**

a) Editing:

- Heading/ Headlines/ Title/Use of Capital Letters
- Punctuation: full stop, comma, colon, semi-colon, dash, ellipsis, exclamation and question marks
- Spelling
- Substitution of words
- Use of link words and other cohesive devices
- Removing repetitive or redundant elements

b) Summarization

The following skills to be acquired:

- Discern the main/central idea of the passage
- Identify the supporting ideas
- Eliminate irrelevant or extraneous information
- Integrate the relevant ideas in a precise and coherent manner

Unit 3: Writing Skills: e mails**09 lectures**

- Inquiry
- Invitation
- Thank you
- Request for permission
- Sponsorship

Unit 4: Report Writing

09 lectures

- Eye-witness Report
- Activity Report
- Newspaper Report

Unit 5: Creative Writing

09 lectures

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.

- Story writing
- Dialogue writing
- Blogging: fashion, travel, food, culture, personal blogs

Suggested Topics for Tutorials: (for both semesters)

1. Group Discussions
2. Mock Interviews
3. Fundamentals of Grammar
4. Debates / Speeches
5. Book / Film Reviews
6. Vocabulary and Language Games
7. Picture Composition
8. Tweets

Paper Pattern

Semester I: Communication Skills in English – Paper I

Duration: 3 hours Marks: 100

Q.1. Grammar:

- a) Articles, prepositions, conjunctions (to be tested in the form of a paragraph, not individual sentences)
(Unit 1: a) 10 marks
- b) Do as Directed: (Unit 1: b-g) 10 marks

- Q.2 Comprehension of an unseen passage (Unit 2) 20 marks
- Q.3 Letters (2 out of 3) (Unit 3) 20 marks
- Q.4. Interpretation of technical data based on the model given (Unit 4) 20 marks
- Q.5. Essay (250-350 words) (1 out of 3) (Unit 5) 20 marks

Semester II: Communication Skills in English – Paper II

Duration: 3 hours Marks: 100

- Q.1 Vocabulary (Unit 1) 20 marks
- Q.2 a) Editing: one passage of 100-200 words to be given (Unit 2) 10 marks
b) Summary: one passage of 250-300 words to be given (Unit 2) 10 marks
- Q.3. Emails (2 out of 3) (Unit 3) 20 marks
- Q. 4. Report writing (1 out of 2) (Unit 4) 20 marks

Recommended Resources:

1. Bellare, Nirmala *Reading Strategies*. Vols. 1 and 2. New Delhi. Oxford University Press, 1998.
2. Bhasker, W. W. S & Prabhu, N. S.: *English through Reading*, Vols. 1 and 2. Macmillan, 1975.
3. Blass, Laurie, Kathy Block and Hannah Friesan. *Creating Meaning*. Oxford: OUP, 2007.
4. Brown, Ralph: *Making Business Writing Happen: A Simple and Effective Guide to Writing Well*. Sydney: Allen and Unwin, 2004.
5. Buscemi, Santi and Charlotte Smith, *75 Readings Plus*. Second Edition New York: McGraw-Hill, 1994.
6. Doff, Adrian and Christopher Jones. *Language in Use (Intermediate and Upper Intermediate)*. Cambridge: CUP, 2004.
7. Doughty, P. P., Thornton, J. G, *Language in Use*. London: Edward Arnold, 1973.
8. Freeman, Sarah: *Written Communication*. New Delhi: Orient Longman, 1977.
9. Glendinning, Eric H. and Beverley Holmstrom. Second edition. *Study Reading: A Course in Reading Skills for Academic Purposes*. Cambridge: CUP, 2004
10. Grellet, F. *Developing Reading Skills*, Cambridge: Cambridge University Press, 1981.
11. Hamp-Lyons, Liz and Ben Heasley. Second edition. *Study Writing: A Course in Writing Skills for Academic Purposes*. Cambridge: CUP, 2006
12. Jakeman, Vanessa and Clare McDowell. *Cambridge Practice Test for IELTS 1*. Cambridge: CUP, 1996.
13. Maley, Alan and Alan Duff. Second Edition. *Drama Techniques in Language Learning*. Cambridge: CUP, 1983.
14. Mohan Krishna & Banerji, Meera: *Developing Communication Skills*. New Delhi: Macmillan India, 1990.
15. Mohan Krishna & Singh, N. P. *Speaking English Effectively*. New Delhi: Macmillan India, 1995.
16. Narayanaswami, V. R. *Organised Writing*, Book 2. New Delhi: Orient Longman.
17. *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.
18. Sasikumar, V., Kiranmai Dutt and Geetha Rajeevan. *A Course in Listening and Speaking I & II*. New Delhi: Foundation Books, Cambridge House, 2006.
19. Savage, Alice, et al. *Effective Academic Writing*. Oxford: OUP, 2005.
20. Widdowson, H. G.: *English in Focus. English for Social Sciences*. Oxford University Press.

Webliography:

- 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 PDF (David McMurrey)
- 6) <http://www.bbc.co.uk/>
- 7) <http://www.pearsoned.co.uk/AboutUs/ELT/>
- 8) <http://www.howisay.com/>
- 9) <http://www.thefreedictionary.com/>

Syllabus Sub-Committee:

1. Dr. Mahendra Kamat : Convener, S.H. Kelkar College, Devgad

2. Ms. Michelle Philip : Member, Wilson College, Mumbai
3. Dr. Laxmi Muthukumar : Member, SIES College, Mumbai
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5. Ms. June Dias : Member, Jai Hind College, Mumbai