

UNIVERSITY OF MUMBAI
No. UG/31 of 2016-17

CIRCULAR:-

The Principals of the affiliated Colleges in Arts, Science and Commerce and the Heads of recognized Institutions concerned are hereby informed that the approved in the Academic Council at its meeting held on 11th March, 2016 vide item No. 4.12 and subsequently approved by the Management Council at its meeting held on 11th March, 2016 vide item No.7 and that in accordance therewith, in exercise of the powers conferred upon the Management Council under Section 54 (1) and 55 (1) of the Maharashtra Universities Act, 1994 and the Ordinances 6322 and 6323 and Regulations 9042 and 9043 and the syllabus as per the Credit Based Semester and Grading System for the Career Oriented Certificate Course in Communication Skills in English has been introduced, 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 2015-16.

MUMBAI-400 032

24th July, 2016


(Dr.M.A.Khan)
REGISTRAR

To,

The Principals of the affiliated Colleges in Arts , Science and Commerce and the Heads of Recognized Institutions concerned.

A.C/4.12/11.03.2016

M.C/07/11.03.2016

No. UG/31-A of 2016

MUMBAI-400 032

24th July, 2016

Copy forwarded with Compliments for information to:-

- 1) The Dean, faculty of Arts, Science and Commerce.
- 2) The Professor-cum-Director, Institute of Distance & Open Learning (IDOL)
- 3) The Director, Board of College and University Development,
- 4) The Co-Ordinator, University Computerization Centre,
- 5) The Controller of Examinations.


(Dr.M.A.Khan)
REGISTRAR

PTO...

Rayat Shikshan Sanstha's

Arts, Science & Commerce College, Mokhada

Department of English.

Academic Year:-2013-14

Career Oriented Certificate Course

**IN
COMMUNICATION SKILLS IN ENGLISH**

1. TITLE OF THE COURSE: -

Career Oriented Certificate Course in communication skills in English

2. COURSE GOAL: -

After completion of this course, the individual will understand and able to use English language in his life at various situations. This will provide a maximum competency about English.

3. OBJECTIVES OF THE COURSE:-

- Enable students to build a repertoire of functional vocabulary and to move from the lexical level to the syntactic level
- Train students to summon words, phrases relevant to the immediate communication tasks
- Enable students to comprehend the concept of communication
- Teach students the four basic communication skills – Listening, Speaking, Reading and Writing
- Train students to become aware of their thinking styles and to enable them to convert thinking into performance
- Prepare students to evolve mental models for intra-personal and inter-personal transactions

- Make students reflect and improve their use of body language – posture, gesture, facial expression, tone
- Enable students to convert the conceptual understanding of communication into everyday practice
- Train students to ground concepts/ideas in their own experience
- Create a learner-language interface enabling students to exercise control over language use
- Sensitize students to the nuances of the four basic communication skills – Listening, Speaking, Reading and Writing.
- To encourage the professionals to acquire basic aspects of English Grammar.
- To enable the professionals to use correct English.
- To increase the confidence for using English in day to day communicative activities.
- To enhance the learners_ communication skills by giving adequate exposure in reading, writing, listening and speaking skills and the related sub-skills
- To build up the learners_ confidence in oral and interpersonal communication by reinforcing the basics of pronunciation

4. DURATION OF THE COURSE

- i) Theory :- 12 Credits (180Hours)
- ii) Practical :- 08 Credits (120Hours)
- iii) No. of Credits:-20 (300 Hours)

5. Syllabus

i) Theory

| Sr. No. | Name of the Module (A) | Credits Allotted |
|---------|--|------------------|
| 1 | Acquisition of Oral Skills | 02 |
| 2 | LSRW in Communication | 02 |
| 3 | Parts of Speech parts of speech in Listening and reading and Tense forms | 02 |
| 4 | Verbal and non –verbal symbols | 01 |
| 5 | Types of Communication | 02 |
| 6 | Grammar In English | 03 |

ii) Practical :-

| Sr. No. | Name of the Module (B) | Credits Allotted |
|---------|--|------------------|
| 1 | PRACTICAL- WRITTEN AND ORAL COMMUNICATION | 04 |
| 2 | CONVERSATIONAL SITUATIONS | 04 |

Module wise Detailed Syllabus

i) Theory

| Sr. No | Name of the Module & Content (A) | Credits Allotted |
|--------|---|------------------|
| 1 | Acquisition of Oral Skills – introduction to vowel and consonant sounds; introduction to syllable stress; noun stress; voiced and voiceless sounds; diphthongs; rate of speech. | 02 |
| 2 | LSRW in Communication – Listening – active v/s passive (Talk less, listen more); Speaking - Speech v/s enunciation (mind your tone); Reading –Focus on the structure not on the theme alone; Writing – Precise Skimming, scanning, structuring Writing curriculum vitae | 02 |
| 3 | Parts of Speech parts of speech in Listening and reading and Tense forms | 02 |
| 4 | Verbal and non –verbal symbols | 01 |
| 5 | Types of Communication- functional, situational, verbal and non-verbal, interpersonal, group, interactive, public, mass line, dyadic – with illustrations | 02 |
| 6 | Grammar in English | 03 |

ii) Practical :-

| Sr. No. | Name of the Module (B) | Credits Allotted |
|---------|--|------------------|
| 1 | <p>PRACTICAL-</p> <p>WRITTEN AND ORAL COMMUNICATION</p> <ul style="list-style-type: none"> ▪ Letter writing ▪ Conversation ▪ Introduction ▪ Reading comprehension ▪ Greeting, introducing ▪ Polite yet assertive, ▪ Tackling questions, ▪ Seeking permission, ▪ Expressing gratitude ▪ Body language – voice, posture and gesture; eye contact; dress codes; verbal crutches; ▪ Speech generation dialogue, debate, discussion ▪ Apologies ▪ Invitations ▪ Complimenting ▪ Making suggestion ▪ Expressing surprise, like and dislike, approving and disapproving, agree and disagree, willingness, opinion etc ▪ Making inquires ▪ Comparing ▪ Giving reasons ▪ Asking permission ▪ Advising ▪ Warning ▪ Requesting ▪ Refusing | 04 |
| 2 | <p>CONVERSATIONAL SITUATIONS AT-</p> <ul style="list-style-type: none"> • Staff room • College office • Library • Class room • Bank • Doctor, chemist • Book shop • Post office • Police station | 04 |

| | | |
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| | <ul style="list-style-type: none"> • Railway station • Restaurant • Role play • Talking about oneself • Interview • Professional presentations • Group discussions | |
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6. Reference Books:-

- Leech and Svartvik - a communicative grammar of English
- Leech, Deuchar and Hoogenraad - English grammar for today
- Wren Martin - English grammar and communication.
- Monippally, Matthukutty. M. 2001. *Business Communication Strategies*. 11th Reprint. Tata McGraw-Hill. New Delhi
- Sasikumar. V and P. V. Dhamija. 1993. *Spoken English: A Self-Learning Guide to Conversation Practice*. 34th Reprint. Tata McGraw-Hill. New Delhi
- Swets, Paul. W. 1983. *The Art of Talking So That People Will Listen: Getting Through to Family, Friends and Business Associates*. Prentice Hall Press. New York
- Hewings, Martin. 1999. *Advanced English Grammar: A Self-Study Reference and Practice Book for South Asian Students*. Reprint 2003. Cambridge University Press. New Delhi
- Windshuttle, Keith and Elizabeth Elliot. 1999. *Writing, Researching and Communicating: Communication Skills for the Information Age*. 3rd Reprint. Tata McGraw-Hill. Australia
- Jayakaran. 2000. *Everyone's Guide to Effective Writing*. 2 M Publishing International, Chennai.
- Pease, Allan. 1998. *Body Language: How to Read Others Thoughts by their Gestures*. Sudha Publications. New Delhi
- Mohan, Krishna and Meera Bannerji, 2001, *Developing Communication Skills*. Macmillan.
- V. Syamala, 2002. *Effective English Communication for you*. Emerald Publishers, Chennai.
- Andrews, Sudhir. 1988. *How to Succeed at Interviews*. 21st Reprint. Tata McGraw-Hill. New Delhi
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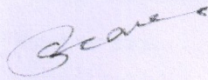
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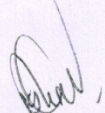
- o Pillai, Radhakrishnan, 2006. Spoken English for you. Emerald Publishers, Chennai.


(Mr. DEORE S.D.)

Coordinator

Career Oriented Certificate Course

in communication skills in English.


Principal
Rayat Shikshan Sanstha
Arts, Science & Com. College
Mokhada, Dist. Thane