

**Nagindas Khandwala College**  
**(Autonomous)**  
**Department of English**  
**FYBA**

**Communication Skills in English**

**SYLLABUS FOR ACADEMIC YEAR 2018 - 2019**

**Semester I**

Unit 1: Basic Language Skills

Unit 2: Comprehension (Non Fiction and Fiction)

Unit 3: Stress Marking

Unit 4: Social and Official Correspondence

- Enquiries, Complaints and Replies, Representations
- Job Applications
- Social Appeals in the form of letters/pamphlets

Unit 5: Literature Module

- Short Story: The Withered Arm by Thomas Hardy
- One Act Play: The Dear Departed by Stanley Houghton

**Semester II**

Unit 1: Basic Language Skills

Unit 2: Editing/Proofreading

Summarisation

Unit 3: Paragraph Writing

Unit 4: Writing Skills

- Report Writing
- Newspaper Reports and Features
- Technical Writing
- Email (Inquiry, Invitation, Thank You, Request for Permission, Sponsorship)

Unit 5: Literature Module

- Poetry
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**Question Paper Format for the 75 Marks Component**  
**for Academic Year 2018 - 2019**

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**Communication Skills in English Semester I**

- |      |   |            |
|------|---|------------|
| I.   | Objectives (Grammar)  | (15 marks) |
| II.  | Comprehension of an Unseen Passage (Non Fiction)  | (10 marks) |
| III. | a. Stress Marking   | (05 marks) |
|      | b. Word Pairing   | (05 marks) |
| IV.  | Letters:<br>Enquiries; Complaints/ Replies; Representations/ Social Appeals<br>in the form of letters/pamphlets; Job Applications | (10 marks) |
| V.   | Comprehension of an Unseen Literary Passage (Fiction)   | (10 marks) |
| VI.  | Essay Based Questions on Literary Texts Discussed in Class  | (20 marks) |

**Communication Skills in English Semester II**

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|------|---|------------|
| I.   | Objective (Basic Language Skills)                         | (10 marks) |
| II.  | A. Editing and Proofreading                               | (08 marks) |
|      | B. Summarisation  | (07 marks) |
| III. | Comprehension of an Unseen Poem                           | (15 marks) |
| IV.  | Report Writing – Individual or Committee – any 1 out of 2 | (10 marks) |
| V.   | Newspaper Reports   | (05 marks) |
| VI.  | Analysis of Poems Discussed in Class                      | (20 marks) |

**Evaluation Methods for the 25 Marks Component**

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**Communication Skills in English Semester I**

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|------|--|------------|
| I.   | Written Assignment (Job Application; Statement of Purpose) | (10 marks) |
| II.  | Group Presentations/ Mock Interviews/ Group Discussions    | (10 marks) |
| III. | Class Participation  | (05 marks) |

**Communication Skills in English Semester II**

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|------|---|------------|
| I.   | Written Assignment (Critical Essay on a book/ given topic)/<br>Language Lab | (10 marks) |
| II.  | Activity Reports  | (10 marks) |
| III. | Class Participation   | (05 marks) |
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**Recommended Reading List and Webliography**

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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.
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 Arnold, 1973.
9. Freeman, Sarah: *Written Communication*. New Delhi: Orient Longman, 1977.
10. Glendinning, Eric H. and Beverley Holmstrom. Second edition. *Study Reading: A Course in Reading Skills for Academic Purposes*. Cambridge: CUP, 2004
11. Grellet, F. *Developing Reading Skills*, Cambridge: Cambridge University Press, 1981.
12. Hamp-Lyons, Liz and Ben Heasley. Second edition. *Study Writing: A Course in Writing Skills for Academic Purposes*. Cambridge: CUP, 2006
13. Hardy Thomas, *The Withered Arm, The Wessex Tales*, Macmillan and Co, London, 1912.
14. Houghton Stanley, *The Dear Departed*, S. French, 1910.
15. Jakeman, Vanessa & Clare McDowell. *Cambridge Practice Test for IELTS 1*. Cambridge: CUP, 1996.
16. Maley, Alan and Alan Duff. Second Edition. *Drama Techniques in Language Learning*. Cambridge: CUP, 1983.
17. Mohan Krishna & Banerji, Meera: *Developing Communication Skills*. New Delhi: Macmillan India, 1990.
18. Mohan Krishna & Singh, N. P. *Speaking English Effectively*. New Delhi: Macmillan India, 1995.
19. Narayanaswami, V. R. *Organised Writing*, Book 2. New Delhi: Orient Longman.
20. *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.
21. Sasikumar, V., Kiranmai Dutt and Geetha Rajeevan. *A Course in Listening and Speaking I & II*. New Delhi: Foundation Books, Cambridge House, 2006.
22. Savage, Alice, et al. *Effective Academic Writing*. Oxford: OUP, 2005.
23. 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](http://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/>
  - 10) <http://www.poemhunter.com>
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