

# **JAI HIND COLLEGE AUTONOMOUS**



## **Syllabus for F.Y.BSc**

**Course : Foundation Course in  
Communication Skills**

**Semester : II**

*Credit Based Semester & Grading System  
With effect from Academic Year 2018-19*

# List of Courses

**Course: Foundation Course in  
Communication Skills**

**Semester: II**

<b>SR. NO</b>	<b>COURSE CODE</b>	<b>COURSE TITLE</b>	<b>NO. OF LECTURES / WEEK</b>	<b>NO. OF CREDITS</b>
<b>FYBSC</b>				
01	SFC 201	Foundation Course in Communication Skills in English	03	02

Course Code SFC201	Course Title <b>Foundation Course in Communication Skills in English</b>	Credits <b>02</b>
<b>Learning Objectives</b>	<ul style="list-style-type: none"> <li>• Developing awareness of the concept of communication and related issues</li> <li>• Developing effective writing, speaking and listening skills</li> <li>• Enhancing language proficiency by providing adequate exposure to reading and writing skills</li> <li>• Getting oriented towards the functional aspects of language</li> <li>• Becoming equipped to use communication skills effectively in personal and professional sphere</li> </ul>	
<b>Course description</b>	This course will build up the learners' confidence in written, oral and interpersonal communication by reinforcing the basics of the language and by giving adequate exposure in reading, writing, listening and speaking skills and the related sub-skills.	
<b>THEORY Semester 2</b>		<b>(45 lectures)</b>
<b>Unit – I: Theory of Communication</b>		<b>10 L</b>
<p>a)Communication at the Workplace: Types: Formal and Informal Channels: Vertical, Horizontal, Diagonal</p> <p>b)Barriers to Communication in Professional World: Types: Physical, Semantic, Socio-Cultural, Psychological Ways to Overcome these Barriers</p> <p>c)Professional Skills: Methods: Group Discussion and Interview; Professional Meetings: preparation and presentation (to be tested practically for CA – II)</p>		
<b>Unit – II: Language Skills for Effective Communication</b>		<b>10 L</b>
<p>a) Use antonyms and synonyms effectively; foster an enhanced understanding of prefixes, suffixes and root words</p> <p>b) Impart understanding and use of homonyms and homophones</p> <p>c) Enhance knowledge of basic language skills such as changing the class of words</p>		
<b>Unit – III: Editing and Summarization:</b>		<b>13 L</b>
<p>a) Editing:</p> <ol style="list-style-type: none"> <li>a. Heading/ Headlines/ Title/Use of Capital Letters</li> <li>b. Punctuation</li> <li>c. Substitution of words; use of link words and other cohesive devices</li> <li>d. Removing repetitive or redundant elements</li> </ol>		

<p>b) Summarization</p> <ol style="list-style-type: none"> <li>Discern the main/central idea of the passage</li> <li>Identify the supporting ideas</li> <li>Eliminate irrelevant or extraneous information</li> <li>Integrate the relevant ideas in a precise and coherent manner</li> </ol>	
<p><b>Unit – IV: Report Writing</b></p>	<p><b>12 lectures</b></p>
<ol style="list-style-type: none"> <li>Eye-witness Report</li> <li>Activity Report</li> <li>Newspaper Report</li> </ol>	
<p><b>ICA (Internal Continuous Assessment)</b></p> <p><b>External As- sessment</b></p>	<p><b>Internal Assessment:</b> 20 marks from Unit I, 20 marks for Group Assignment</p> <p><b>External Assessment: Question Paper Pattern</b></p> <p>Q.1 Objective questions from Unit II(15)</p> <p>Q.2 Essay Type Question I (2 out of 3) (15)</p> <p>Q.3 a) Editing a text (10) b) Summarizing a Passage (05)</p> <p>Q.4 Report Writing (2 out of 3) (15)</p>
<p><b>References:</b></p>	<ol style="list-style-type: none"> <li>Bellare, Nirmala (1998). <i>Reading Strategies</i>. Vols. 1 and 2. New Delhi. Oxford University Press.</li> <li>Bhasker, W. W. S &amp; Prabhu, N. S. (1975). <i>English through Reading</i>, Vols. 1 and 2. Macmillan.</li> <li>Blass, Laurie, Kathy Block and Hannah Friesan (2007). <i>Creating Meaning</i>. Oxford: OUP.</li> <li>Brown, Ralph (2007). <i>Making Business Writing Happen: A Simple and Effective Guide to Writing Well</i>.</li> <li>Buscemi, Santi and Charlotte Smith (1994). <i>75 Readings Plus</i>. Second Edition New York: McGraw-Hill.</li> <li>Doff, Adrian and Christopher Jones (2004) <i>Language in Use (Intermediate and Upper Intermediate)</i>. Cambridge: CUP.</li> <li>Doughty, P. P., Thornton, J. G. (1973). <i>Language in Use</i>. London: Edward Arrol.</li> <li>Freeman, Sarah (1977). <i>Written Communication</i>. New Delhi: Orient Longman.</li> <li>Glendinning, Eric H. and Beverley Holmstrom (2004). Second edition. <i>Study Reading: A Course in Reading Skills for Academic</i></li> </ol>

	<p><i>Purposes</i>. Cambridge: CUP.</p> <ol style="list-style-type: none"> <li>10. Grellet, F. (1981). <i>Developing Reading Skills</i>. Cambridge: Cambridge University Press.</li> <li>11. Hamp-Lyons, Liz and Ben Heasley (2006). Second edition. <i>Study Writing: A Course in Writing Skills for Academic Purposes</i>. Cambridge: CUP.</li> <li>12. Mohan Krishna &amp; Banerji, Meera (1990). <i>Developing Communication Skills</i>. New Delhi: Macmillan India.</li> <li>13. Mohan Krishna &amp; Singh, N. P. (1995). <i>Speaking English Effectively</i>. New Delhi: Macmillan India.</li> <li>14. Sasikumar, V., Kiranmai Dutt and Geetha Rajeevan (2006). <i>A Course in Listening and Speaking I &amp; II</i>. New Delhi: Foundation Books, Cambridge House.</li> <li>15. Savage, Alice, et al (2005). <i>Effective Academic Writing</i>. Oxford: OUP</li> <li>16. Wren P.C. and H. Martin (1995). <i>High School English Grammar and Composition</i>. New Delhi: S. Chand Publication</li> </ol> <p>Websites:</p> <ol style="list-style-type: none"> <li>1) <a href="http://www.onestopenglish.com">http://www.onestopenglish.com</a></li> <li>2) <a href="http://www.britishcouncil.org/learning-learn-english.htm">www.britishcouncil.org/learning-learn-english.htm</a></li> <li>3) <a href="http://www.teachingenglish.org.uk">http://www.teachingenglish.org.uk</a></li> <li>4) <a href="http://www.usingenglish.com/">http://www.usingenglish.com/</a></li> <li>5) Technical writing, online textbook (David Mc Murrey): <a href="http://www.io.comi—hcexres/textbook/">http://www.io.comi—hcexres/textbook/</a></li> <li>7) <a href="http://www.pearsoned.co.uk/AboutUs/ELT/">http://www.pearsoned.co.uk/AboutUs/ELT/</a></li> <li>8) <a href="http://www.howisay.com">http://www.howisay.com</a></li> <li>9) <a href="http://www.thefreedictionary.com/">http://www.thefreedictionary.com/</a></li> </ol> <p>Some other useful websites for informative text and audio resources:</p> <ol style="list-style-type: none"> <li>1) <a href="http://www.nationalgeographic.com">www.nationalgeographic.com</a></li> <li>2) <a href="http://nobelprize.org/">http://nobelprize.org/</a></li> <li>3) <a href="http://www.bbc.co.uk">http://www.bbc.co.uk</a></li> </ol>	
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