



**JAI HIND COLLEGE  
BASANTSING INSTITUTE OF SCIENCE  
&  
J.T.LALVANI COLLEGE OF COMMERCE  
(AUTONOMOUS)**

"A" Road, Churchgate, Mumbai - 400 020, India.

**Affiliated to  
University of Mumbai**

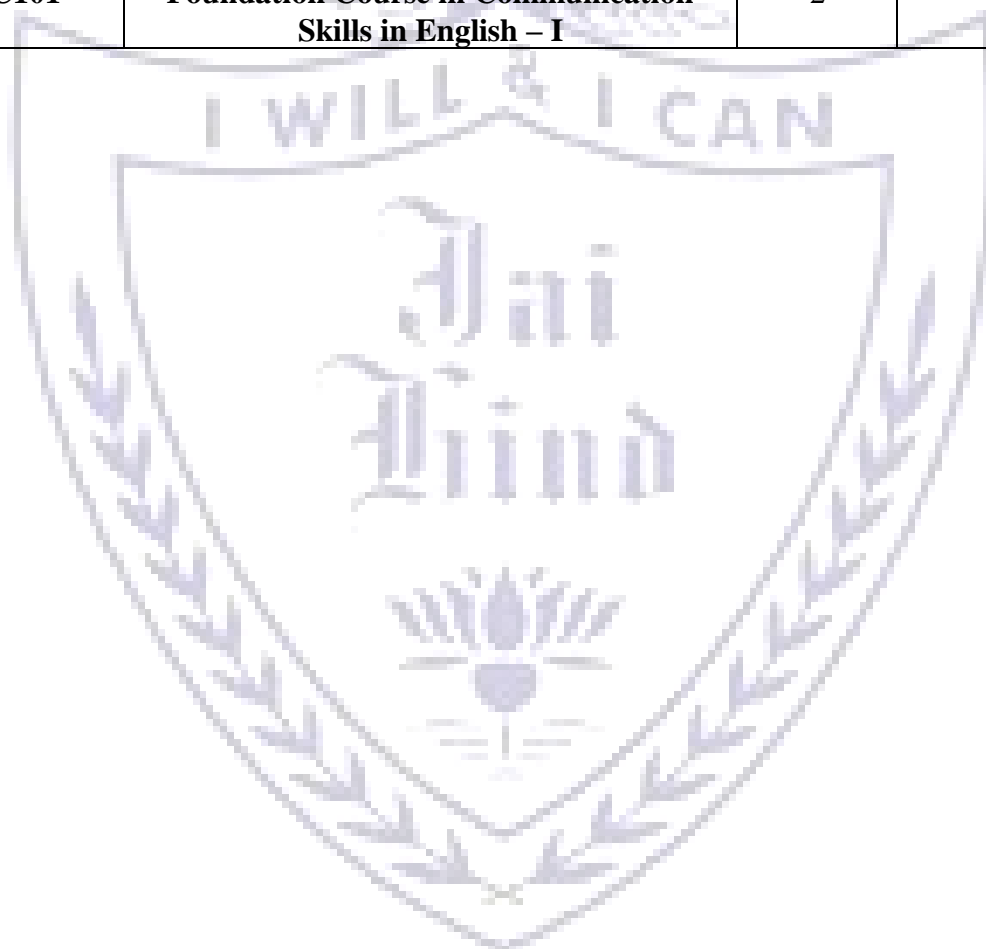
Program: B.Sc. Foundation Course

Course: Foundation Course in Communication Skills in English- I  
Semester I

**Credit Based Semester and Grading System (CBSGS) with effect  
from the academic year 2021-22**

*F.Y.B.Sc. Foundation Course Syllabus*

<b>Semester I</b>			
<b>Course Code</b>	<b>Course Title</b>	<b>Credits</b>	<b>Lectures /Week</b>
<b>SFC101</b>	<b>Foundation Course in Communication Skills in English – I</b>	<b>2</b>	<b>3</b>



<b>Course Code</b> SFC101	<b>Course Title</b> Foundation Course in Communication Skills in English – I	<b>2 Credits</b>
<b>Objectives</b>	<p><b>It is expected that students:</b></p> <ul style="list-style-type: none"> <li>• Develop awareness of the theory and practice of communication skills in English</li> <li>• Enhance writing, speaking and listening skills with appropriate use of grammar and vocabulary</li> <li>• Improve comprehension skills and the appropriate ways of acquiring information</li> <li>• Become equipped to use communication skills effectively in personal and professional sphere</li> <li>• Improve presentation and public speaking skills</li> </ul>	
<b>Outcomes</b>	<p><b>Students would be able to:</b></p> <ul style="list-style-type: none"> <li>• Understand and apply the basics of oral and written communication in personal and professional contexts</li> <li>• Display leadership and team-building skills through effective use of communication</li> <li>• Evaluate written communication on the basis of acquired skills of grammar, and comprehension of passages</li> <li>• Write cogent SoPs, Job Applications, Resume, and professional emails</li> <li>• Display effective research and presentation skills</li> </ul>	
<b>Course Description</b>	This course introduces the learners to the basics of English language and communication and enhances the learners' use of written, oral and interpersonal communication skills.	
	<b>THEORY</b> <b>Semester 1</b>	<b>(45 lectures)</b>
<b>Sub Unit</b>	<b>Unit – I: Theory of Communication (CA-1)</b>	<b>12 lectures</b>
	<p><b>a) Concept of Communication:</b> Meaning, Process, Feedback, 7 Cs of Communication, Significance of Communication Skills in personal and professional life</p> <p><b>b) Methods:</b> Verbal and Nonverbal Communication and their Application</p> <p><b>c) Listening:</b> Difference between listening and hearing, Importance of Listening Skills, Types of Listening, Obstacles to listening, Cultivating effective Listening Skills.</p>	

	<b>Unit – II: Language Skills for Effective Communication</b>	<b>12 lectures</b>
	<p>a)The ability to use articles, prepositions and conjunctions effectively</p> <p>b) Fostering an enhanced understanding of simple, compound and complex sentences</p> <p>c) Impart understanding and use of tenses</p> <p>d)Enhance knowledge of basic language skills such as, Direct/ Indirect Speech and Active/ Passive Voice.</p>	
	<b>Unit – III: Reading Comprehension</b>	<b>10 lectures</b>
	<p><b>Comprehension (unseen passage):The following skills shall be tested:</b></p> <p>a) Reading with fluency and speed</p> <p>b)Identifying relevant information</p> <p>c)Isolating fact from opinion</p> <p>d) Understanding concepts and arguments</p> <p>e) Identifying distinctive features of language</p> <p><b>(The passage may be taken from literary/scientific/technical writing as well as from the fields of journalism, management and commerce.)</b></p>	
	<b>Unit – IV: Professional Skills</b>	<b>11 lectures</b>
	<p><b>1. Writing Skills:</b></p> <p>a. Job Application and Resume</p> <p>b. Statement of Purpose</p> <p>c. Email Writing (Formal)</p> <p><b>2. Presentation Skills:</b> Use of technology in communication – to be tested practically for CA-II (body language, dress code, voice modulation, use of technology, research skills, finding and organization of information, rapport with audience, fielding questions)</p>	

<p><b>CA (Continuous Assessment)</b></p> <p><b>SEE(Semester End Exam)</b></p>	<p><b>C.A.-I: Test – 20 Marks (Unit 1)</b></p> <p><b>CA II: 20 Marks from Unit I, 20 marks for Group Presentation (Unit IV)</b></p> <p><b>SEE: 60 Marks</b></p>	
<p><b>Suggested Reading:</b></p>	<ol style="list-style-type: none"> <li>1. Bellare, Nirmala (1998). <i>Reading Strategies</i>. Vols. 1 and 2. New Delhi. Oxford University Press.</li> <li>2. Blass, Laurie, Kathy Block and Hannah Friesan (2007). <i>Creating Meaning</i>. Oxford: OUP.</li> <li>3. Buscemi, Santi and Charlotte Smith (1994). <i>75 Readings Plus</i>. Second Edition New York: McGraw-Hill.</li> <li>4. Doff, Adrian and Christopher Jones (2004). <i>Language in Use (Intermediate and Upper Intermediate)</i>. Cambridge: CUP.</li> <li>5. Glen dinning, Eric H. and Beverley Holmstrom (2004). Second edition. <i>Study Reading: A Course in Reading Skills for Academic Purposes</i>. Cambridge: CUP.</li> <li>6. Grellet, F. (1981). <i>Developing Reading Skills</i>. Cambridge: Cambridge University Press.</li> <li>7. 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>8. Mohan Krishna &amp; Banerji, Meera (1990). <i>Developing Communication Skills</i>. New Delhi: Macmillan.</li> <li>9. Mohan Krishna &amp; Singh, N. P. (1995). <i>Speaking English Effectively</i>. New Delhi: Macmillan.</li> <li>10. 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>11. Savage, Alice, et al (2005). <i>Effective Academic Writing</i>. Oxford: OUP.</li> <li>12. Khanna, Pooja. (2016). <i>English Communication</i>. New Delhi: Vikas Publishing.</li> <li>13. Khanna, Pooja. (2016). <i>Effective Business Communication</i>. New Delhi: Vikas Publishing.</li> </ol> <p><b>Websites:</b></p> <ol style="list-style-type: none"> <li>1) <a href="http://www.onestopenenglish.com">http://www.onestopenenglish.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> </ol>	

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|  | <p>6) <a href="http://www.pearsoned.co.uk/AboutUs/ELT/">http://www.pearsoned.co.uk/AboutUs/ELT/</a><br/>7) <a href="http://www.howisay.com">http://www.howisay.com</a><br/>8) <a href="http://www.thefreedictionary.com/">http://www.thefreedictionary.com/</a></p> <p><b>Some other useful websites for informative text and audio resources:</b></p> <p>1) <a href="http://www.nationalgeographic.com">www.nationalgeographic.com</a><br/>2) <a href="http://nobelprize.org/">http://nobelprize.org/</a><br/>3) <a href="http://www.bbc.co.uk">http://www.bbc.co.uk</a></p> |  |
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**Some other useful websites for informative text and audio resources:**

- 1) [www.nationalgeographic.com](http://www.nationalgeographic.com)
- 2) <http://nobelprize.org/>
- 3) <http://www.bbc.co.uk>

