



**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.

Course: Foundation Course in Communication Skills in English- II

Semester II

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

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

<b>Semester II</b>			
<b>Course Code</b>	<b>Course Title</b>	<b>Credits</b>	<b>Lectures /Week</b>
SFC201	Foundation Course in Communication Skills in English - II	2	3



Course Code SFC201	Course Title Foundation Course in Communication Skills in English - II	Credits 2
<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 language proficiency through adequate exposure to skills such as editing and summarisation</li> <li>• Become equipped to use communication skills effectively in personal and professional sphere</li> <li>• Gain an insight into different forms of report writing and analysis</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, editing, comprehension, and summarisation</li> <li>• Write cogent Newspaper, Activity and Eyewitness Reports</li> <li>• Display ethics of communication in professional and personal sphere</li> </ul>	
	<b>THEORY Semester 2</b>	<b>(45 lectures)</b>
	<p><b>Unit – I: Theory of Communication</b></p> <p style="padding-left: 40px;"><b>a) Communication at the Workplace: (CA1)</b> Types: Formal and Informal Channels: Vertical, Horizontal, Diagonal</p> <p style="padding-left: 40px;"><b>b) Barriers to Communication in Professional World (CA1):</b> Types: Physical, Linguistic-Semantic, Socio-Cultural, Psychological, Organisational; Ways to Overcome these Barriers</p> <p style="padding-left: 40px;"><b>c) Ethics of Communication: Social Media Communication; Workplace Communication; Formal Written Communication</b></p> <p style="padding-left: 40px;"><b>d) Professional Skills: (to be tested practically for CA – II)</b></p> <p>Group Discussion/Analytical Group Assignment</p> <p>Interview Skills (for class discussion - not to be assessed)</p>	

	<b>Unit – II: Language Skills for Effective Communication</b>	<b>11 lectures</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 homographs, homonyms and homophones</p> <p>c) Enhance knowledge of basic language skills such as collocations and changing the class of words</p>	
	<b>Unit – III: Editing and Summarization:</b>	<b>11 lectures</b>
	<p>a) <b>Editing:</b></p> <p>i. Heading/ Headlines/ Title/Use of Capital Letters</p> <p>ii. Punctuation</p> <p>iii. Substitution of words; use of link words and other cohesive devices</p> <p>iv. Removing repetitive or redundant elements</p> <p>b) <b>Summarization</b></p> <p>i. Discern the main/central idea of the passage</p> <p>ii. Identify the supporting ideas</p> <p>iii. Eliminate irrelevant or extraneous information</p> <p>Integrate the relevant ideas in a precise and coherent manner</p>	
	<b>Unit – IV: Report Writing</b>	<b>11 lectures</b>
	<p>a) Eye-witness Report</p> <p>b) Activity Report</p> <p>c) Newspaper Report</p>	
<p><b>CA</b> <b>(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>C.A. – II –20 Marks – Group Discussion / Analytical Group Assignment</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. Doff, Adrian and Christopher Jones (2004) .<i>Language in Use (Intermediate and Upper Intermediate)</i>. Cambridge: CUP.</li> <li>4. Grellet, F. (1981). <i>Developing Reading Skills</i>. Cambridge: Cambridge University Press.</li> <li>5. 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>6. Mohan Krishna &amp; Banerji, Meera (1990). <i>Developing Communication Skills</i>. New Delhi: Macmillan India.</li> <li>7. Mohan Krishna &amp; Singh, N. P. (1995). <i>Speaking English Effectively</i>. New Delhi: Macmillan India.</li> <li>8. 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>9. Savage, Alice, et al (2005). <i>Effective Academic Writing</i>. Oxford: OUP</li> <li>10. Wren P.C. and H. Martin (1995). <i>High School English Grammar and Composition</i>. New Delhi: S. Chand Publication.</li> </ol> <p><b>Websites:</b></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 McMurrey): <a href="http://www.io.comi—hcxres/textbook/">http://www.io.comi—hcxres/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><b>Some other useful websites for informative text and audio resources:</b></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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