

The Kelkar Education Trust's
V G Vaze College of Arts, Science and Commerce (Autonomous)

The Kelkar Education Trust's

V. G. Vaze College of Arts, Science and Commerce (Autonomous)

Mithagar Road, Mulund East, Mumbai – 400081

Re-Accredited (4th Cycle) by NAAC with 'A' Grade



Syllabus for FYBA English(Implemented AY 2023-24)

Program: BA

Semester I

Course: VSEC

Course Title: Communication Enhancement
Course: Grammar, Comprehension and
Writing Skills (CEC-I)

| Course Code | Paper Title | Credits |
|-------------|---|----------|
| VGUVAVSE102 | Communication Enhancement Course: Grammar, Comprehension and Writing Skills (CEC-I) | 02+02=04 |

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Syllabus as per **Choice Based Credit System (CBCS)**

| | |
|---|---|
| Semester | : I |
| Name of the Programme | : F.Y.B.A. English |
| Course | : Vocational Skill Enhancement Course (VSEC) |
| Course Code | : VGVUAVSE102 |
| Course Title | : Communication Enhancement Course: Grammar, Comprehension and Writing Skills (CEC-I) |
| Course Content | : Syllabus enclosed |
| Reference (s) | : Given in the Syllabus |
| Credit Structure | : Number of Credits per Semester: 04 |
| Number of Lectures per Unit | : 15 |
| Number of Lectures per Week | : 04 |
| Number of Tutorial per Week | : - |
| Scheme of Examination | : Semester End Exam: 60 Marks : Internal Assessment: 40 Marks |
| Special notes, if any | : No |
| Eligibility, if any Brochure / Website | : As laid down in the College Admission |
| Fee Structure | : As per College Fee Structure specifications |
| Special Ordinances / Resolutions, if any | : No |

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Programme: FYBA

Course: Communication Enhancement Course: Grammar, Comprehension and Writing Skills (CEC-I)

Semester: I

Course Code: VGVUAVSE102

| Teaching Scheme (Hrs/Week) | | | | Continuous Internal Assessment (CIA): 40 Marks | | | | | End Semester Examination | Total |
|--|---|---|---|--|-------|-------|-------|-----|--------------------------|-------|
| L | T | P | C | CIA-A | CIA-2 | CIA-3 | CIA-4 | Lab | Written | |
| 4 | - | | | 15 | 15 | 10 | | | 60 | 100 |
| Exam Duration for Semester End Exam (Theory): 02 hours | | | | | | | | | | |

Prerequisite: Basic competence in English

| Course Objectives | |
|-------------------|--|
| 1. | To familiarize learners with various uses of English |
| 2. | To enhance language proficiency by providing adequate exposure to reading and writing skills |
| 3. | To develop effective spoken skills to enable students to become confident speakers |
| 4. | To orient learners about the functional aspects of English language |
| 5. | To train learners in correspondence skills for professional world and everyday life |

| Course Outcome: On successfully completing the course, the learners will be able to: | |
|--|--|
| 1. | Use various forms of English |
| 2. | Speak and write English effectively |
| 3. | Speak confidently in English |
| 4. | Understand the functional aspects of English language |
| 5. | Apply correspondence skills required in the professional world |

| Course Content Semester I | | | |
|---------------------------|---------------|--|----------|
| Unit | Module Number | Content | Lectures |
| 1 | I | Basic Language Skills: Grammar a. Articles, Prepositions, Conjunctions b. Subject-verb Agreement c. Direct/Indirect Speech d. Active/Passive Voice e. Types of Sentences (Simple, Compound and Complex) | 15 |
| 2 | I | Enhancing Reading Competence A variety of passages of 200-250 words may be taken such as extracts from novels, short stories, plays, magazine, newspapers, reports, documents, academic texts. The passages should have complex text type, function and lexis. The learners may be encouraged to gather meaning contextually or by referring to offline and online sources such as dictionary, thesaurus, etc. a. Augmenting active vocabulary b. Understanding concepts and arguments | 15 |

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|---|---|---|----|
| | | <ul style="list-style-type: none"> c. Developing skills in analysis and interpretation d. Reading critically (presenting a reasoned argument that evaluates and analyses what you have read) | |
| 3 | I | Writing Skills 1. Formal Correspondence: Letters <ul style="list-style-type: none"> a. Job Application Letter (with Resume) b. Request for Letter of Recommendation c. RTI Applications d. Job Acceptance Letter | 15 |
| 4 | I | Writing Skills 1. Essays: Descriptive, Analytical, Persuasive 2. Report Writing <ul style="list-style-type: none"> a. Activity Report b. Newspaper Report | 15 |

Beyond the Syllabus

Group Discussions, ELA Activities, Screening of Period Pieces

Teaching Methodology

Lectures, Presentations, ICT, Case Studies, Demonstrations, Role Plays, Workshops, Guest Lectures, Flipped Classroom

Internal Assessment

| Sr. No. | Particulars | Marks |
|-------------|--|-------|
| 1. | Class Test | 15 |
| 2. | Project/ Assignment | 15 |
| 3. | Classroom participation and presentation | 10 |
| Total marks | | 40 |

Semester End Examination – Question Paper Pattern (Semester I) Duration: 2 Hours

| Question No. | Particulars | Marks |
|--------------|--|-------|
| 1. | Do as directed (Unit 1) | 15 |
| 2. | Comprehension of Unseen Passage (200-250 words) (Unit 2) <ul style="list-style-type: none"> a. On content, synonyms and antonyms, prefixes and suffixes, collocations, making sentences of their own from the idioms or difficult words in the passage b. On other sub-skills (such as writing their opinions and perspectives on the passages in detailed and descriptive manner) | 15 |

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|-------------|---|----|
| 3. | Letter Writing (2/3) (Unit 3) | 15 |
| 4. | 1. Essay Writing (1/2) (Unit 4) and 2. Report Writing (1/2) (Unit 4) | 15 |
| Total Marks | | 60 |

| References |
|---|
| Bellare, Nirmala. <i>Reading Strategies. Vols. 1 and 2.</i> Oxford University Press, 1998. |
| Bhasker, W. W. S & Prabhu, N. S.: <i>English through Reading, Vols. 1 and 2.</i> Macmillan, 1975. |
| Blass, Laurie, Kathy Block and Hannah Friesan. <i>Creating Meaning.</i> OUP, 2007. |
| Brown, Ralph: <i>Making Business Writing Happen: A Simple and Effective Guide to Writing Well.</i> Allen and Unwin, 2004. |
| Buscemi, Santi and Charlotte Smith, <i>75 Readings Plus.</i> Second Edition McGraw-Hill, 1994. |
| Dev, Anjana Neira et al. <i>Creative Writing: A Beginner S Manual.</i> Pearson, 2008. |
| Doff, Adrian and Christopher Jones. <i>Language in Use (Intermediate and Upper Intermediate).</i> CUP, 2004. |
| Doughty, P. P., Thornton, J. G, Language in Use. Edward Arnold, 1973. Freeman, Sarah: <i>Written Communication.</i> Orient Longman, 1977. |
| Glendinning, Eric H. and Beverley Holmstrom. <i>Study Reading: A Course in Reading Skills for Academic Purposes.</i> CUP, 2004 |
| Grellet, F. <i>Developing Reading Skills.</i> Cambridge University Press, 1981. |
| Gupta, S.C. <i>English Grammar & Composition.</i> Arihant Publications, 2020. |
| Hewings, Martin. <i>Advanced English Grammar.</i> Cambridge University Press, 1999. |
| Hamp-Lyons, Liz and Ben Heasley. <i>Study Writing: A Course in Writing Skills for Academic Purposes.</i> CUP, 2006 |
| Jakeman, Vanessa and Clare McDowell. <i>Cambridge Practice Test for IELTS 1.</i> CUP, 1996. |
| Maley, Alan and Alan Duff. <i>Drama Techniques in Language Learning.</i> CUP, 1983. |
| Mohan, Krishna & Meera Banerji. <i>Developing Communication Skills.</i> Macmillan India, 1990. |
| Mohan, Krishna & N. P. Singh. <i>Speaking English Effectively.</i> Macmillan India, 1995. |
| Murphy, Raymond. <i>Essential English Grammar.</i> Cambridge University Press, 2000. |
| Padhye, Sudhir S. <i>English Grammar and Writing Skills.</i> Notion Press, 2017. |
| Sasikumar, V., Kiranmai Dutt and Geetha Rajeevan. <i>A Course in Listening and Speaking I & II.</i> Cambridge House, 2006. |

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Savage, Alice, et al. *Effective Academic Writing*. OUP, 2005.

E-Resources

<https://nptel.ac.in/courses/109106124/>

<https://study.com/academy/lesson/what-is-fiction-definition-types.html>

<https://www.blinn.edu/writing-centers/pdfs/Writing-Job-Application-Letters.pdf>

<https://www.hrhelpboard.com/contract-letters/job-application-letter.html>

Syllabus prepared by

| | |
|----------|---|
| Convenor | Ms. Madhu Bala Assistant Professor, Dept. of English, V G Vaze College of Arts Science and Commerce (Autonomous), Mulund, Mumbai |
| Members | Dr. Dinesh Kumar Professor and Head, Dept. of English, V G Vaze College of Arts Science and Commerce (Autonomous), Mulund, Mumbai |
| | Ms. Radhika Gangadhar Assistant Professor, Dept. of English, V G Vaze College of Arts Science and Commerce (Autonomous) Mulund, Mumbai |
| | Ms. Sreelekshmi Assistant Professor, Dept. of English, V G Vaze College of Arts Science and Commerce (Autonomous), Mulund, Mumbai |

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Syllabus for FYBA English (Implemented AY 2023-24)

Program: BA

Semester II

Course: VSEC

Course Title:

Communication Enhancement Course: Phonology,
Effective Speech and Email Writing (CEC-II)

| Course Code | Paper Title | Credit |
|-------------|--|-----------|
| VGUVAVSE202 | Communication Enhancement Course: Phonology, Effective Speech and Email Writing (CEC-II) | 02+02= 04 |

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Syllabus as per **Choice Based Credit System (CBCS)**

| | |
|--|--|
| Semester | : II |
| Name of the Programme | : F.Y.B.A. English |
| Course Code | : VGVUAVSE202 |
| Course Title | : Communication Enhancement Course: Phonology, Effective Speech and Email Writing (CEC-II) |
| Course Content | : Syllabus enclosed |
| Reference (s) | : Given in the Syllabus |
| Credit Structure | : 1 credit per unit |
| Number of Lectures per Unit | : 15 |
| Number of Lectures per Week | : 04 |
| Number of Tutorial per Week | : NA |
| Scheme of Examination | : Semester End Exam: 60 Marks : Internal Assessment: 40 Marks |
| Special notes, if any | : No |
| Eligibility, if any | : As laid down in the College Admission Brochure / Website |
| Fee Structure | : As per College Fee Structure specifications |
| Special Ordinances / Resolutions, if any | : No |

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Programme: FYBA

Course: Communication Enhancement Course:
 Phonology, Effective Speech and Email Writing
 (CEC-II)

Semester: II

Course Code: VGVUAVSE202

| Teaching Scheme (Hrs/Week) | | | | Continuous Internal Assessment (CIA): 40 Marks | | | | | End Semester Examination | Total |
|--|---|---|---|--|-------|-------|-------|-----|--------------------------|-------|
| L | T | P | C | CIA-A | CIA-2 | CIA-3 | CIA-4 | Lab | Written | |
| 4 | - | | | 15 | 15 | 10 | | | 60 | 100 |
| Exam Duration for Semester End Exam (Theory): 02 hours | | | | | | | | | | |

Prerequisite: Basic competence in English

| Course Objectives: | |
|--------------------|---|
| 1. | To enhance language proficiency of the learners by providing adequate exposure to speaking and listening skills |
| 2. | To reduce L1 influence on learners' pronunciation |
| 3. | To equip learners with functional aspects of English for effective interaction |
| 4. | To develop good oral and written skills of communication in English |
| 5. | To enhance fluency and public speaking skills |

| Course Outcomes: On successfully completing the course, the learners will be able to: | |
|---|---|
| 1. | proficiently speak in English |
| 2. | speak without vernacular accent |
| 3. | use English effectively in everyday life |
| 4. | communicate effectively in written English |
| 5. | fluently and confidently give public speeches |

| Course Content Semester II | | | |
|----------------------------|---------------|--|----------|
| Unit | Module Number | Content | Lectures |
| 1 | I | Phonology a. Consonants and Vowels with IPA b. Identification of consonants and vowels in words c. Minimal Pairs | 15 |
| 2 | I II | Speaking Skills in English 1. Public Speaking in English a. Introduction b. Characteristics of an effective speech c. Analysis of model speeches d. Drafting and presenting a speech in formal/informal gatherings 2. Conversational English a. Opening a conversation b. Introducing oneself in various contexts | 15 |

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| Internal Assessment | | |
|---------------------|--|-------|
| Sr. No. | Particulars | Marks |
| 1. | Class Test | 15 |
| 2. | Project/ Assignment | 15 |
| 3. | Classroom participation and presentation | 10 |
| Total marks | | 40 |

| Semester End Examination – Question Paper Pattern (Semester II) | | Duration: 2 Hours |
|---|---|-------------------|
| Q. No. | Particulars | Marks |
| 1. | Do as Directed (Unit 1) | 15 |
| 2. | Writing (2 out of 3) (Unit 2) Speech Writing Conversation (dialogue writing) Formal Speech (Welcome/VoT) | 15 |
| 3. | Email Writing (2 out of 3) (Unit 3) | 15 |
| 4. | (Unit 4) a. Editing: one passage of 100-150 words to be given and b. Summarization: one passage of 250-300 words to be given | 15 |
| Total Marks | | 60 |

Text Books

Communication Skills in English, Reliable Publications

Reference Books

Bellare, Nirmala. *Reading Strategies. Vols. 1 and 2.* Oxford University Press, 1998.

Bhasker, W. W. S & N. S. Prabhu. *English through Reading, Vols. 1 and 2.* Macmillan, 1975.

Blass, Laurie, Kathy Block and Hannah Friesan. *Creating Meaning.* Oxford: OUP, 2007.

Brown, Ralph. *Making Business Writing Happen: A Simple and Effective Guide to Writing Well.* Allen and Unwin, 2004.

Buscemi, Santi and Charlotte Smith. *75 Readings Plus.* McGraw-Hill, 1994.

Carnegie, Dale. *The Art of Public Speaking.* Prabhat Prakashan Pvt. Ltd, 2016.

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| Freeman, Sarah. <i>Written Communication</i> . Orient Longman, 1977. |
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| Lass, Roger. <i>Phonology: An Introduction to Basic Concepts</i> . Cambridge University Press, 1984. |
| Mohan Krishna & Meera Banerji. <i>Developing Communication Skills</i> . New Delhi: Macmillan India, 1990. |
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| Savage, Alice, et al. <i>Effective Academic Writing</i> . OUP, 2005. |
| Seely, John. <i>Oxford Guide to Effective Writing and Speaking</i> . OUP, 2013. |
| Widdowson, H. G.: <i>English in Focus: English for Social Sciences</i> . Oxford University Press, 1989. |

E- Resources

https://glenji.github.io/pdfs/blog_4/Brown.pdf

<https://staffnew.uny.ac.id/upload/132107096/pendidikan/Book+one.pdf>

<https://wts.indiana.edu/writing-guides/proofreading-grammar.html>

Syllabus prepared by

Convenor

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| | |
|---------|---|
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