

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

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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 II

Course: VSEC

Course Title:

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

Course Code	Paper Title	Credit
	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	:
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:

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.	Project	15
2.	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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Doff, Adrian and Christopher Jones. <i>Language in Use (Intermediate and Upper Intermediate)</i> . CUP, 2004.
Doughty, P. P., J. G. Thornton. <i>Language in Use</i> . 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.
Hamp-Lyons, Liz and Ben Heasiey. <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.
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.
Mohan Krishna & N.P. Singh. <i>Speaking English Effectively</i> . Macmillan India, 1995.
Sasikumar, V., Kiranmai Dutt and Geetha Rajeevan. <i>A Course in Listening and Speaking I & II</i> . Foundation Books, Cambridge House, 2006.
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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