

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 (4<sup>th</sup> 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)

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

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

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	:
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

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

Programme: FYBA

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

Semester: I

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 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	<b>Basic Language Skills: Grammar</b> 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	<b>Enhancing Reading Competence</b> 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.	15

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

		<ul style="list-style-type: none"> <li>a. Augmenting active vocabulary</li> <li>b. Understanding concepts and arguments</li> <li>c. Developing skills in analysis and interpretation</li> <li>d. Reading critically (presenting a reasoned argument that evaluates and analyses what you have read)</li> </ul>	
3	I	<b>Writing Skills</b> <b>1. Formal Correspondence: Letters</b> <ul style="list-style-type: none"> <li>a. Job Application Letter (with Resume)</li> <li>b. Request for Letter of Recommendation</li> <li>c. RTI Applications</li> <li>d. Job Acceptance Letter</li> </ul>	15
4	I	<b>Writing Skills</b> <b>1. Essays: Descriptive, Analytical, Persuasive</b> <b>2. Report Writing</b> <ul style="list-style-type: none"> <li>a. Activity Report</li> <li>b. Newspaper Report</li> </ul>	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.	Project	15
2.	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"> <li>a. On content, synonyms and antonyms, prefixes and suffixes, collocations, making sentences of their own from the idioms or difficult words in the passage</li> </ul>	15

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

	b. On other sub-skills (such as writing their opinions and perspectives on the passages in detailed and descriptive manner)	
3.	Letter Writing (2/3) (Unit 3)	15
4.	1. Essay Writing (1/2) (Unit 4) <b>and</b> 2. Report Writing (1/2) (Unit 4)	15
Total Marks		60

#### References

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

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

Blass, Laurie, Kathy Block and Hannah Friesan. *Creating Meaning.* 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.* Second Edition McGraw-Hill, 1994.

Dev, Anjana Neira et al. *Creative Writing: A Beginner S Manual.* Pearson, 2008.

Doff, Adrian and Christopher Jones. *Language in Use (Intermediate and Upper Intermediate).* CUP, 2004.

Doughty, P. P., Thornton, J. G, Language in Use. Edward Arnold, 1973. Freeman, Sarah: *Written Communication.* Orient Longman, 1977.

Glendinning, Eric H. and Beverley Holmstrom. *Study Reading: A Course in Reading Skills for Academic Purposes.* CUP, 2004

Grellet, F. *Developing Reading Skills.* Cambridge University Press, 1981.

Gupta, S.C. *English Grammar & Composition.* Arihant Publications, 2020.

Hewings, Martin. *Advanced English Grammar.* Cambridge University Press, 1999.

Hamp-Lyons, Liz and Ben Heasley. *Study Writing: A Course in Writing Skills for Academic Purposes.* CUP, 2006

Jakeman, Vanessa and Clare McDowell. *Cambridge Practice Test for IELTS 1.* CUP, 1996.

Maley, Alan and Alan Duff. *Drama Techniques in Language Learning.* CUP, 1983.

Mohan, Krishna & Meera Banerji. *Developing Communication Skills.* Macmillan India, 1990.

Mohan, Krishna & N. P. Singh. *Speaking English Effectively.* Macmillan India, 1995.

Murphy, Raymond. *Essential English Grammar.* Cambridge University Press, 2000.

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

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 &amp; II</i> . Cambridge House, 2006.
Savage, Alice, et al. <i>Effective Academic Writing</i> . 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

\*\*\*

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 (4<sup>th</sup> 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

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

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



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

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



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

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.

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

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 &amp; 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://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

Ms. Madhu Bala

Assistant Professor, Dept. of English, V G Vaze College of Arts Science and Commerce (Autonomous), Mulund, Mumbai

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

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