



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
VAEN102	Communication Enhancement Course: Grammar, Comprehension and Writing Skills (CEC-I)	02+02=04

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

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	: VAEN102
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: VAEN102

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 <ol style="list-style-type: none"> Articles, Prepositions, Conjunctions Subject-verb Agreement Direct/Indirect Speech Active/Passive Voice 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. <ol style="list-style-type: none"> Augmenting active vocabulary 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 <i>et al.</i> <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, <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.
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. <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

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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
VAEN152	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	: VAEN152
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

Course Content Semester II			
Unit	Module Number	Content	Lectures
1	I	Phonology <ol style="list-style-type: none"> Consonants and Vowels with IPA Identification of consonants and vowels in words Minimal Pairs 	15
2	I II	Speaking Skills in English <ol style="list-style-type: none"> Public Speaking in English <ol style="list-style-type: none"> Introduction Characteristics of an effective speech Analysis of model speeches Drafting and presenting a speech in formal/informal gatherings Conversational English <ol style="list-style-type: none"> Opening a conversation Introducing oneself in various contexts 	15

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	III	<ul style="list-style-type: none"> c. Introducing others formally/informally d. Building a conversation e. Leaving and closing a conversation f. Conversations in a group in various situations <p>3. Speaking at an Event</p> <ul style="list-style-type: none"> a. Anchoring/compering an event b. Introducing guests/speakers/dignitaries c. Proposing Vote of Thanks 	
3	I	<p>Formal Writing Skills: Emails</p> <ul style="list-style-type: none"> a. Inquiry b. Invitation c. Resignation d. Leave Application e. Request for duplicate ID cards 	15
4	<p>I</p> <p>II</p>	<p>Editing and Summarisation</p> <p>1. Editing</p> <ul style="list-style-type: none"> a. Use of title case/capital letters b. Punctuation: full stop, comma, colon, semi-colon, dash, exclamation and question marks c. Spelling d. Substitution of words e. Use of link words and other cohesive devices f. Removing redundancy <p>2. Summarization: The following skills to be acquired:</p> <ul style="list-style-type: none"> a. Discerning the main/central idea of the passage b. Identifying supporting ideas c. Eliminating irrelevant or extraneous information d. Integrating the relevant ideas in a precise and coherent manner 	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

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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.

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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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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

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