



**JAI HIND COLLEGE
BASANTSING INSTITUTE OF SCIENCE
&
J.T.LALVANICOLLEGE OF COMMERCE
(AUTONOMOUS)**

"A" Road, Churchgate, Mumbai - 400 020, India.

**Affiliated to
University of Mumbai**

Program :F.Y.BSc

Proposed Course : Foundation Course

Semeter II

**Credit Based Semester and Grading System (CBGS) with
effect from the academic year 2020-21**

F.Y.B.SC. Foundation Course in Communication Skills in English
Academic year 2020-21

Semester II			
Course Code	Course Title	Credits	Lectures /Week
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
Learning Objectives	<ul style="list-style-type: none"> • Developing awareness of the concept of communication and related issues • Developing effective writing, speaking and listening skills • Enhancing language proficiency by providing adequate exposure to reading and writing skills • Getting oriented towards the functional aspects of language • Becoming equipped to use communication skills effectively in personal and professional sphere 	
Course description	This course will build up the learners' confidence in written, oral and interpersonal communication by reinforcing the basics of the language and by giving adequate exposure in reading, writing, listening and speaking skills and the related sub-skills.	
THEORY Semester 2		(45 lectures)
Unit – I: Theory of Communication		12 L
<p>a)Communication at the Workplace:</p> <p style="padding-left: 40px;">Types: Formal and Informal</p> <p style="padding-left: 40px;">Channels: Vertical, Horizontal, Diagonal</p> <p>b)Barriers to Communication in Professional World:</p> <p>Types: Physical, Semantic, Socio-Cultural, Psychological</p> <p>Ways to Overcome these Barriers</p> <p>c) Communication and Social Media – Conflicts and Challenges</p> <p>d)Professional Skills: (to be tested practically for CA – II)</p> <p style="padding-left: 40px;">Group Discussion/Group Presentations</p>		
Unit – II: Language Skills for Effective Communication		11 L
a) Use antonyms and synonyms effectively; foster an enhanced understanding of prefixes, suffixes and root words		

<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>	
<p>Unit – III: Editing and Summarization:</p>	<p>11 L</p>
<p>a) Editing:</p> <ol style="list-style-type: none"> i. Heading/ Headlines/ Title/Use of Capital Letters ii. Punctuation iii. Substitution of words; use of link words and other cohesive devices iv. Removing repetitive or redundant elements <p>b) Summarization</p> <ol style="list-style-type: none"> i. Discern the main/central idea of the passage ii. Identify the supporting ideas iii. Eliminate irrelevant or extraneous information iv. Integrate the relevant ideas in a precise and coherent manner 	
<p>Unit – IV: Report Writing</p>	<p>11 L</p>
<ul style="list-style-type: none"> • Eye-witness Report • Activity Report • Newspaper Report 	
<p>References:</p>	<ol style="list-style-type: none"> 1. Bellare, Nirmala (1998). <i>Reading Strategies</i>. Vols. 1 and 2. New Delhi. Oxford University Press. 2. Bhasker, W. W. S & Prabhu, N. S. (1975). <i>English through Reading</i>, Vols. 1 and 2. Macmillan. 3. Blass, Laurie, Kathy Block and Hannah Friesan (2007). <i>Creating Meaning</i>. Oxford: OUP. 4. Doff, Adrian and Christopher Jones (2004). <i>Language in Use (Intermediate and Upper Intermediate)</i>. Cambridge: CUP. 5. Freeman, Sarah (1977). <i>Written Communication</i>. New Delhi: Orient Longman. 6. Grellet, F. (1981). <i>Developing Reading Skills</i>. Cambridge: Cambridge University Press. 7. Hamp-Lyons, Liz and Ben Heasley (2006). Second edition. <i>Study Writing: A Course in Writing Skills for Academic Purposes</i>. Cambridge: CUP. 8. Mohan Krishna & Banerji, Meera (1990). <i>Developing Communication Skills</i>. New Delhi: Macmillan India. 9. Mohan Krishna & Singh, N. P. (1995). <i>Speaking English Effectively</i>. New Delhi: Macmillan India. 10. Sasikumar, V., KiranmaiDutt and Geetha Rajeevan (2006). <i>A Course in Listening and Speaking I & II</i>. New Delhi:

	<p>Foundation Books, Cambridge House.</p> <p>11. Savage, Alice, et al (2005). <i>Effective Academic Writing</i>. Oxford: OUP</p> <p>12. Wren P.C. and H. Martin (1995). <i>High School English Grammar and Composition</i>. New Delhi: S. Chand Publication.</p> <p>Websites:</p> <p>1) http://www.onestopenglish.com</p> <p>2) www.britishcouncil.org/learning-learn-english.htm</p> <p>3) http://www.teachingenglish.org.uk</p> <p>4) http://www.usingenglish.com/</p> <p>5) Technical writing, online textbook (David McMurrey): http://www.io.comi—hcexres/textbook/</p> <p>7) http://www.pearsoned.co.uk/AboutUs/ELT/</p> <p>8) http://www.howisay.com</p> <p>9) http://www.thefreedictionary.com/</p> <p>Some other useful websites for informative text and audio resources:</p> <p>1) www.nationalgeographic.com</p> <p>2) http://nobelprize.org/</p> <p>3) http://www.bbc.co.uk/</p>	
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Evaluation Scheme

I. Continuous Assessment (C.A.) - 40 Marks

(i) C.A.-I : Test – 20 Marks of 30 mins. Duration (Unit 1)

(ii) C.A.-II : 20 marks- Group Discussions/ Group Presentations

For Online:

Paper Pattern to be a combination of MCQ/ objective questions and Subjective questions:

II. External Assessment: Question Paper Pattern-OFFline-60 marks

Q.1 Objective questions from Unit II	(15)
Q.2 Essay Type Question from Unit I (2 out of 3)	(15)
Q.3 a) Editing a text	(10)
b) Summarizing a Passage	(05)
Q.4 Report Writing (2 out of 3)	(15)