

# **FACULTY OF LANGUAGES**

## **SYLLABUS**

**of**

## **Communication Skills in English**

**for**

**BACHELOR OF ARTS (JOURNALISM & MASS COMMUNICATION)/ BACHELOR OF SCIENCE (FASHION DESIGNING)/ BACHELOR OF SCIENCE (HOME SCIENCE) / BACHELOR OF COMPUTER APPLICATIONS / BACHELOR OF SCIENCE (INFORMATION TECHNOLOGY)/ BACHELOR OF SCIENCE (BIO-TECHNOLOGY)/ BACHELOR OF SCIENCE (HONOURS) AGRICULTURE/ BACHELOR OF SCIENCE (HONOURS) MATHS / BACHELOR OF SCIENCE (HONOURS) PHYSICS**

**(Semester I)**

**(Under Continuous Evaluation System)**

**BACHELOR OF VOCATION (RETAIL MANAGEMENT) / BACHELOR OF VOCATION (MANAGEMENT & SECRETARIAL PRACTICES)/ BACHELOR OF VOCATION (ANIMATION)/ BACHELOR OF VOCATION (TEXTILE DESIGN & APPAREL TECHNOLOGY)/ BACHELOR OF VOCATION (NUTRITION EXERCISE & HEALTH)/ BACHELOR OF VOCATION (BEAUTY AND WELLNESS)/ BACHELOR OF VOCATION (PHOTOGRAPHY & JOURNALISM) /BACHELOR OF VOCATION (ARTIFICIAL INTELLIGENCE AND DATA SCIENCE)/ BACHELOR OF VOCATION (HOSPITALITY AND TOURISM)**

**(Semester I)**

**(Under Credit Based Continuous Evaluation Grading System)**

**(12+3 System of Education)**

**Session: 2021-22**



**The Heritage Institution KANYA  
MAHA VIDYALAYA  
JALANDHAR  
(Autonomous)**

## Kanya Maha Vidyalaya, Jalandhar(Autonomous)

### SCHEME OF STUDY AND EXAMINATION OF THREE YEAR DEGREE PROGRAMME

**BACHELOR OF ARTS (JOURNALISM & MASS COMMUNICATION)/ BACHELOR OF SCIENCE (FASHION DESIGNING)/ BACHELOR OF SCIENCE (HOME SCIENCE) / BACHELOR OF COMPUTER APPLICATIONS / BACHELOR OF SCIENCE (INFORMATION TECHNOLOGY)/ BACHELOR OF SCIENCE (BIO-TECHNOLOGY)/ BACHELOR OF SCIENCE (HONOURS) AGRICULTURE/ BACHELOR OF SCIENCE (HONOURS) MATHS / BACHELOR OF SCIENCE (HONOURS) PHYSICS (Semester I)**

Session-2021-22

### Communication Skills in English

BACHELOR OF ARTS (JOURNALISM & MASS COMMUNICATION)/ BACHELOR OF SCIENCE ( FASHION DESIGNING)/ BACHELOR OF SCIENCE (HOME SCIENCE) / BACHELOR OF COMPUTER APPLICATIONS / BACHELOR OF SCIENCE (INFOR MATION TECHNOLOGY)/ BACHELOR OF SCIENCE (BIO TECHNOLOGY)/ BACHELOR OF SCIENCE (HONOURS) AGRICULTURE/ BACHELOR OF SCIENCE (HONOURS) MATHS/ BACHELOR OF SCIENCE (HONOURS) PHYSICS Semester I								
Course Title	Programme Name	Course Code	Course Type	Marks			Examination time (in Hours)	
				Total	Ext.			CA
					L	P		
Communication Skills in English	Bachelor of Arts (Journalism & Mass Communication)	BJML-1102	C	50	40	-	10	3
	Bachelor of Science (Fashion Designing)	BFDL-1102						
	Bachelor of Science (Home Science)	BHSL-1102						
	Bachelor of Computer Applications	BCAL-1102						
	Bachelor of Science (Information Technology)	BITL-1102						
	Bachelor of Science (Bio Technology)	BBTL-1102						
	Bachelor of Science (Honours) Agriculture	BACL-1102						
	Bachelor of Science (Honours) Maths	BOML-1102						

	Bachelor of Science (Honours) Physics	BOPL-1102						
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**C- Compulsory**



Bachelor of Vocation (Beauty and Wellness)	BVBL- 1102								
Bachelor of Vocation (Photography & Journalism)	BVPL – 1102								
Bachelor Of Vocation (Artificial Intelligence And Data Science)	BVAI- 1102								
Bachelor Of Vocation (Hospitality And Tourism)	BVHL- 1102								

**C- Compulsory**

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**BACHELOR OF VOCATION (RETAIL MANAGEMENT) / BACHELOR OF VOCATION (MANAGEMENT & SECRETARIAL PRACTICES)/ BACHELOR OF VOCATION (ANIMATION)/ BACHELOR OF VOCATION (TEXTILE DESIGN & APPAREL TECHNOLOGY)/ BACHELOR OF VOCATION (NUTRITION EXERCISE & HEALTH)/ BACHELOR OF VOCATION (BEAUTY AND WELLNESS)/ BACHELOR OF VOCATION (PHOTOGRAPHY & JOURNALISM) /BACHELOR OF VOCATION (ARTIFICIAL INTELLIGENCE AND DATA SCIENCE)/ BACHELOR OF VOCATION (HOSPITALITY AND TOURISM)**

**(Semester I)**

**Session 2021-22**

**COMMUNICATION SKILLS IN ENGLISH**

**(Theory)**

**Course Code: BJML/BFDL/BHSL/BCAL/BITL/**

**BBTL/BACL/BOML/BOPL/BVRL/BVML/BVAL/BVTL/BVNL/BVBL/BVPL/ BVAI/BVHL-1102**

### **COURSE OUTCOMES**

At the end of this course, the students will develop the following Skills:

**CO 1:** Reading skills that will facilitate them to become an efficient reader

**CO 2:** The ability to realise not only language productivity but also the pleasure of being able to articulate well

**CO 3:** The power to analyse, interpret and infer the ideas in the text

**CO 4:** The ability to have a comprehensive understanding of the ideas in the text and enhance their critical thinking

**CO 5:** Writing skills of students which will make them proficient enough to express ideas in clear and grammatically correct English

**CO 6:** Ability to plan, organise and present ideas coherently on a given topic

**CO 7:** The skill to use an appropriate style and format in writing letters (formal and informal)

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BACHELOR OF VOCATION (RETAIL MANAGEMENT) / BACHELOR OF VOCATION (MANAGEMENT & SECRETARIAL PRACTICES)/ BACHELOR OF VOCATION (ANIMATION)/ BACHELOR OF VOCATION (TEXTILE DESIGN & APPAREL TECHNOLOGY)/ BACHELOR OF VOCATION (NUTRITION EXERCISE & HEALTH)/ BACHELOR OF VOCATION (BEAUTY AND WELLNESS)/ BACHELOR OF VOCATION (PHOTOGRAPHY & JOURNALISM) /BACHELOR OF VOCATION (ARTIFICIAL INTELLIGENCE AND DATA SCIENCE)/ BACHELOR OF VOCATION (HOSPITALITY AND TOURISM)  
(Semester I)**

**Examination Time: 3 Hrs**

**Total Marks: 50  
Theory: 40  
CA: 10**

**Instructions for the paper setter and distribution of marks:**

**The question paper will consist of four sections. The candidate will have to attempt five questions in all selecting one from each section and the fifth question from any of the four sections. Each question will carry 8 marks.**

**Section-A:** Two questions of theoretical nature will be set from Unit I.

**Section-B:** Two comprehension passages will be given to the students from Unit II.

**Section-C:** Two questions will be given from Unit III.

**Section-D:** Two questions will be set from Unit IV.

**(8 x 5 = 40)**

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(Semester I)

**The syllabus is divided in four units as mentioned below:**

### **Unit I**

**Reading Skills:** Reading Tactics and strategies; Reading purposes–kinds of purposes and associated comprehension; Reading for direct meanings.

### **Unit II**

Reading for understanding concepts, details, coherence, logical progression and meanings of phrases/ expressions.

**Activities:**

- Comprehension questions in multiple choice format
- Short comprehension questions based on content and development of ideas

### **Unit III**

**Writing Skills:** Guidelines for effective writing; writing styles for application, personal letter, official/ business letter.

**Activities**

- Formatting personal and business letters.
- Organizing the details in a sequential order

### **Unit IV**

Resume, memo, notices, agenda, minutes, Tips for effective blog writing

**Activities:**

- Converting a biographical note into a sequenced resume or vice-versa
- Ordering and sub-dividing the contents while making notes.
- Writing notices for circulation/boards
- Writing blogs



**Recommended Books:**

1. *Oxford Guide to Effective Writing and Speaking* by John Seely.
2. *Business Communication*, by Sinha, K.K. Galgotia Publishers, 2003.
3. *Business Communication* by Sethi, A and Adhikari, B., McGraw Hill Education 2009.
4. *Communication Skills* by Raman, M. & S. Sharma, OUP, New Delhi, India (2011).