

**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) MATHS / BACHELOR OF SCIENCE (HONOURS)  
PHYSICS**

**(Semester I)**

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

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

**Session: 2023-24**

**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) MATHS / BACHELOR OF SCIENCE (HONOURS) PHYSICS**

**(Semester I)  
Session-2023-24**

### 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) MATHS/ BACHELOR OF SCIENCE (HONOURS) PHYSICS									
Semester I									
Course Code	Course Name	Course Type	Hours per week L-T-P	Credits	Marks				Examina tion time (in Hours)
					Total	Ext.		CA	
						L	P		
BJML-1102	Bachelor of Arts (Journalism & Mass Communication)	C	4-0-0	4	100	80	-	20	3
BFDL-1102	Bachelor of Science (Fashion Designing)								
BHSL-1102	Bachelor of Science (Home Science)								
BCAL-1102	Bachelor of Computer Applications								
BITL-1102	Bachelor of Science (Information Technology)								
BBTL-1102	Bachelor of Science (Bio Technology)								
BOML-1102	Bachelor of Science (Honours) Maths								
BOPL-1102	Bachelor of Science (Honours) Physics								

C- Compulsory

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/ BACHELOR OF SCIENCE (HONOURS) PHYSICS**

**(Semester I)**

**Session 2023-24**

**COMMUNICATION SKILLS IN ENGLISH**

**(Theory)**

**Course Code: BJML/BFDL/BHSL/BCAL/BITL/ BBTL /BOML/BOPL-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:** Through reading skills, the students will have an ability to have a comprehensive understanding of the ideas in the text and enhance their critical thinking

**CO 3:** Writing skills of students which will make them proficient enough to express ideas in clear and grammatically correct English

**CO 4:** The skill to use an appropriate style and format in writing letters (formal and informal) and resume, memo, notices, agenda, minutes

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/ BACHELOR OF SCIENCE (HONOURS) PHYSICS**

**(Semester I)**

**Session 2023-24**

**COMMUNICATION SKILLS IN ENGLISH**

**(Theory)**

**Course Code: BJML/BFDL/BHSL/BCAL/BITL/ BBTL /BOML/BOPL-1102**

**Total Marks: 100**

**Examination Time: 3 Hrs**

**Theory: 80**

**CA: 20**

**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 16 marks. Each question can be sub divided into two parts.**

**(16 x 5 = 80)**

**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.

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(Semester I)  
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**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).