

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 Continuous Evaluation System)

(12+3 System of Education)

Session: 2022-23

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-2022-23

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 (INFORMATION TECHNOLOGY)/ BACHELOR OF SCIENCE (BIO TECHNOLOGY)/ 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) Maths	BOML-1102						
	Bachelor of Science (Honours) Physics	BOPL-1102						

C- Compulsory

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/ BACHELOR OF SCIENCE (HONOURS) PHYSICS**

(Semester I)

Session 2022-23

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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(Semester I)

Session 2022-23

COMMUNICATION SKILLS IN ENGLISH

(Theory)

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

BBTL /BOML/BOPL -1102

Total Marks: 50

Examination Time: 3 Hrs

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. (8 x 5 = 40)

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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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).