

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
(Semester II)**

**(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
(Semester II)**

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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 II**

Course Code	Course Name	Course Type	Hours per week L-T-P	Credits	Marks				Examination time (in Hours)
					Total	Ext.		CA	
						L	P		
BJMM-2102	Bachelor of Arts (Journalism & Mass Communication)								
BFDM-2102	Bachelor of Science (Fashion Designing)								
BHSM-2102	Bachelor of Science (Home Science)								
BCAM-2102	Bachelor of Computer Applications	C	4-0-0	4	100	50	30	20	3
BITM-2102	Bachelor of Science (Information Technology)								
BBTM-2102	Bachelor of Science (Bio Technology)								
BOMM-2102	Bachelor of Science (Honours) Maths								
	Bachelor of Science (Honours) Physics								

C- Compulsory

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COMMUNICATION SKILLS IN ENGLISH

**Course Code: BJMM/BFDM/BHSM/BCAM/BITM/
BBTM /BOMM-2102**

COURSE OUTCOMES

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

CO 1: Enhancement of listening skills with the help of listening exercises based on conversation, news and TV reports

CO 2: The ability of Note-Taking to be able to distinguish the main points from the supporting details and the irrelevant information from the relevant one

CO 3: Improvement of speaking skills enabling them to converse in a specific situation

CO 4: Acquisition of knowledge of phonetics which will help them in learning about correct pronunciation as well as effective speaking

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BACHELOR OF SCIENCE (BIO-TECHNOLOGY) / BACHELOR OF SCIENCE (HONOURS) MATHS
(Semester II)**

Session 2023-24

COMMUNICATION SKILLS IN ENGLISH

Course Code: BJMM/BFDM/BHSM/BCAM/BITM/BBTM/BOMM-2102

**Time: 3 hours (Theory)
3 hours (Practical)**

**Max. Marks: 100
Theory: 50
Practical: 30
Continuous Assessment: 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 10 marks. Each question can be sub divided into two parts. (10 x 5 = 50)

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

Section-B: Two questions 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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Course Code: BJMM/BFDM/BHSM/BCAM/BITM/BBTM/BOMM-2102

Course Contents:

Unit I

Listening Skills: Barriers to listening; effective listening skills; feedback skills.

Activities: Listening exercises – Listening to conversation, News and TV reports

Unit II

Attending telephone calls; note taking and note making

Activities: Taking notes on a speech/lecture

Unit III

Speaking and Conversational Skills: Components of a meaningful and easy conversation, understanding the cue and making appropriate responses, forms of polite speech, asking and providing information on general topics

Activities: 1) Making conversation and taking turns

2) Oral description or explanation of a common object, situation or concept

Unit IV

The study of sounds of English, Stress

Situation based Conversation in English Essentials of Spoken English

Activities: Giving Interviews

Recommended Books:

1. *Oxford Guide to Effective Writing and Speaking* by John Seely.
2. *Business Communication* by Sethi, A and Adhikari, B., McGraw Hill Education 2009.
3. *Communication Skills* by Raman, M. & S. Sharma, OUP, New Delhi, India (2011).
4. *A Course in Phonetics and Spoken English* by J. Sethi and P.V. Dhamija, Phi Learning.

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PRACTICAL / ORAL TESTING

Time: 3 hours

Marks: 30

Course Contents:

1. Oral Presentation with/without audio visual aids
2. Group Discussion
3. Listening to any recorded or live material and asking oral questions for listening comprehension

Questions:

1. Oral Presentation will be of 5 to 7 minutes duration. (Topic can be given in advance or it can be of student's own choice). Use of audio-visual aids is desirable.
2. Group discussion comprising 8 to 10 students on a familiar topic. Time for each group will be 15 to 20 minutes.