

**FACULTY OF LANGUAGES**  
**SYLLABUS**  
**of**  
**Communication Skills in English**  
**for**  
**(12+3 System of Education)**

**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 & WELLNESS) /BACHELOR OF VOCATION (ARTIFICIAL INTELLIGENCE AND DATA SCIENCE)/ BACHELOR OF VOCATION (HOSPITALITY AND TOURISM) (Semester I)**

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

**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 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 & WELLNESS)/ BACHELOR OF VOCATION (ARTIFICIAL INTELLIGENCE AND DATA SCIENCE)/ BACHELOR OF VOCATION (HOSPITALITY AND TOURISM)**  
(Semester I)

**Session-2022-23**

**Communication Skills in English**

**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 (ARTIFICIAL INTELLIGENCE AND DATA SCIENCE)/ BACHELOR OF VOCATION (HOSPITALITY AND TOURISM)**  
Semester I

Course Title	Programme Name	Course Code	Course Type	Hours /week	Credits L-T-P	Marks				Examination time (in Hours)
						Total	Ext.		CA	
							L	P		
Communication Skills in English	Bachelor of Vocation (Retail Management)	BVRL-1102	C	4	3-0-1	50	40	-	10	3 (Theory)
	Bachelor of Vocation (Management & Secretarial Practices)	BVML-1102								
	Bachelor of Vocation (Animation)	BVAL-1102								
	Bachelor of Vocation (Textile Design & Apparel Technology)	BVTL-1102								
	Bachelor of Vocation (Nutrition Exercise & Health)	BVNL-1102								
	Bachelor of Vocation (Beauty & Wellness)	BVBL-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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**(Semester I)**

**Session 2022-23**

**COMMUNICATION SKILLS IN ENGLISH**

**(Theory)**

**Course Code: BVRL/BVML/BVAL/BVTL/BVNL/BVBL/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:** 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: BVRL/BVML/BVAL/BVTL/BVNL/BVBL/BVAI/BVHL-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.**

**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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**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).