

**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 AND WELLNESS)/BACHELOR OF VOCATION (ARTIFICIAL INTELLIGENCE AND DATA SCIENCE)/ BACHELOR OF VOCATION (HOSPITALITY AND TOURISM)/DIPLOMA IN GERIATRIC CARE(OLD AGE CARE AND NUTRITION)**  
**(Semester II)**  
**(Under Credit Based Continuous Evaluation Grading System)**

**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 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)/ DIPLOMA IN GERIATRIC CARE(OLD AGE CARE AND NUTRITION)**

(Semester II)

Session-2023-24

**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)/DIPLOMA IN GERIATRIC CARE(OLD AGE CARE AND NUTRITION)**

Semester II

Course Title	Programme Name	Course Code	Course Type	Credits	Hours /week L-T-P	Marks				Examination time (in Hours)
						Total	Ext.		CA	
							L	P		
Communication Skills in English	Bachelor of Vocation (Retail Management)	BVRM-2102	C	4	3-0-1	100	50	30	20	3 (Theory) + 3 (Practical)
	Bachelor of Vocation (Management & Secretarial Practices)	BVMM-2102								
	Bachelor of Vocation (Animation)	BVAM-2102								
	Bachelor of Vocation (Textile Design & Apparel Technology)	BVTM-2102								
	Bachelor of Vocation (Nutrition Exercise & Health)	BVNM-2102								
	Bachelor of Vocation (Beauty & Wellness)	BVBM-2102								
	Bachelor of Vocation (Artificial Intelligence And Data Science)	BVIM-2102								
	Bachelor of Vocation (Hospitality And Tourism)	BVHM-2102								
	Diploma in Geriatric Care (Old age care and Nutrition)	DGCM-2102								

C- Compulsory

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(Semester II)**

**Session 2023-24**

**COMMUNICATION SKILLS IN ENGLISH**

**Course Code: BVRM/BVMM/BVAM/BVTM/BVNM/BVBM / BVIM/BVHM/ DGCM-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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**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 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.