

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: 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 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-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)/ DIPLOMA IN GERIATRIC CARE(OLD AGE CARE AND NUTRITION)

Semester II

| 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) | BVRM-2102 | C | 4 | 3-0-1 | 50 | 25 | 15 | 10 | 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

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

Session 2022-23

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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(Semester II)

Session 2022-23

COMMUNICATION SKILLS IN ENGLISH

**Course Code: BVRM/BVMM/BVAM/BVTM/BVNM/ BVBM / BVIM/
BVHM/ DGCM -2102**

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

**Max. Marks: 50
Theory: 25
Practical: 15
Continuous Assessment: 10**

Instructions for the paper setters and distribution of marks:

The question paper will consist of four sections and distribution of marks will be as under:

Section-A: Two questions of theoretical nature will be set from Unit I of the syllabus and the candidates will have to attempt one carrying 5 marks.

Section-B: Two questions will be set from Unit II of the syllabus. Candidates will have to attempt one carrying 5 marks.

Section-C: Two questions will be set from Unit III of the syllabus. Candidates will have to attempt one carrying 5 marks.

Section-D: Two questions will be set from Unit IV of the syllabus. Candidates will have to attempt one carrying 5 marks.

Important Note:

The candidate will have to attempt five questions in all selecting one from each section of the question paper and the fifth question from any of the four sections. (5 x 5 = 25)

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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: 15

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.