

# 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)  
AGRICULTURE/ BACHELOR OF SCIENCE (HONOURS) MATHS / BACHELOR OF SCIENCE (HONOURS) PHYSICS  
(Semester I)

(Under Continuous Evaluation System)

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

(Under Credit Based Continuous Evaluation Grading System)

(12+3 System of Education)

Session: 2021-22



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) AGRICULTURE/ BACHELOR OF SCIENCE (HONOURS) MATHS / BACHELOR OF SCIENCE (HONOURS)  
PHYSICS (Semester I)**

Session-2021-22

## 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 (INFOR MATION TECHNOLOGY)/ BACHELOR OF SCIENCE (BIO TECHNOLOGY)/  
BACHELOR OF SCIENCE (HONOURS) AGRICULTURE/ 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 Science (Information Technology)	BBTL-1102						
	Bachelor of Science (Bio Technology)	BACL-1102						
	Bachelor of Science (Honours) Agriculture	BOML-1102						
	Bachelor of Science (Honours) Maths	BMHL-1102						
	Bachelor of Science (Honours) Physics	BPML-1102						
	Bachelor of Science (Honours) English	BEML-1102						



	(Honours) Maths							
--	-----------------	--	--	--	--	--	--	--



	Bachelor of Science (Honours) Physics	BOPL-1102						
--	--	-----------	--	--	--	--	--	--

**C- Compulsory**



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

Session-2021-22

### 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 (PHOTOGRAPHY & JOURNALISM)/ 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								
	Bachelor of Vocation (Management & Secretarial Practices)	BVML-1102								
	Bachelor of Vocation (Animation)	BVAL-1102								
	Bachelor of Vocation (Textile Design & Apparel Technology)	BVTL-1102	C	4	3-0-1	50	40	-	10	3 (Theory)



Bachelor of Vocation (Nutrition Exercise & Health)	BVNL-1102								
Bachelor of Vocation (Beauty and Wellness)	BVBL-1102								
Bachelor of Vocation (Photography & Journalism)	BVPL -1102								
Bachelor Of Vocation (Artificial Intelligence And Data Science)	BVAI-1102								
Bachelor Of Vocation (Hospitality And Tourism)	BVHL-1102								

**C- Compulsory**

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)  
AGRICULTURE/ BACHELOR OF SCIENCE (HONOURS) MATHS / BACHELOR OF SCIENCE (HONOURS) PHYSICS  
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 (PHOTOGRAPHY & JOURNALISM) /BACHELOR OF VOCATION  
(ARTIFICIAL INTELLIGENCE AND DATA SCIENCE)/ BACHELOR OF VOCATION (HOSPITALITY AND TOURISM)  
(Semester I)

Session 2021-22

**COMMUNICATION SKILLS IN ENGLISH**  
(Theory)

Course Code: BJML/BFDL/BHSL/BCAL/BITL/  
BBTL/BACL/BOML/BOPL/BVRL/BVML/BVAL/BVTL/BVNL/BVBL/BVPL/ 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:** The ability to realise not only language productivity but also the pleasure of being able to articulate well

**CO 3:** The power to analyse, interpret and infer the ideas in the text

**CO 4:** The ability to have a comprehensive understanding of the ideas in the text and enhance their critical thinking

**CO 5:** Writing skills of students which will make them proficient enough to express ideas in clear and grammatically correct English

**CO 6:** Ability to plan, organise and present ideas coherently on a given topic

**CO 7:** The skill to use an appropriate style and format in writing letters (formal and informal)



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) AGRICULTURE/ BACHELOR OF SCIENCE (HONOURS) MATHS / BACHELOR OF SCIENCE (HONOURS) PHYSICS  
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 (PHOTOGRAPHY & JOURNALISM) /BACHELOR OF VOCATION (ARTIFICIAL INTELLIGENCE AND DATA SCIENCE)/ BACHELOR OF VOCATION (HOSPITALITY AND TOURISM)  
(Semester I)

Examination Time: 3 Hrs

Total Marks: 50  
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)

(1/3)





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) AGRICULTURE/ BACHELOR OF SCIENCE (HONOURS) MATHS / BACHELOR OF SCIENCE (HONOURS) PHYSICS  
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 (PHOTOGRAPHY & JOURNALISM) /BACHELOR OF VOCATION (ARTIFICIAL INTELLIGENCE AND DATA SCIENCE)/ BACHELOR OF VOCATION (HOSPITALITY AND TOURISM)  
(Semester I)

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

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)  
AGRICULTURE/ BACHELOR OF SCIENCE (HONOURS) MATHS / BACHELOR OF SCIENCE (HONOURS) PHYSICS  
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 (PHOTOGRAPHY & JOURNALISM) /BACHELOR OF VOCATION  
(ARTIFICIAL INTELLIGENCE AND DATA SCIENCE)/ BACHELOR OF VOCATION (HOSPITALITY AND TOURISM)  
(Semester I)

### 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).



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) AGRICULTURE/ BACHELOR OF SCIENCE (HONOURS) MATHS / BACHELOR OF SCIENCE (HONOURS) PHYSICS

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 (PHOTOGRAPHY & JOURNALISM) /BACHELOR OF VOCATION (ARTIFICIAL INTELLIGENCE AND DATA SCIENCE)/ BACHELOR OF VOCATION (HOSPITALITY AND TOURISM)

(Semester I)

## 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) AGRICULTURE/ BACHELOR OF SCIENCE (HONOURS) MATHS / BACHELOR OF SCIENCE (HONOURS) PHYSICS (Semester II)

Session-2021-22

### 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) AGRICULTURE/ BACHELOR OF SCIENCE (HONOURS) MATHS/ BACHELOR OF SCIENCE (HONOURS) PHYSICS  
Semester II

Course Title	Programme Name	Course Code	Course Type	Marks			Examination time (in Hours)	
				Total	Ext.			CA
					L	P		



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) AGRICULTURE/ BACHELOR OF SCIENCE (HONOURS) MATHS / BACHELOR OF SCIENCE (HONOURS) PHYSICS

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 (PHOTOGRAPHY & JOURNALISM) /BACHELOR OF VOCATION (ARTIFICIAL INTELLIGENCE AND DATA SCIENCE)/ BACHELOR OF VOCATION (HOSPITALITY AND TOURISM)

(Semester I)

Communication Skills in English	Bachelor of Arts (Journalism & Mass Communication)	BJMM-2102						
	Bachelor of Science (Fashion Designing)	BFDM-2102						
	Bachelor of Science (Home Science)	BHSM-2102						
	Bachelor of Computer Applications	BCAM-2102	C	50	25	15	10	3 (Theory) + 3 (Practical)
	Bachelor of Science (Information Technology)	BITM-2102						
	Bachelor of Science (Bio Technology)	BBTM-2102						
	Bachelor of Science (Honours) Agriculture	BACM-2102						
	Bachelor of Science (Honours) Maths	BOMM-2102						
	Bachelor of Science (Honours) Physics	BOPM-2102						

C- Compulsory



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) AGRICULTURE/ BACHELOR OF SCIENCE (HONOURS) MATHS / BACHELOR OF SCIENCE (HONOURS) PHYSICS

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 (PHOTOGRAPHY & JOURNALISM) /BACHELOR OF VOCATION (ARTIFICIAL INTELLIGENCE AND DATA SCIENCE)/ BACHELOR OF VOCATION (HOSPITALITY AND TOURISM)

(Semester I)

## 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 (PHOTOGRAPHY & JOURNALISM) /BACHELOR OF VOCATION (ARTIFICIAL INTELLIGENCE AND DATA SCIENCE)/ BACHELOR OF VOCATION (HOSPITALITY AND TOURISM) (Semester II)

Session-2021-22

### 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 (PHOTOGRAPHY & JOURNALISM)/ BACHELOR OF VOCATION (ARTIFICIAL INTELLIGENCE AND DATA SCIENCE)/ BACHELOR OF VOCATION (HOSPITALITY AND TOURISM) 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								
	Bachelor of Vocation (Management & Secretarial Practices)	BVMM-2102								
	Bachelor of Vocation (Animation)	BVAM-2102								
	Bachelor of Vocation (Textile Design & Apparel Technology)	BVTM-2102	C	4	3-0-1	50	25	15	10	3 (Theory) + 3 (Practical)
	Bachelor of Vocation (Nutrition Exercise & Health)	BVNM-2102								

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) AGRICULTURE/ BACHELOR OF SCIENCE (HONOURS) MATHS / BACHELOR OF SCIENCE (HONOURS) PHYSICS

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 (PHOTOGRAPHY & JOURNALISM) /BACHELOR OF VOCATION (ARTIFICIAL INTELLIGENCE AND DATA SCIENCE)/ BACHELOR OF VOCATION (HOSPITALITY AND TOURISM)

(Semester I)

Health)									
Bachelor of Vocation (Beauty and Wellness)	BVBM-2102								
Bachelor of Vocation (Photography & Journalism)	BVPM-2102								
Bachelor Of Vocation (Artificial Intelligence And Data Science)	BVAI-2102								
Bachelor Of Vocation (Hospitality And Tourism)	BVHM-2102								

**C- Compulsory**



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) AGRICULTURE/ BACHELOR OF SCIENCE (HONOURS) MATHS / BACHELOR OF SCIENCE (HONOURS) PHYSICS  
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 (PHOTOGRAPHY & JOURNALISM) /BACHELOR OF VOCATION (ARTIFICIAL INTELLIGENCE AND DATA SCIENCE)/ BACHELOR OF VOCATION (HOSPITALITY AND TOURISM)  
(Semester II)

Session 2021-22  
COMMUNICATION SKILLS IN ENGLISH  
Course Code: BJMM/BFDM/BHSM/BCAM/BITM/  
BBTM/BACM/BOMM/BOPM/BVRM/BVMM/BVAM/BVTM/BVNM/BVBM/BVPM/  
BVAI/BVHM-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:** Improvement of speaking skills enabling them to converse in a specific situation

**CO 3:** Acquisition of knowledge of phonetics which will help them in learning about correct pronunciation as well as effective speaking

**CO 4:** The capability to present themselves well in a job interview

**CO 5:** 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 6:** Speaking skills of the students enabling them to take active part in group discussion and present their own ideas

**CO 7:** The capability of narrating events and incidents in a logical sequence



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) AGRICULTURE/ BACHELOR OF SCIENCE (HONOURS) MATHS / BACHELOR OF SCIENCE (HONOURS) PHYSICS  
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 (PHOTOGRAPHY & JOURNALISM) /BACHELOR OF VOCATION (ARTIFICIAL INTELLIGENCE AND DATA SCIENCE)/ BACHELOR OF VOCATION (HOSPITALITY AND TOURISM)  
(Semester II)

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)

(1/2)





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) AGRICULTURE/ BACHELOR OF SCIENCE (HONOURS) MATHS / BACHELOR OF SCIENCE (HONOURS) PHYSICS  
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 (PHOTOGRAPHY & JOURNALISM) /BACHELOR OF VOCATION (ARTIFICIAL INTELLIGENCE AND DATA SCIENCE)/ BACHELOR OF VOCATION (HOSPITALITY AND TOURISM)  
(Semester II)

### 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.

(2/2)



## 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.

(1/1)

