

FACULTY OF LANGUAGES
SYLLABUS
Of
English as a subject in Interdisciplinary Programs
(Under Continuous Evaluation System)

Session: 2021-22



The Heritage Institution
KANYA MAHA VIDYALAYA
JALANDHAR
(Autonomous)

S. No.	PROGRAMS	COURSE TITLE	COURSE CODE
1.	Bachelor of Arts / Bachelor of Science (Medical)/ Bachelor of Science (Non - Medical)/ Bachelor of Science (Computer Science)/ Bachelor of Science (Economics)/ Bachelor of Commerce/ Bachelor of Business Administration – Semester I	English Compulsory	BARL/BSML/BSNL/BCSL/BECL/BCRL/BBRL-1212
2.	Bachelor of Arts / Bachelor of Science (Medical)/ Bachelor of Science (Non - Medical)/ Bachelor of Science (Computer Science)/ Bachelor of Science (Economics)/ Bachelor of Commerce/ Bachelor of Business Administration - Semester II	English Compulsory	BARL/BSML/BSNL/BCSL/BECL/BCRL/BBRL-2212
3.	Bachelor of Arts / Bachelor of Science (Medical)/ Bachelor of Science (Non - Medical)/ Bachelor of Science (Computer Science)/ Bachelor of Science (Economics)/ Bachelor of Commerce/ Bachelor of Business Administration- Semester III	English Compulsory	BARL/BSML/BSNL/BCSL/BECL/BCRL/BBRL-3212
4.	Bachelor of Arts / Bachelor of Science (Medical)/ Bachelor of Science (Non - Medical)/ Bachelor of Science (Computer Science)/ Bachelor of Science (Economics)/ Bachelor of Commerce/ Bachelor of Business Administration- Semester IV	English Compulsory	BARL/BSML/BSNL/BCSL/BECL/BCRL/BBRL-4212
5.	Bachelor of Arts / Bachelor of Science (Medical)/ Bachelor of Science (Non - Medical)/ Bachelor of Science (Computer Science)/ Bachelor of Science (Economics)/ Bachelor of Commerce/ Bachelor of Business Administration- Semester V	English Compulsory	BARL/BSML/BSNL/BCSL/BECL/BCRL/BBRL-5212
6.	Bachelor of Arts / Bachelor of Science (Medical)/ Bachelor of Science (Non - Medical)/ Bachelor of Science (Computer Science)/ Bachelor of Science (Economics)/ Bachelor of Commerce/ Bachelor of Business Administration- Semester VI	English Compulsory	BARL/BSML/BSNL/BCSL/BECL/BCRL/BBRL-6212
7.	Bachelor of Arts Semester I	English Elective	Course Code: BARL-1198

8.	Bachelor of Arts Semester II	English Elective	Course Code: BARL-2198
9.	Bachelor of Arts Semester III	English Elective	Course Code: BARL-3198
10.	Bachelor of Arts Semester IV	English Elective	Course Code: BARL-4198
11.	Bachelor of Arts Semester V	English Elective	Course Code: BARL-5198
12.	Bachelor of Arts Semester VI	English Elective	Course Code: BARL-6198
13.	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	Communication Skills in English	BJML-1102 BFDL-1102 BHSL-1102 BCAL-1102 BITL-1102 BBTL-1102 BACL-1102 BOML-1102 BOPL-1102
14.	Bachelor of Arts (Journalism & Mass Communication)/ Bachelor of Science (Fashion Designing)/ Bachelor of Science (Home Science) / Bachelor of Computer	Communication Skills in English	BJML-2102 BFDL-2102 BHSL-2102 BCAL-2102

	<p>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</p> <p>Semester - II</p>		<p>BITL-2102</p> <p>BBTL-2102</p> <p>BACL-2102</p> <p>BOML-2102</p> <p>BOPL-12102</p>
15.	<p>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)</p> <p>Semester - I</p>	<p>Communication Skills in English</p>	<p>BVRL-1102</p> <p>BVML-1102</p> <p>BVAL-1102</p> <p>BVTL-1102</p> <p>BVNL-1102</p> <p>BVBL-1102</p> <p>BVPL-1102</p> <p>BVAI-1102</p> <p>BVHL-1102</p>

16.	<p>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)</p> <p>Semester - II</p>	Communication Skills in English	<p>BVRL-2102 BVML-2102 BVAL-2102 BVTL-2102 BVNL-2102 BVBL-2102 BVPL-2102 BVAI-2102 BVHL-2102</p>
17.	<p>Bachelor Of Vocation (Textile Design & Apparel Technology) Semester - III</p>	Soft Skills and Communication	BVTL-3102
18.	<p>Bachelor Of Vocation (Textile Design & Apparel Technology) Semester - IV</p>	Soft Skills and Communication	BVTL-4102
19.	<p>Bachelor Of Vocation (Textile Design &</p>	Soft Skills and Communication	BVTL-5102

	Apparel Technology) Semester - V		
20.	Bachelor Of Vocation (Textile Design & Apparel Technology) Semester – VI	Soft Skills and Communication	BVTL-6102
21.	B. Voc. (Nutrition, Exercise and Health) Semester - III	Soft Skills and Communication	BVNL- 3102
22.	B. Voc. (Nutrition, Exercise and Health) Semester - IV	Soft Skills and Communication	BVNL- 4102
23.	B. Voc. (Nutrition, Exercise and Health) Semester - V	Soft Skills and Communication	BVNL- 5102
24.	B. Voc. (Nutrition, Exercise and Health) Semester - VI	Soft Skills and Communication	BVNL- 6102
25.	M.Sc. (Fashion Designing& Merchandising) Semester - I	Communication Skills in English	MFDM-1236
26.	M.Sc. (Fashion Designing& Merchandising) Semester - IV	Communication Skills in English	MFDM-4232
27.	M.Voc. Textile Design and Apparel Technology	Communication Skills in English	MVTM-2231

	Semester – II		
28.	M.Voc. Textile Design and Apparel Technology Semester - IV	Communication Skills in English	MVTM-4231
29.	B.Com (Hons.) Semester - I	Communicative English	-----
30.	B.Com (Hons.) Semester - II	Communicative English	-----

FACULTY OF LANGUAGES

SYLLABUS

of

English (Compulsory)

for

**BACHELOR OF ARTS / BACHELOR OF SCIENCE (MEDICAL)/ BACHELOR OF SCIENCE (NON MEDICAL)/ BACHELOR OF SCIENCE (COMPUTER SCIENCE)/ BACHELOR OF SCIENCE (ECONOMICS)/ BACHELOR OF COMMERCE/ BACHELOR OF BUSINESS ADMINISTRATION
(Semester I-VI)**

**(Under Continuous Evaluation 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 / BACHELOR OF SCIENCE (MEDICAL)/ BACHELOR OF SCIENCE (NON MEDICAL)/BACHELOR OF SCIENCE (COMPUTER SCIENCE)/ BACHELOR OF SCIENCE (ECONOMICS)/BACHELOR OF COMMERCE/ BACHELOR OF BUSINESS ADMINISTRATION

Session-2021-22

ENGLISH (COMPULSORY)

BACHELOR OF ARTS / BACHELOR OF SCIENCE (MEDICAL)/ BACHELOR OF SCIENCE (NON MEDICAL)/ BACHELOR OF SCIENCE (COMPUTER SCIENCE)/ BACHELOR OF SCIENCE (ECONOMICS)/ BACHELOR OF COMMERCE/ BACHELOR OF BUSINESS ADMINISTRATION Semester I								
Course Title	Programme Name	Course Code	Course Type	Marks				Examination time (in Hours)
				Total	Ext.		CA	
					L	P		
English (Compulsory)	Bachelor of Arts	BARL-1212	C	50	40	-	10	3
	Bachelor of Science (Medical)	BSML-1212						
	Bachelor of Science (Non - Medical)	BSNL-1212						
	Bachelor of Science (Computer Science)	BCSL-1212						
	Bachelor of Science (Economics)	BECL-1212						
	Bachelor of Commerce	BCRL-1212						
	Bachelor of Business Administration	BBRL-1212						

C - Compulsory

BACHELOR OF ARTS / BACHELOR OF SCIENCE (MEDICAL)/ BACHELOR OF SCIENCE (NON MEDICAL)/ BACHELOR OF SCIENCE (COMPUTER SCIENCE)/ BACHELOR OF SCIENCE (ECONOMICS)/ BACHELOR OF COMMERCE/ BACHELOR OF BUSINESS ADMINISTRATION Semester II								
Course Title	Programme Name	Course Code	Course Type	Marks			Examination time (in Hours)	
				Total	Ext.			CA
					L	P		
English (Compulsory)	Bachelor of Arts	BARL-2212	C	50	40	-	10	3
	Bachelor of Science (Medical)	BSML-2212						
	Bachelor of Science (Non Medical)	BSNL-2212						
	Bachelor of Science (Computer Science)	BCSL-2212						
	Bachelor of Science (Economics)	BECL-2212						
	Bachelor of Commerce	BCRL-2212						
	Bachelor of Business Administration	BBRL-2212						

C - Compulsory

**BACHELOR OF ARTS / BACHELOR OF SCIENCE (MEDICAL)/ BACHELOR OF SCIENCE (NON MEDICAL)/
BACHELOR OF SCIENCE (COMPUTER SCIENCE)/ BACHELOR OF SCIENCE (ECONOMICS)/ BACHELOR OF COMMERCE/
BACHELOR OF BUSINESS ADMINISTRATION Semester III**

Course Title	Programme Name	Course Code	Course Type	Marks				Examination time (in Hours)
				Total	Ext.		CA	
					L	P		
English (Compulsory)	Bachelor of Arts	BARL-3212	C	50	40	-	10	3
	Bachelor of Science (Medical)	BSML-3212						
	Bachelor of Science (Non Medical)	BSNL-3212						
	Bachelor of Science (Computer Science)	BCSL-3212						
	Bachelor of Science (Economics)	BECL-3212						
	Bachelor of Commerce	BCRL-3212						
	Bachelor of Business Administration	BBRL-3212						

**BACHELOR OF ARTS / BACHELOR OF SCIENCE (MEDICAL)/ BACHELOR OF SCIENCE (NON MEDICAL)/
BACHELOR OF SCIENCE (COMPUTER SCIENCE)/ BACHELOR OF SCIENCE (ECONOMICS)/ BACHELOR OF
COMMERCE/ BACHELOR OF BUSINESS ADMINISTRATION Semester IV**

Course Title	Programme Name	Course Code	Course Type	Marks				Examination time (in Hours)
				Total	Ext.		CA	
					L	P		
English (Compulsory)	Bachelor of Arts	BARL-4212	C	50	40	-	10	3
	Bachelor of Science (Medical)	BSML-4212						
	Bachelor of Science (Non Medical)	BSNL-4212						
	Bachelor of Science (Computer Science)	BCSL-4212						
	Bachelor of Science (Economics)	BECL-4212						
	Bachelor of Commerce	BCRL-4212						
	Bachelor of Business Administration	BBRL-4212						

C - Compulsory

BACHELOR OF ARTS / BACHELOR OF SCIENCE (MEDICAL)/ BACHELOR OF SCIENCE (NON MEDICAL)/ BACHELOR OF SCIENCE (COMPUTER SCIENCE)/ BACHELOR OF SCIENCE (ECONOMICS)/ BACHELOR OF COMMERCE/ BACHELOR OF BUSINESS ADMINISTRATION Semester V								
Course Title	Programme Name	Course Code	Course Type	Marks				Examination time (in Hours)
				Total	Ext.		CA	
					L	P		
English (Compulsory)	Bachelor of Arts	BARL-5212	C	50	40	-	10	3
	Bachelor of Science (Medical)	BSML-5212						
	Bachelor of Science (Non Medical)	BSNL-5212						
	Bachelor of Science (Computer Science)	BCSL-5212						
	Bachelor of Science (Economics)	BECL-5212						
	Bachelor of Commerce	BCRL-5212						
	Bachelor of Business Administration	BBRL-5212						

C - Compulsory

**BACHELOR OF ARTS / BACHELOR OF SCIENCE (MEDICAL)/ BACHELOR OF SCIENCE (NON MEDICAL)/
BACHELOR OF SCIENCE (COMPUTER SCIENCE)/ BACHELOR OF SCIENCE (ECONOMICS)/ BACHELOR OF
COMMERCE/ BACHELOR OF BUSINESS ADMINISTRATION Semester VI**

Course Title	Programme Name	Course Code	Course Type	Marks				Examination time (in Hours)
				Total	Ext.		CA	
					L	P		
English (Compulsory)	Bachelor of Arts	BARL-6212	C	50	40	-	10	3
	Bachelor of Science (Medical)	BSML-6212						
	Bachelor of Science (Non Medical)	BSNL-6212						
	Bachelor of Science (Computer Science)	BCSL-6212						
	Bachelor of Science (Economics)	BECL-6212						
	Bachelor of Commerce	BCRL-6212						
	Bachelor of Business Administration	BBRL-6212						

C - Compulsory

FACULTY OF LANGUAGES

SYLLABUS

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English (Compulsory)

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**BACHELOR OF ARTS / BACHELOR OF SCIENCE (MEDICAL)/ BACHELOR
OF SCIENCE (NON MEDICAL)/ BACHELOR OF SCIENCE (COMPUTER
SCIENCE)/ BACHELOR OF SCIENCE (ECONOMICS)/ BACHELOR OF
COMMERCE/ BACHELOR OF BUSINESS ADMINISTRATION
(Semester I)**

(Under Continuous Evaluation System)

(12+3 System of Education)

Session: 2021-22



The Heritage Institution

KANYA MAHA VIDYALAYA

JALANDHAR

(Autonomous)

**BACHELOR OF ARTS / BACHELOR OF SCIENCE (MEDICAL)/ BACHELOR OF SCIENCE (NON MEDICAL)/
BACHELOR OF SCIENCE (COMPUTER SCIENCE)/ BACHELOR OF SCIENCE (ECONOMICS)/ BACHELOR OF
COMMERCE/ BACHELOR OF BUSINESS ADMINISTRATION Semester I**

Session 2021-22

ENGLISH (COMPULSORY)

Course Code: BARL/BSML/BSNL/BCSL/BECL/BCRL/ BBRL-1212

COURSE OUTCOMES

After passing this course, the students will be able to:

- CO1:** appreciate the writings of various Indian and foreign story and prose writers and relate them to their socio-cultural milieu
- CO2:** comprehend the meaning of texts and answer questions related to situations, episodes, themes and characters depicted in them
- CO3:** understand fundamental grammatical rules governing tenses, the use of modal verbs and make correct usage in their language
- CO4:** develop an understanding of translation of written text from Hindi/Punjabi to English
- CO5:** independently write paragraphs on any given topic

BACHELOR OF ARTS / BACHELOR OF SCIENCE (MEDICAL)/ BACHELOR OF SCIENCE (NON MEDICAL)/
BACHELOR OF SCIENCE (COMPUTER SCIENCE)/ BACHELOR OF SCIENCE (ECONOMICS)/ BACHELOR OF
COMMERCE/ BACHELOR OF BUSINESS ADMINISTRATION Semester I

Session 2021-22

ENGLISH (COMPULSORY)

Course Code: BARL/BSML/BSNL/BCSL/BECL/BCRL/ BBRL-1212

Examination Time: 3hrs.

Max. Marks: 50

Theory: 40

C.A. - 10

Instructions for the Examiner:

The question paper will consist of 4 sections & distribution of marks will be as under:

Section A: The question will be set from Unit I of the syllabus. Fifteen sentences will be set and the students would be required to attempt any ten. Each sentence will carry one mark.

(1x10=10)

Section B: Two questions will be set from Unit II of the syllabus. The students would be required to attempt one paragraph out of the given two topics (word limit 150 words). It will carry five marks. The second question will be based on translation. The students would be required to translate a paragraph from Hindi/Punjabi to English.

(2x5=10)

Section C: This section will be divided into two parts. Two questions will be set from Unit III of the syllabus. Part one will have one essay type question with internal choice carrying six marks (word limit 300 words). The students would be required to attempt any one. The second part will have three questions. The students would be required to attempt any two. Each question will carry two marks (50 words each).

(6+2x2=10)

Section D: This section will be divided into two parts. Two questions will be set from Unit IV of the syllabus. Part one will have one essay type question with internal choice carrying six marks (word limit 300 words). The students would be required to attempt any one. The second part will have three questions. The students would be required to attempt any two. Each question will carry two marks (50 words each).

(6+2x2=10)

Unit I

English Grammar in Use, 4th Edition by Raymond Murphy, CUP (Units: 1-37)

Unit II

Paragraph Writing and Translation of paragraph (from Hindi/Punjabi to English)

Unit III

Tales of Life (Guru Nanak Dev University, Amritsar): Stories at Sr. No. 1, 2, 3, 5, 6

Unit IV

Prose for Young Learners: Essays at Sr. No. 1, 2, 3, 5, 6

Texts Prescribed:

1. *English Grammar in Use* (Fourth Edition) by Raymond Murphy, CUP
2. *Tales of Life* (Guru Nanak Dev University, Amritsar)
3. *Prose for Young Learners* (Guru Nanak Dev University, Amritsar)

(1/1)

FACULTY OF LANGUAGES

SYLLABUS

of

English (Compulsory)

for

**BACHELOR OF ARTS / BACHELOR OF SCIENCE (MEDICAL)/ BACHELOR
OF SCIENCE (NON MEDICAL)/ BACHELOR OF SCIENCE (COMPUTER
SCIENCE)/ BACHELOR OF SCIENCE (ECONOMICS)/ BACHELOR OF
COMMERCE/ BACHELOR OF BUSINESS ADMINISTRATION
(Semester II)**

(Under Continuous Evaluation System)

(12+3 System of Education)

Session: 2021-22



The Heritage Institution

KANYA MAHA VIDYALAYA

JALANDHAR

(Autonomous)

**BACHELOR OF ARTS / BACHELOR OF SCIENCE (MEDICAL)/ BACHELOR OF SCIENCE (NON MEDICAL)/
BACHELOR OF SCIENCE (COMPUTER SCIENCE)/ BACHELOR OF SCIENCE (ECONOMICS)/ BACHELOR OF
COMMERCE/ BACHELOR OF BUSINESS ADMINISTRATION Semester II**

Session 2021-22

ENGLISH (COMPULSORY)

Course Code: BARL/BSML/BSNL/BCSL/BECL/BCRL/ BBRL-2212

COURSE OUTCOMES

After passing this course, the students will be able to:

- CO1:** appreciate the writings of various Indian and foreign story and prose writers and relate them to their socio-cultural milieu
- CO2:** comprehend the meaning of texts and answer questions related to situations, episodes, themes and characters depicted in them
- CO3:** change the narration and voice of sentences after understanding fundamental grammatical rules governing them
- CO4:** enrich their vocabulary and use new words in their spoken and written language
- CO5:** independently write personal letters to their family and friends on various issues

BACHELOR OF ARTS / BACHELOR OF SCIENCE (MEDICAL)/ BACHELOR OF SCIENCE (NON MEDICAL)/
BACHELOR OF SCIENCE (COMPUTER SCIENCE)/ BACHELOR OF SCIENCE (ECONOMICS)/ BACHELOR OF
COMMERCE/ BACHELOR OF BUSINESS ADMINISTRATION Semester II

Session2021-22

ENGLISH (COMPULSORY)

Course Code: BARL/BSML/BSNL/BCSL/BECL/BCRL/ BBRL-2212

Examination Time: 3hrs.

Theory: 40

Max. Marks: 50

C.A. - 10

Instructions for the Examiner:

The question paper will consist of 4 sections & distribution of marks will be as under:

Section A: The question will be set from Unit I of the syllabus. Fifteen sentences will be set and the students would be required to attempt any ten. Each sentence will carry one mark.

(10x1=10)

Section B: Two questions will be set from Unit II of the syllabus. The students would be required to attempt one personal letter out of the given two. It will carry five marks (word limit 150 words). The second question will be based on vocabulary. The students would be required to write Antonyms or Synonyms for given words choosing any 5 out of 8 and each carrying one mark.

(2x5=10)

Section C: This section will be divided into two parts. Two questions will be set from Unit III of the syllabus. Part one will have one essay type question with internal choice carrying six marks (word limit 300 words). The students would be required to attempt any one. The second part will have three questions. The students would be required to attempt any two. Each question will carry two marks (50 words each).

(6+2x2=10)

Section D: This section will be divided into two parts. Two questions will be set from Unit IV of the syllabus. Part one will have one essay type question with internal choice carrying six marks (word limit 300 words). The students would be required to attempt any one. The second part will have three questions. The students would be required to attempt any two. Each question will carry two marks (50 words each).

(6+2x2=10)

Unit I

English Grammar in Use, 4th Edition by Raymond Murphy, CUP (Units: 42-52, 69-81)

Unit II

Personal letter Writing and *The Students' Companion* (Section 9: Antonyms and Synonyms)

Unit III

Tales of Life (Guru Nanak Dev University, Amritsar): Stories at Sr.No. 7, 9, 10, 11, 12

Unit IV

Prose for Young Learners: Essays at Sr.No. 7,8, 9, 10, 11

Texts Prescribed:

1. *English Grammar in Use* (Fourth Edition) by Raymond Murphy, CUP
2. *The Students' Companion* by Wilfred D. Best
3. *Tales of Life* (Guru Nanak Dev University, Amritsar)
4. *Prose for Young Learners* (Guru Nanak Dev University, Amritsar)

FACULTY OF LANGUAGES

SYLLABUS

of

English (Compulsory)

for

**BACHELOR OF ARTS / BACHELOR OF SCIENCE (MEDICAL)/ BACHELOR
OF SCIENCE (NON MEDICAL)/ BACHELOR OF SCIENCE (COMPUTER
SCIENCE)/ BACHELOR OF SCIENCE (ECONOMICS)/ BACHELOR OF
COMMERCE/ BACHELOR OF BUSINESS ADMINISTRATION
(Semester III)**

(Under Continuous Evaluation System)

(12+3 System of Education)

Session: 2021-22



The Heritage Institution

KANYA MAHA VIDYALAYA

JALANDHAR

(Autonomous)

**BACHELOR OF ARTS / BACHELOR OF SCIENCE (MEDICAL)/ BACHELOR OF SCIENCE (NON MEDICAL)/
BACHELOR OF SCIENCE (COMPUTER SCIENCE)/ BACHELOR OF SCIENCE (ECONOMICS)/ BACHELOR OF
COMMERCE/ BACHELOR OF BUSINESS ADMINISTRATION Semester III**

Session 2021-22

ENGLISH (COMPULSORY)

Course Code: BARL/BSML/BSNL/BCSL/BECL/BCRL/ BBRL-3212

COURSE OUTCOMES

After passing this course, the students will be able to:

- CO 1:** develop an understanding of the poems taught, relate to the socio-cultural background of England and be able to answer questions regarding tone, style and central idea
- CO 2:** comprehend the basics of grammatical rules governing relative clauses, adjectives, adverbs, conjunctions and prepositions
- CO 3:** enhance their reading and analysing power of texts through guided reading
- CO 4:** enrich their vocabulary and use new words in their spoken and written language
- CO 5:** develop skills to write an essay on a given topic

BACHELOR OF ARTS / BACHELOR OF SCIENCE (MEDICAL)/ BACHELOR OF SCIENCE (NON MEDICAL)/
BACHELOR OF SCIENCE (COMPUTER SCIENCE)/ BACHELOR OF SCIENCE (ECONOMICS)/ BACHELOR OF
COMMERCE/ BACHELOR OF BUSINESS ADMINISTRATION Semester III

Session 2021-22

ENGLISH (COMPULSORY)

Course Code: BARL/BSML/BSNL/BCSL/BECL/BCRL/ BBRL-3212

Max. Marks: 50

Examination Time: 3 Hrs

Theory: 40

CA: 10

Instructions for the Examiner:

(The paper setters should avoid questions of theoretical nature from *Making Connections*.)

Section A: One question with sub-parts will be set from Unit I of the syllabus. Fifteen sentences will be set and the students would be required to attempt any ten. Each sentence will carry one mark.

(10x1=10)

Section B: Two questions will be set from Unit II of the syllabus. The students would be required to attempt one essay out of the given two topics carrying six marks (word limit 300 words). The second question will be based on vocabulary. The students would be required to write single words for phrases and sentences choosing any four out of six and each carrying one mark.

(1x6+4x1=10)

Section C: The students would be required to attempt two questions (with sub parts) based on exercises as given before and after reading essays in the prescribed text book *Making Connections*.

(2x5=10)

Section D: This section will be divided into two parts. In part one, three questions based on central idea, theme, tone and style etc. of the poems from the prescribed textbook, *Moments in Time* from Unit IV of the syllabus will be set. The students would be required to attempt any two, each carrying three marks (100 words each).

(2x3=6)

Part two will have one question (with internal choice) requiring students to explain a stanza with reference to context carrying four marks (word limit 200 words). The stanzas for explanation will be taken from the prescribed textbook, *Moments in Time* from Unit IV in the syllabus.

(1x4=4)

Unit I

English Grammar in Use, 4th Edition by Raymond Murphy, CUP (Units 92-120)

Unit II

Essay Writing and *The Students' Companion* by Wilfred D. Best (Section 1: Single words for phrases and sentences: Words denoting Numbers and words denoting Places)

Unit III

Making Connections by Kenneth J. Pakenham, 2nd Edn. CUP: Unit-II

Unit IV

Moments in Time: Poems at Sr. No. 1-6

(1/2)

**BACHELOR OF ARTS / BACHELOR OF SCIENCE (MEDICAL)/ BACHELOR OF SCIENCE (NON MEDICAL)/
BACHELOR OF SCIENCE (COMPUTER SCIENCE)/ BACHELOR OF SCIENCE (ECONOMICS)/ BACHELOR OF
COMMERCE/ BACHELOR OF BUSINESS ADMINISTRATION Semester III**

Session 2021-22

ENGLISH (COMPULSORY)

Course Code: BARL/BSML/BSNL/BCSL/BECL/BCRL/ BBRL-3212

Texts Prescribed:

1. *English Grammar in Use* (Fourth Edition) by Raymond Murphy, CUP
2. *The Students' Companion* by Wilfred D. Best
3. *Making Connections* by Kenneth J. Pakenham, 2nd Edn. CUP
4. *Moments in Time: An Anthology of Poems*, GNDU, Amritsar

FACULTY OF LANGUAGES

SYLLABUS

of

English (Compulsory)

for

**BACHELOR OF ARTS / BACHELOR OF SCIENCE (MEDICAL)/ BACHELOR
OF SCIENCE (NON MEDICAL)/ BACHELOR OF SCIENCE (COMPUTER
SCIENCE)/ BACHELOR OF SCIENCE (ECONOMICS)/ BACHELOR OF
COMMERCE/ BACHELOR OF BUSINESS ADMINISTRATION
(Semester IV)**

(Under Continuous Evaluation System)

(12+3 System of Education)

Session: 2021-22



The Heritage Institution

KANYA MAHA VIDYALAYA

JALANDHAR

(Autonomous)

**BACHELOR OF ARTS / BACHELOR OF SCIENCE (MEDICAL)/ BACHELOR OF SCIENCE (NON MEDICAL)/
BACHELOR OF SCIENCE (COMPUTER SCIENCE)/ BACHELOR OF SCIENCE (ECONOMICS)/ BACHELOR OF
COMMERCE/ BACHELOR OF BUSINESS ADMINISTRATION Semester IV**

Session 2021-22

ENGLISH (COMPULSORY)

Course Code: BARL/BSML/BSNL/BCSL/BECL/BCRL/ BBRL-4212

COURSE OUTCOMES

After passing this course, the students will be able to:

- CO 1:** develop an understanding of the poems taught and be able to answer questions regarding situations, themes and characters depicted in them
- CO 2:** comprehend the basics of grammatical rules governing prepositions and phrasal verbs
- CO 3:** enhance their reading and analysing power of texts through guided reading
- CO 4:** enrich their vocabulary and use newly learnt words in both spoken and written language
- CO 5:** develop skills to write an essay on a given topic

BACHELOR OF ARTS / BACHELOR OF SCIENCE (MEDICAL)/ BACHELOR OF SCIENCE (NON MEDICAL)/
BACHELOR OF SCIENCE (COMPUTER SCIENCE)/ BACHELOR OF SCIENCE (ECONOMICS)/ BACHELOR OF
COMMERCE/ BACHELOR OF BUSINESS ADMINISTRATION Semester IV

Session 2021-22

ENGLISH (COMPULSORY)

Course Code: BARL/BSML/BSNL/BCSL/BECL/BCRL/ BBRL-4212

Max. Marks: 50

Examination Time: 3 Hrs

Theory: 40

CA: 10

Instructions for the Examiner:

The paper setters should avoid questions of theoretical nature from *Making Connections*.

Section A: One question with sub-parts will be set from Unit I of the syllabus. Fifteen sentences will be set and the students would be required to attempt any ten. Each sentence will carry one mark.

(10x1=10)

Section B: Two questions will be set from Unit II of the syllabus. The students would be required to attempt one essay out of the given two topics carrying six marks (word limit 300 words). The second question will be based on vocabulary. The students would be required to write single words for phrases and sentences choosing any four out of six and each carrying one mark.

(1x6+4x1=10)

Section C: The students would be required to attempt two questions (with sub parts) based on exercises as given before and after reading essays in the prescribed text book *Making Connections*.

(2x5=10)

Section D: This section will be divided into two parts. In part one, three questions based on central idea, theme, tone and style etc. of the poems from the prescribed textbook, *Moments in Time* from Unit IV of the syllabus will be set. The students would be required to attempt any two, each carrying three marks (100 words each).

(2x3=6)

Part two will have one question (with internal choice) requiring students to explain a stanza with reference to context carrying four marks (word limit 200 words). The stanzas for explanation will be taken from the prescribed textbook, *Moments in Time* from Unit IV in the syllabus.

(1x4=4)

Unit I

English Grammar in Use, 4th Edition by Raymond Murphy, CUP (Units 121-145)

Unit II

Essay Writing and *The Students' Companion* by Wilfred D. Best (Section 1: Single words for phrases and sentences: Words pertaining to Government, words pertaining to Marriage, Opposites and Negatives)

Unit III

Making Connections by Kenneth J. Pakenham, 2nd Edn. CUP: Unit-IV

Unit IV

Moments in Time: Poems at Sr. No. 7-12

(1/2)

**BACHELOR OF ARTS / BACHELOR OF SCIENCE (MEDICAL)/ BACHELOR OF SCIENCE (NON MEDICAL)/
BACHELOR OF SCIENCE (COMPUTER SCIENCE)/ BACHELOR OF SCIENCE (ECONOMICS)/ BACHELOR OF
COMMERCE/ BACHELOR OF BUSINESS ADMINISTRATION Semester IV**

Session2021-22

ENGLISH (COMPULSORY)

Course Code: BARL/BSML/BSNL/BCSL/BECL/BCRL/ BBRL-4212

Texts Prescribed:

1. *English Grammar in Use* (Fourth Edition) by Raymond Murphy, CUP
2. *The Students' Companion* by Wilfred D. Best
3. *Making Connections* by Kenneth J. Pakenham, 2nd Edn. CUP
4. *Moments in Time: An Anthology of Poems*, GNDU, Amritsar

FACULTY OF LANGUAGES

SYLLABUS

of

English (Compulsory)

for

**BACHELOR OF ARTS / BACHELOR OF SCIENCE (MEDICAL)/ BACHELOR
OF SCIENCE (NON MEDICAL)/ BACHELOR OF SCIENCE (COMPUTER
SCIENCE)/ BACHELOR OF SCIENCE (ECONOMICS)/ BACHELOR OF
COMMERCE/ BACHELOR OF BUSINESS ADMINISTRATION
(Semester V)**

(Under Continuous Evaluation System)

(12+3 System of Education)

Session: 2021-22



The Heritage Institution

KANYA MAHA VIDYALAYA

JALANDHAR

(Autonomous)

**BACHELOR OF ARTS / BACHELOR OF SCIENCE (MEDICAL)/ BACHELOR OF SCIENCE (NON MEDICAL)/
BACHELOR OF SCIENCE (COMPUTER SCIENCE)/ BACHELOR OF SCIENCE (ECONOMICS)/ BACHELOR OF
COMMERCE/ BACHELOR OF BUSINESS ADMINISTRATION Semester V**

Session 2021-22

ENGLISH (COMPULSORY)

Course Code: BARL/BSML/BSNL/BCSL/BECL/BCRL/ BBRL-5212

COURSE OUTCOMES

After passing this course, the students will be able to:

- CO 1:** widen their knowledge about various literary devices used in poetry such as tone, style, imagery, figures of speech, symbolism etc.
- CO 2:** develop power of imagination and appreciate the beauty, rhyme, and style of a poem
- CO 3:** analyse and appreciate the dramatic technique, plot development and art of characterisation in the prescribed play
- CO 4:** develop an understanding of the insights, genres, conventions and experimentations associated with English Drama
- CO 5:** develop the knowledge, skills and capabilities for effective business writing such as letter writing and resume writing

BACHELOR OF ARTS / BACHELOR OF SCIENCE (MEDICAL)/ BACHELOR OF SCIENCE (NON MEDICAL)/
BACHELOR OF SCIENCE (COMPUTER SCIENCE)/ BACHELOR OF SCIENCE (ECONOMICS)/ BACHELOR OF
COMMERCE/ BACHELOR OF BUSINESS ADMINISTRATION Semester V

Session 2021-22

ENGLISH (COMPULSORY)

Course Code: BARL/BSML/BSNL/BCSL/BECL/BCRL/ BBRL-5212

Max. Marks: 50

Examination Time: 3 Hrs

Theory: 40

CA: 10

Instructions for the Examiner:

Section A: Three questions from the play *All My Sons* from Unit I and three questions from *Poems of Nature and Culture* from Unit II requiring very short answers will be set. The students would be required to answer any five, each carrying two marks (50 words each).

(5x2=10)

Section B: Four questions requiring brief descriptive answers based on character, tone, plot and theme(s) in the play *All My Sons* from Unit I will be set and the students would be required to attempt any two, each carrying five marks (250 words each). (2x5= 10)

Section C: Four questions based on the central idea, theme, tone or style etc. of the prescribed poems from the textbook, *Poems of Nature and Culture* from Unit II will be set for the students to attempt any two of these, each carrying five marks (250 words each). The questions can also be set based on stanzas with reference to context. (2x5= 10)

Section D: Two questions with internal choice will be set based on (a) formal letter (b) Job application and Resume Writing, each carrying five marks. (2x5=10)

Unit I

All My Sons by Arthur Miller

Unit II

Poems of Nature and Culture

William Wordsworth: The World is Too Much with Us

Gordon Lord Byron: She Walks in Beauty

P.B. Shelly: Ozymandias

Alfred Lord Tennyson: In Memoriam

Mathew Arnold: Dover Beach

Wilfred Owen: Strange Meeting

Robert Graves: The Portrait

W.H. Auden: The Unknown Citizen

Ted Hughes: The Thought-Fox

Sylvia Plath: Mirror

Rabindranath Tagore: False Religion

Nissim Ezekiel: Night of Scorpion

Unit III

Formal letter, Job Application and Resume Writing

(1/2)

**BACHELOR OF ARTS / BACHELOR OF SCIENCE (MEDICAL)/ BACHELOR OF SCIENCE (NON MEDICAL)/
BACHELOR OF SCIENCE (COMPUTER SCIENCE)/ BACHELOR OF SCIENCE (ECONOMICS)/ BACHELOR OF
COMMERCE/ BACHELOR OF BUSINESS ADMINISTRATION Semester V**

Session 2021-22

ENGLISH (COMPULSORY)

Course Code: BARL/BSML/BSNL/BCSL/BECL/BCRL/ BBRL-5212

Texts Prescribed:

1. *All My Sons* by Arthur Miller
2. *Poems of Nature and Culture*, Guru Nanak Dev University, Amritsar
3. *Oxford Guide to Effective Writing and Speaking* by John Seely.

FACULTY OF LANGUAGES

SYLLABUS

of

English (Compulsory)

for

**BACHELOR OF ARTS / BACHELOR OF SCIENCE (MEDICAL)/ BACHELOR
OF SCIENCE (NON MEDICAL)/ BACHELOR OF SCIENCE (COMPUTER
SCIENCE)/ BACHELOR OF SCIENCE (ECONOMICS)/ BACHELOR OF
COMMERCE/ BACHELOR OF BUSINESS ADMINISTRATION
(Semester VI)**

(Under Continuous Evaluation System)

(12+3 System of Education)

Session: 2021-22



The Heritage Institution

KANYA MAHA VIDYALAYA

JALANDHAR

(Autonomous)

**BACHELOR OF ARTS / BACHELOR OF SCIENCE (MEDICAL)/ BACHELOR OF SCIENCE (NON MEDICAL)/
BACHELOR OF SCIENCE (COMPUTER SCIENCE)/ BACHELOR OF SCIENCE (ECONOMICS)/ BACHELOR OF
COMMERCE/ BACHELOR OF BUSINESS ADMINISTRATION Semester VI**

Session 2021-22

ENGLISH (COMPULSORY)

Course Code: BARL/BSML/BSNL/BCSL/BECL/BCRL/ BBRL-6212

COURSE OUTCOMES

After passing this course, the students will be able to:

- CO 1:** analyze and appreciate the dramatic technique, plot development and art of characterisation in the prescribed plays
- CO 2:** comprehend, appreciate and critically analyse the novel *Train to Pakistan* by Khushwant Singh
- CO 3:** enhance their reading and analysing power of texts through guided reading
- CO 4:** develop skills for report writing and to write an essay on a given topic

BACHELOR OF ARTS / BACHELOR OF SCIENCE (MEDICAL)/ BACHELOR OF SCIENCE (NON MEDICAL)/
BACHELOR OF SCIENCE (COMPUTER SCIENCE)/ BACHELOR OF SCIENCE (ECONOMICS)/ BACHELOR OF
COMMERCE/ BACHELOR OF BUSINESS ADMINISTRATION Semester VI

Session 2021-22

ENGLISH (COMPULSORY)

Course Code: BARL/BSML/BSNL/BCSL/BECL/BCRL/ BBRL-6212

Max. Marks: 50

Theory: 40

CA: 10

Examination Time: 3 Hrs

Instructions for the Examiner:

Section A: Three questions from the novel *Train to Pakistan* from Unit I and three questions from *Glimpses of Theatre* from Unit II requiring very short answers will be set. The students would be required to answer any five, each carrying 2 marks (50 words each). (5x2=10)

Section B: Four questions requiring brief descriptive answers based on character, plot and theme(s) in the novel *Train to Pakistan* from Unit I will be set and students would be required to attempt any two, each carrying 5 marks (250 words each). (2x5=10)

Section C: Four questions based on the central idea, theme, tone or style etc. of the prescribed plays from the textbook, *Glimpses of Theatre* from Unit II will be set for the students to attempt any two, each carrying 5 marks (250 words each). (2x5=10)

Section D: Two questions with internal choice will be set based on (a) Essay Writing, carrying six marks (word limit 300 words) (b) Report Writing, carrying four marks (word limit 200 words). (1x6+1x4=10)

Unit I

Train to Pakistan by Khushwant Singh

Unit II

Glimpses of Theatre

- i) The Will
- ii) Villa for Sale
- iii) Progress
- iv) The Monkey's Paw

Unit III

Essay Writing and Report Writing

Texts Prescribed:

1. *Train to Pakistan* by Khushwant Singh
2. *Glimpses of Theatre*, Guru Nanak Dev University Amritsar

FACULTY OF LANGUAGES

**SYLLABUS
of
English (Elective)
for**

**BACHELOR OF ARTS
(Semester I-VI)**

**(Under Continuous Evaluation 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

Session-2021-22

ENGLISH (ELECTIVE)

ENGLISH (ELECTIVE) Semester I							
Course Name	Course Code	Course Type	Marks				Examination time (in Hours)
			Total	Ext.		CA	
				L	P		
English (Elective)	BARL-1198	E	100	80	-	20	3

E - Elective

Kanya Maha Vidyalaya, Jalandhar (Autonomous)

SCHEME OF STUDY AND EXAMINATION OF THREE YEAR DEGREE PROGRAMME

BACHELOR OF ARTS

Session-2021-22

ENGLISH (ELECTIVE)

ENGLISH (ELECTIVE) Semester II							
Course Name	Course Code	Course Type	Marks				Examination time (in Hours)
			Total	Ext.		CA	
				L	P		
English (Elective)	BARL-2198	E	100	80	-	20	3

E - Elective

Kanya Maha Vidyalaya, Jalandhar (Autonomous)

SCHEME OF STUDY AND EXAMINATION OF THREE YEAR DEGREE PROGRAMME

BACHELOR OF ARTS

Session-2021-22

ENGLISH (ELECTIVE)

ENGLISH (ELECTIVE) Semester III							
Course Name	Course Code	Course Type	Marks				Examination time (in Hours)
			Total	Ext.		CA	
				L	P		
English (Elective)	BARL-3198	E	100	80	-	20	3

E - Elective

Kanya Maha Vidyalaya, Jalandhar (Autonomous)

SCHEME OF STUDY AND EXAMINATION OF THREE YEAR DEGREE PROGRAMME

BACHELOR OF ARTS

Session-2021-22

ENGLISH (ELECTIVE)

ENGLISH (ELECTIVE) Semester IV							
Course Title	Course Code	Course Type	Marks				Examination time (in Hours)
			Total	Ext.		CA	
				L	P		
English (Elective)	BARL-4198	E	100	80	-	20	3

E - Elective

Kanya Maha Vidyalaya, Jalandhar (Autonomous)

SCHEME OF STUDY AND EXAMINATION OF THREE YEAR DEGREE PROGRAMME

BACHELOR OF ARTS

Session-2021-22

ENGLISH (ELECTIVE)

ENGLISH (ELECTIVE) Semester V							
Course Name	Course Code	Course Type	Marks				Examination time (in Hours)
			Total	Ext.		CA	
				L	P		
English (Elective)	BARL-5198	E	100	80	-	20	3

E - Elective

Kanya Maha Vidyalaya, Jalandhar (Autonomous)

SCHEME OF STUDY AND EXAMINATION OF THREE YEAR DEGREE PROGRAMME

BACHELOR OF ARTS

Session-2021-22

ENGLISH (ELECTIVE)

ENGLISH (ELECTIVE) Semester VI							
Course Name	Course Code	Course Type	Marks				Examination time (in Hours)
			Total	Ext.		CA	
				L	P		
English (Elective)	BARL-6198	E	100	80	-	20	3

E - Elective

FACULTY OF LANGUAGES
SYLLABUS
of
English (Elective)
for
BACHELOR OF ARTS
(Semester I)
(Under Continuous Evaluation System)
(12+3 System of Education)

Session: 2021-22



The Heritage Institution
KANYA MAHA VIDYALAYA
JALANDHAR
(Autonomous)

BACHELOR OF ARTS (Semester I)

Session 2021-22

ENGLISH (ELECTIVE)

Course Code: BARL-1198

COURSE OUTCOMES

At the end of this course, students will be able to:

- CO 1:** understand various figures of speech and literary devices by studying the poems of prescribed poets
- CO 2:** understand the basics of dramatic genre, social and women related issues, with reference to the play, *A Doll's House* by Henrik Ibsen
- CO 3:** understand various literary terms and their significance
- CO 4:** recognise phonetic symbols of English and transcribe monosyllabic words

BACHELOR OF ARTS (Semester I)

Session 2021-22

ENGLISH (ELECTIVE)

Course Code: BARL-1198

Total Marks: 100

Examination Time: 3 Hrs

Theory: 80

CA: 20

Instructions for the Paper setter:

Section–A

Two questions will be set from Unit I of the syllabus.

- a. The students will attempt any three literary terms (each to be answered in 100 words approximately) out of given five. **(3x4=12)**
- b. The students will attempt any 12 words for transcription out of given 16 words (8 from the prescribed list and 8 any other monosyllabic words). **(12x1=12)**

Section–B

Two questions will be set from Unit II of the syllabus.

- a. The first part will have two questions based on reference to the context and students are required to attempt any one (in 300 words approximately). **(1x8=8)**
- b. The second part will have three questions based on the theme, plot, characterization out of which the students are required to attempt any two (each answer in 500 words approximately). **(2x10=20)**

Section–C

Two questions will be set from Unit III of the syllabus.

- a. The first part will have two questions based on reference to the context and students are required to attempt any one (in 300 words approximately). **(1x8=8)**
- b. The second part will have three questions based on the theme, plot, characterization out of which the students are required to attempt any two (each answer in 500 words approximately). **(2x10=20)**

(1/2)

BACHELOR OF ARTS (Semester I)

Session 2021-22

ENGLISH (ELECTIVE)

Course Code: BARL-1198

The syllabus is divided in three units as mentioned below:

Unit I

- a) Literary Terms: conflict, symbolism, irony, alliteration, simile, sonnet, conceit, imagery
- b) Transcription of Words: comb, creche, dose, gauge, ghost, castle, gross, mauve, sure, sample, wolf, wool, arch, off, of, door, stair, what, cough, clerk, tooth, yak, yawn, sing, tongue.

Unit II

Spots of Time: Poems at serial No. 1, 2, 3, 5, 7, 8, 9-12, 14, 19, 20

Unit III

A Doll's House by Henrik Ibsen

Prescribed Books:

1. *A Doll's House* by Henrik Ibsen
2. *Spots of Time* G.N.D.U. Amritsar
3. *A Glossary of Literary Terms* by M.H. Abrams
4. *Better Pronunciation of English* by J. D. O'Connor

FACULTY OF LANGUAGES
SYLLABUS
of
English (Elective)
for
BACHELOR OF ARTS
(Semester II)
(Under Continuous Evaluation System)
(12+3 System of Education)
Session: 2021-22



The Heritage Institution
KANYA MAHA VIDYALAYA
JALANDHAR
(Autonomous)

BACHELOR OF ARTS (Semester II)

Session 2021-22

ENGLISH (ELECTIVE)

Course Code: BARL-2198

COURSE OUTCOMES

At the end of this course, students will be able to:

- CO1:** learn about the manners and affectations of upper class English people of eighteenth century with reference to the play, *The School for Scandal* by Richard Sheridan
- CO2:** know the basic traditions of Indian society and the conflicts that are caused in families by the clash between tradition and modernity, with reference to the novel, *The Vendor of Sweets* by R.K. Narayan
- CO3:** understand various literary terms and their significance
- CO4:** recognise phonetic symbols of English and transcribe monosyllabic words

BACHELOR OF ARTS (Semester II)

Session 2021-22

ENGLISH (ELECTIVE)

Course Code: BARL-2198

Total Marks: 100

Examination Time: 3Hrs

Theory: 80

CA: 20

Instructions for the Paper setter:

Section–A

Two questions will be set from Unit I of the syllabus.

- a. The students will attempt any three literary terms (each to be answered in 100 words approximately) out of given five. Each question will carry four marks. **(3x4=12)**
- b. The students will attempt any 12 words for transcription out of given 16 words (8 from the prescribed list and 8 any other monosyllabic words). Each question will carry one mark.

(12x1=12)

Section - B

Two questions will be set from Unit II of the syllabus.

- a. The first part will have two questions based on reference to the context and students are required to attempt any one (in 300 words approximately). The question will carry eight marks. **(1x8=8)**
- b. The second part will have three questions based on the theme, plot, characterization out of which the students are required to attempt any two (each answer in 500 words approximately). Each question will carry ten marks. **(2x10=20)**

Section - C

Two questions will be set from Unit III of the syllabus.

- a. The first part will have two questions based on reference to the context and students are required to attempt any one (in 300 words approximately). The question will carry eight marks. **(1x8=8)**
- b. The second part will have three questions based on the theme, plot, characterization out of which the students are required to attempt any two (each answer in 500 words approximately). Each question will carry ten marks. **(2x10=20)**

(1/2)

BACHELOR OF ARTS (Semester II)

Session 2021-22

ENGLISH (ELECTIVE)

Course Code: BARL-2198

The syllabus is divided in three units as mentioned below:

Unit I

- a) Literary Terms: burlesque, elegy, hyperbole, metaphor, poetic justice, point of view, dramatic monologue, tragicomedy.
- b) Transcription of Words: garage, data, menu, hello, cadet, exit, rebel (n), rebel (v), conduct(n), conduct (v), consume, idiot, depot, madam, handsome, petrol, perfect (adj.), perfect (v), vehicle, healthy, wealthy, police, sandwich, career, talent.

Unit II

The School for Scandal by R. B. Sheridan

Unit III

The Vendor of Sweets by R. K. Narayan

Prescribed Books:

- 5. *The School for Scandal* by R. B. Sheridan
- 6. *The Vendor of Sweets* by R. K. Narayan
- 7. *A Glossary of Literary Terms* by M.H. Abrams
- 8. *Better Pronunciation of English* by J. D. O'Connor

FACULTY OF LANGUAGES

Syllabus

of

English (Elective)

for

BACHELOR OF ARTS

(Semester III)

(Under Continuous Evaluation System)

(12+3 System of Education)

Session: 2021-22



The Heritage Institution

KANYA MAHA VIDYALAYA JALANDHAR

(Autonomous)

BACHELOR OF ARTS (Semester III)

Session 2021-22

ENGLISH (ELECTIVE)

Course Code: BARL-3198

COURSE OUTCOMES

At the end of this course, students will be able to:

CO1: acquire an understanding of sustained allegory, as well as the basic tenets of Marxism and Capitalism and the social implications of these theories, with reference to the novel, *Animal farm* by George Orwell

CO2: understand various figures of speech and literary devices used in the poetry of the prescribed poets

CO3: understand various literary terms and their significance

CO4: recognize the phonetic symbols of the English language and be able to transcribe the monosyllabic, disyllabic and polysyllabic words

BACHELOR OF ARTS (Semester III)

Session 2021-22

ENGLISH (ELECTIVE)

Course Code: BARL-3198

Total Marks: 100

Examination Time: 3Hrs

Theory: 80

CA: 20

Instructions for the Paper setter:

Section–A

Two questions will be set from Unit I of the syllabus.

- c. The students will attempt any three literary terms (each to be answered in 100 words approximately) out of given five. Each question will carry four marks. **(3x4=12)**
- d. The students will attempt any 12 words for transcription out of given 16 words (8 from the prescribed list and 8 any other monosyllabic words). Each question will carry one mark.

(12x1=12)

Section–B

Two questions will be set from Unit II of the syllabus.

- c. The first part will have two questions based on reference to the context and students are required to attempt any one (in 300 words approximately). The question will carry eight marks. **(1x8=8)**
- d. The second part will have three questions based on the theme, plot, characterization out of which the students are required to attempt any two (each answer in 500 words approximately). Each question will carry ten marks. **(2x10=20)**

Section–C

Two questions will be set from Unit III of the syllabus.

- c. The first part will have two questions based on reference to the context and students are required to attempt any one (in 300 words approximately). The question will carry eight marks. **(1x8=8)**
- d. The second part will have three questions based on the theme, plot, characterization out of which the students are required to attempt any two (each answer in 500 words approximately). Each question will carry ten marks. **(2x10=20)**

BACHELOR OF ARTS (Semester III)

Session 2021-22

ENGLISH (ELECTIVE)

Course Code: BARL-3198

UNIT-I

Literary Terms: Beast Fable, Conflict, Resolution, Dystopia, Utopia, Allegory, Allusion, Augustan Age, Romantic Age, Ballad

Words for Transcription: agony, antonym, capable, committee, decorum, aeroplane, calendar, privacy, absolute, academy, academic, advertisement, adversity, allopathic, mathematics, automobile, biography, biology, competition, competitive, certificate, certify, democracy, capacity, magnificent

UNIT - II

Animal Farm by George Orwell

UNIT-III

Fresh Showers (A Collection of Poems)

- | | |
|--|------------------------------------|
| 1. Belinda's Toilet by Alexander Pope | 7. Futility by Wilfred Owen |
| 2. London by William Blake | 8. Day Break by Stephen Spender |
| 3. The Tables Turned by William Wordsworth | 9. Self's the Man by Philip Larkin |
| 4. Man and Nature by Lord Byron | 10. Spinster by Sylvia Plath |
| 5. The Cloud by P. B. Shelley | 11. Leave This Chanting by Tagore |
| 6. Voices by Walter de la Mare | 12. The Poet by Sant Singh Sekhon |
| | 13. Guru by Nissim Ezekiel |

Books Prescribed:

1. *Animal Farm* by George Orwell
2. *Fresh Showers* (A Collection of Poems)
3. *A Glossary of Literary Terms* by M.H. Abrams
4. *Better Pronunciation of English* by J. D. O'Connor

(2/2)

FACULTY OF LANGUAGES

SYLLABUS

of

English (Elective)

for

BACHELOR OF ARTS

(Semester IV)

(Under Continuous Evaluation System)

(12+3 System of Education)

Session: 2021-22



The Heritage Institution

KANYA MAHA VIDYALAYA JALANDHAR

(Autonomous)

BACHELOR OF ARTS (Semester IV)

Session 2021-22

ENGLISH (ELECTIVE)

Course Code: BARL-4198

COURSE OUTCOMES

At the end of this course, students will be able to:

CO1: acquire an understanding of various social issues on global level as portrayed in various essays prescribed from the text, *Modern Prose*

CO2: have a glimpse of different cultures of the world by reading various stories from commonwealth countries, depicted in the stories from the text, *Dispelling Silence*

CO3: understand various literary terms and their significance

CO4: attempt phonetic transcription of various words in English language for accuracy in pronunciation

BACHELOR OF ARTS (Semester IV)

Session 2021-22

ENGLISH (ELECTIVE)

Course Code: BARL-4198

Examination Time: 3Hrs

Total Marks: 100

Theory: 80

CA: 20

Instructions for the Paper setter:

Section–A

Two questions will be set from Unit I of the syllabus.

- e. The students will attempt any three literary terms (each to be answered in 100 words approximately) out of given five. Each question will carry four marks. **(3x4=12)**
- f. The students will attempt any 12 words for transcription out of given 16 words (8 from the prescribed list and 8 any other monosyllabic words). Each question will carry one mark.

(12x1=12)

Section–B

Two questions will be set from Unit II of the syllabus.

- e. The first part will have two questions based on reference to the context and students are required to attempt any one (in 300 words approximately). The question will carry eight marks. **(1x8=8)**
- f. The second part will have three questions based on the theme, plot, characterization out of which the students are required to attempt any two (each answer in 500 words approximately). Each question will carry ten marks. **(2x10=20)**

Section–C

Two questions will be set from Unit III of the syllabus.

- e. The first part will have two questions based on reference to the context and students are required to attempt any one (in 300 words approximately). The question will carry eight marks. **(1x8=8)**
- f. The second part will have three questions based on the theme, plot, characterization out of which the students are required to attempt any two (each answer in 500 words approximately). Each question will carry ten marks. **(2x10=20)**

(1/2)

BACHELOR OF ARTS (Semester IV)

Session 2021-22

ENGLISH (ELECTIVE)

Course Code: BARL-4198

UNIT-I

Literary Terms: Plot, Character, Characterization, Flat Character, Round Character, Climax, Antagonist, Fable, Fiction

Words for Transcripts: quality, nationality, origin, appreciable, responsibility, cessation, tranquility, superiority, pavilion

UNIT-II

Modern Prose (Essays at serial No. 3, 4, 5, 7, 11, 12)

UNIT-III

Dispelling Silence: Short Stories (Stories at serial No. 1, 2, 6, 7, 8, 10, 11,12)

Books Prescribed:

1. *Modern Prose*, G.N.D.U. Amritsar
2. *Dispelling Silence: Short Stories*
3. *Glossary of Literary Terms* by M.H. Abrams
4. *Better Pronunciation of English* by J. D. O'Connor

FACULTY OF LANGUAGES
SYLLABUS
of
English (Elective)
for
BACHELOR OF ARTS
(Semester V)
(Under Continuous Evaluation System) (12+3
System of Education)
Session: 2021-22



The Heritage Institution
KANYA MAHA VIDYALAYA JALANDHAR
(Autonomous)

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BACHELOR OF ARTS (Semester V)

Session 2021-22

ENGLISH (ELECTIVE)

Course Code: BARL-5198

COURSE OUTCOMES

At the end of this course, students will be able to:

- CO1:** learn about the basic features of Shakespearean tragedy, with reference to the play, *Julius Caesar* by William Shakespeare
- CO2:** understand that war is not a romantic adventure as projected by war-monger politicians through the study of the hilarious comedy, *Arms and the Man* by George Bernard Shaw
- CO3:** understand various literary terms and their significance
- CO4:** attempt phonetic transcription of various words in English language for accuracy in pronunciation

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BACHELOR OF ARTS (Semester V)

Session 2021-22

ENGLISH (ELECTIVE)

Course Code: BARL-5198

Examination Time: 3Hrs

Total Marks: 100

Theory: 80

CA: 20

Instructions for the Paper setter:

Section–A

Two questions will be set from Unit I of the syllabus.

- g. The students will attempt any three literary terms (each to be answered in 100 words approximately) out of given five. Each question will carry four marks. **(3x4=12)**
- h. The students will attempt any 12 words for transcription out of given 16 words (8 from the prescribed list and 8 any other monosyllabic words). Each question will carry one mark.

(12x1=12)

Section–B

Two questions will be set from Unit II of the syllabus.

- g. The first part will have two questions based on reference to the context and students are required to attempt any one (in 300 words approximately). The question will carry eight marks. **(1x8=8)**
- h. The second part will have three questions based on the theme, plot, characterization out of which the students are required to attempt any two (each answer in 500 words approximately). Each question will carry ten marks. **(2x10=20)**

Section–C

Two questions will be set from Unit III of the syllabus.

- g. The first part will have two questions based on reference to the context and students are required to attempt any one (in 300 words approximately). The question will carry eight marks. **(1x8=8)**
- h. The second part will have three questions based on the theme, plot, characterization out of which the students are required to attempt any two (each answer in 500 words approximately). Each question will carry ten marks. **(2x10=20)**

(1/2)

BACHELOR OF ARTS (Semester V)

Session 2021-22

ENGLISH (ELECTIVE)

Course Code: BARL-5198

Unit I

Literary Terms: lyric, tragedy, idyll, satire, farce, melodrama, dramatic irony, soliloquy

Transcription of Words: ability, abolish, lion, balloon, sarcasm, theatre, captain, campaign, union, danger, decay, welfare, education, yourself, embrace, zero, family, poem, nobility, flower, hospital, baggage, Xerox, canon, false

Unit II

Julius Caesar by William Shakespeare

Unit III

Arms and the Man by George Bernard Shaw

Prescribed Books:

1. *Julius Caesar* by William Shakespeare
2. *Arms and the Man* by George Bernard Shaw
3. *A Glossary of Literary Terms* by M.H. Abrams
4. *Better Pronunciation of English* by J. D. O'Connor

FACULTY OF LANGUAGES
SYLLABUS
of
English (Elective)
for
BACHELOR OF ARTS
(Semester VI)
(Under Continuous Evaluation System) (12+3
System of Education)
Session: 2021-22



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BACHELOR OF ARTS (Semester VI)

Session 2021-22

ENGLISH (ELECTIVE)

Course Code: BARL-6198

COURSE OUTCOMES

At the end of this course, students will be able to:

CO1: learn about, write and discuss, in English, the character, traits of The Grapes of Wrath novels viz. classism, racism, sexism, etc.

CO2: acquire incisive knowledge about various sorts of discrimination against women prevalent in some parts of India after reading Mahesh Dattani's *Tara*

CO3: understand various literary terms and their significance

CO4: attempt phonetic transcription of various words in English language for accuracy in pronunciation

BACHELOR OF ARTS (Semester VI)

Session 2021-22

ENGLISH (ELECTIVE)

Course Code: BARL-6198

Examination Time: 3 Hrs.

Total Marks: 100

Theory: 80

CA: 20

Instructions for the Paper setter:

Section–A

Two questions will be set from Unit I of the syllabus.

- a. The students will attempt any three literary terms (each to be answered in 100 words approximately) out of given five. Each question will carry four marks. **(3x4=12)**
- b. The students will attempt any 12 words for transcription out of given 16 words (8 from the prescribed list and 8 any other monosyllabic words). Each question will carry one mark.

(12x1=12)

Section–B

Two questions will be set from Unit II of the syllabus.

- a. The first part will have two questions based on reference to the context and students are required to attempt any one (in 300 words approximately). The question will carry eight marks. **(1x8=8)**
- b. The second part will have three questions based on the theme, plot, characterization out of which the students are required to attempt any two (each answer in 500 words approximately). Each question will carry ten marks. **(2x10=20)**

Section–C

Two questions will be set from Unit III of the syllabus.

- a. The first part will have two questions based on reference to the context and students are required to attempt any one (in 300 words approximately). The question will carry eight marks. **(1x8=8)**
- b. The second part will have three questions based on the theme, plot, characterization out of which the students are required to attempt any two (each answer in 500 words approximately). Each question will carry ten marks. **(2x10=20)**

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BACHELOR OF ARTS (Semester VI)

Session 2021-22

ENGLISH (ELECTIVE)

Course Code: BARL-6198

Unit I

Literary Terms: essay, novel, short story, biography, autobiography, criticism, stream of consciousness, interior monologue

Transcription of Words: gadget, image, labour, kettle, question, gender, journey, occupy, parallel, harvest, necessity, parasite, regular, identity, reclaim, jealous, nationality, magnet, lament, magic, harbour, kindly, obedient, quality, goodness

Unit II

The Mayor of Casterbridge By Thomas Hardy

Unit III

Tara By Mahesh Dattani

Prescribed Books:

1. *The Mayor of Casterbridge* by Thomas Hardy
2. *Tara* by Mahesh Dattani
3. *A Glossary of Literary Terms* by M.H. Abrams
4. *Better Pronunciation of English* by J. D. O'Connor

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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-II)
(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-II)
(Under Credit Based Continuous Evaluation Grading System)

(12+3 System of Education)

Session: 2021-22



**The Heritage Institution KANYA
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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 (INFORMATION 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 Computer Applications	BCAL-1102						
	Bachelor of Science (Information Technology)	BITL-1102						
	Bachelor of Science (Bio Technology)	BBTL-1102						
	Bachelor of Science (Honours) Agriculture	BACL-1102						
	Bachelor of Science (Honours) Maths	BOML-1102						

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	Bachelor of Science (Honours) Physics	BOPL-1102						
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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	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 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

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

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

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)

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)

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)

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.

(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 I)

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).

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

(12+3 System of Education)

Session: 2021-22



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(Autonomous)

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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)

Max. Marks: 50

3 hours (Practical)

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)

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

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)

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.

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)

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.

FACULTY OF LANGUAGES

SYLLABUS

of

Soft Skills and Communication

for

BACHELOR OF VOCATION (TEXTILE DESIGN & APPAREL TECHNOLOGY)

(Semester III-VI)

(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 VOCATION (TEXTILE DESIGN & APPAREL TECHNOLOGY)

Session: 2021-22

Soft Skills and Communication

Semester III

Course Name	Programme Name	Course Code	Course Type	Hours/week	Credits L-T-P	Marks			Examination time (in Hours)	
						Total	Ext.			CA
							L	P		
Soft Skills and Communication	B. Voc. (Textile Design and Apparel Technology)	BVTL- 3102	C	4	4-0-0	50	40	-	10	3 (Theory)

C - Compulsory

Kanya Maha Vidyalaya, Jalandhar(Autonomous)

SCHEME AND CURRICULUM OF EXAMINATIONS OF THREE YEAR DEGREE PROGRAMME
BACHELOR OF VOCATION (TEXTILE DESIGN & APPAREL TECHNOLOGY)
Session-2021-22

Soft Skills and Communication

BACHELOR OF VOCATION (TEXTILE DESIGN & APPAREL TECHNOLOGY) Semester IV										
Course Title	Programme Name	Course Code	Course Type	Hours/ week	Credits L-T-P	Marks				Examination time (in Hours)
						Total	Ext.		CA	
							L	P		
Soft Skills and Communication	Bachelor of Vocation (Textile Design & Apparel Technology)	BVTL-4102	C	4	4-0-0	50	40	-	10	3 (Theory)

C - Compulsory

Kanya Maha Vidyalaya, Jalandhar (Autonomous)

SCHEME OF STUDY AND EXAMINATION OF THREE YEAR DEGREE PROGRAMME BACHELOR OF VOCATION (TEXTILE DESIGN & APPAREL TECHNOLOGY)

Session: 2021-22

Soft Skills and Communication

Semester V

Course Name	Programme Name	Course Code	Course Type	Hours/week	Credits L-T-P	Marks			Examination time (in Hours)	
						Total	Ext.			CA
							L	P		
Soft Skills and Communication	B.Voc. (Textile Design and Apparel Technology)	BVTL- 5102	C	4	4-0-0	50	40	-	10	3 (Theory)

C - Compulsory

Kanya Maha Vidyalaya, Jalandhar (Autonomous)

SCHEME AND CURRICULUM OF EXAMINATIONS OF THREE YEAR DEGREE PROGRAMME
BACHELOR OF VOCATION (TEXTILE DESIGN & APPAREL TECHNOLOGY)
Session-2021-22

Soft Skills and Communication

BACHELOR OF VOCATION (TEXTILE DESIGN & APPAREL TECHNOLOGY) Semester VI										
Course Title	Programme Name	Course Code	Course Type	Hours/week	Credits L-T-P	Marks				Examination time (in Hours)
						Total	Ext.		CA	
							L	P		
Soft Skills and Communication	Bachelor of Vocation (Textile Design & Apparel Technology)	BVTM-6102	C	4	4-0-0	50	25	15	10	3 (Theory) + 3 (Practical)

C - Compulsory

FACULTY OF LANGUAGES

SYLLABUS

of

Soft Skills and Communication

for

BACHELOR OF VOCATION (TEXTILE DESIGN & APPAREL TECHNOLOGY)

Semester III

(Under Credit Based Continuous Evaluation Grading System)

(12+3 System of Education)

Session: 2021-22



The Heritage Institution
KANYA MAHA VIDYALAYA
JALANDHAR
(Autonomous)

BACHELOR OF VOCATION (TEXTILE DESIGN & APPAREL TECHNOLOGY)

(Semester III)

Session: 2021-22

**SOFT SKILLS AND COMMUNICATION
(THEORY)**

COURSE CODE: BVTL-3102

COURSE OUTCOMES

At the end of this course, students will be able to:

CO1: improve their communication skills

CO2: learn techniques to organise ideas for paragraph writing

CO3: get better insight into the usage of Standard English, grammar and effective sentence skills

CO4: enrich their vocabulary, and usage of new words

CO5: develop the ability to write notices and memos

**BACHELOR OF VOCATION (TEXTILE DESIGN & APPAREL
TECHNOLOGY)**

(Semester III)

Session: 2021-22

**SOFT SKILLS AND COMMUNICATION
(THEORY)**

COURSE CODE: BVTL-3102

Course Code: BVTL-3102

Time: 3 Hours

Max. Marks: 50

Theory: 40

Continuous Assessment: 10

6 Lectures/per week

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 will be set from Unit I.

Section-B: Two questions will be given to the students based on 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)

BACHELOR OF VOCATION (TEXTILE DESIGN & APPAREL TECHNOLOGY)

(Semester III)

Session: 2021-22

**SOFT SKILLS AND COMMUNICATION
(THEORY)**

COURSE CODE: BVTL-3102

Unit I

1. Basic reading skills
2. Reading comprehension

Unit II

3. Basic sentence formation
4. Vocabulary building

Unit III

5. Basic writing skills
6. Basic composition:
 - a) Paragraph writing
 - b) Letter writing
 - (i) Formal
 - (ii) Informal
 - c) Notice/ Memo

Unit IV

7. Goal setting, team building, team work, time management thinking and reasoning and communication with others.

BACHELOR OF VOCATION (TEXTILE DESIGN & APPAREL TECHNOLOGY)

(Semester III)

Session: 2021-22

**SOFT SKILLS AND COMMUNICATION
(THEORY)**

COURSE CODE: BVTL-3102

Recommended Books:

1. *The Student's Companion* by Wilfred D. Best.
2. *Business Communication*, by Sinha, K.K. Galgotia Publishers, 2003.

FACULTY OF LANGUAGES

SYLLABUS of Soft Skills and Communication for

BACHELOR OF VOCATION (TEXTILE DESIGN & APPAREL TECHNOLOGY)

(Semester IV)

(Under Credit Based Continuous Evaluation Grading System)

(12+3 System of Education)

Session: 2021-22



**The Heritage Institution
KANYA MAHA VIDYALAYA
JALANDHAR
(Autonomous)**

**BACHELOR OF VOCATION (TEXTILE DESIGN & APPAREL TECHNOLOGY)
SEMESTER-IV**

**SOFT SKILLS AND COMMUNICATION
(THEORY)**

COURSE CODE: BVTL-4102

COURSE OUTCOMES

At the end of this course, students will be able to:

CO1: improve their communication skills

CO2: identify problems and be equipped with problem solving skills

CO3: learn techniques to write reports and take notes

CO4: imbibe and practise conversational skills

CO5: develop work ethics

CO6: imbibe and practise presentation skills and public speaking

BACHELOR OF VOCATION (TEXTILE DESIGN & APPAREL TECHNOLOGY) (Semester-IV)
Session-2021-22
SOFT SKILLS AND COMMUNICATION
Course Code: BVTL-4102

Examination Time: 3 Hrs

Max. Marks: 50
Theory: 40
CA: 10

Instructions for the Examiner:

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

Section-A: One question will be set from Unit I of the syllabus with internal choice and it will carry **10 marks**. The questions may have sub-parts.

Section-B: One question will be set from Unit II of the syllabus with internal choice and it will carry **10 marks**. The questions may have sub-parts.

Section-C: Two questions with internal choice will be given based on the topics in Unit III. Each question will carry five marks. **(2x5=10 marks)**

Section-D: Two questions with internal choice will be given based on the topics in Unit IV. Each question will carry five marks. **(2x5=10 marks)**

Unit I

1. Problem solving
2. Report Writing and Note Taking

Unit II

3. Constructive feedback
4. Project Management

Unit III

5. Conversational Skills
6. Work ethics

Unit IV

7. Presentation Skills (Team presentations and Individual presentations)
8. Etiquettes for public speaking

BACHELOR OF VOCATION (TEXTILE DESIGN & APPAREL TECHNOLOGY) (Semester-IV)
Session-2021-22
SOFT SKILLS AND COMMUNICATION
Course Code: BVTL-4102

Recommended Books:

1. *Business Communication*, by Sinha, K.K. Galgotia Publishers.

FACULTY OF LANGUAGES

SYLLABUS

of

Soft Skills and Communication

for

BACHELOR OF VOCATION (TEXTILE DESIGN & APPAREL TECHNOLOGY)

Semester V

(Under Credit Based Continuous Evaluation Grading System)

(12+3 System of Education)

Session: 2021-22



**The Heritage Institution
KANYA MAHA VIDYALAYA
JALANDHAR
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BACHELOR OF VOCATION (TEXTILE DESIGN & APPAREL TECHNOLOGY)

(Semester V)

Session: 2021-22

**SOFT SKILLS AND COMMUNICATION
(THEORY)**

COURSE CODE: BVTL-5102

COURSE OUTCOMES

At the end of this course, students will be able to:

CO1: improve their communication skills

CO2: learn techniques to organise ideas for email writing

CO3: get better insight into various obstacles regarding communication

CO4: enrich their vocabulary in fashion terminology and make the right use of it

CO5: develop the ability to communicate through situational dialogues and telephonic
Conversations

BACHELOR OF VOCATION (TEXTILE DESIGN & APPAREL TECHNOLOGY)

(Semester V)

Session: 2021-22

**SOFT SKILLS AND COMMUNICATION
(THEORY)**

COURSE CODE: BVTL-5102

Time: 3 Hours

Max. Marks: 50

Theory: 40

Continuous Assessment: 10

Instructions for the paper setter 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 8 marks.

Section-B: Two questions will be given to the students from Unit II and the candidates will have to attempt one carrying 8 marks.

Section-C: Two questions will be given based on the topics given in Unit III and the candidates will have to attempt one carrying 8 marks.

Section-D: One out of the two questions will have to be attempted by the candidates based on the topics given in Unit IV of the syllabus. It will carry 8 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 may be attempted from any of the four sections. (8 x 5 = 40)

BACHELOR OF VOCATION (TEXTILE DESIGN & APPAREL TECHNOLOGY)

(Semester V)

Session: 2021-22

**SOFT SKILLS AND COMMUNICATION
(THEORY)**

COURSE CODE: BVTL-5102

Unit I

1. Telephone etiquette
2. E-mail etiquette

Unit II

3. Overcoming Barriers in communication
4. Situational dialogues

Unit III

5. Fashion terms : Silhouette, Haute Couture, Label, Ensemble, Hemline
6. Promotion of fashion communication

Unit IV

7. Handling Social Media
8. Evaluate and apply communication to gain efficiency

Prescribed Readings:

1. *Business Communication*, by Sinha, K.K. Galgotia Publishers, 2003.

FACULTY OF LANGUAGES

SYLLABUS of Soft Skills and Communication for

BACHELOR OF VOCATION (TEXTILE DESIGN & APPAREL TECHNOLOGY)

(Semester VI)

(Under Credit Based Continuous Evaluation Grading System)

(12+3 System of Education)

Session: 2021-22



**The Heritage Institution
KANYA MAHA VIDYALAYA
JALANDHAR
(Autonomous)**

BACHELOR OF VOCATION (TEXTILE DESIGN & APPAREL TECHNOLOGY) (Semester-VI)
Session-2021-22

SOFT SKILLS AND COMMUNICATION
COURSE CODE: BVTM-6102

COURSE OUTCOMES

At the end of this course, students will be able to:

- CO1:** enhance interpersonal skills
- CO2:** learn the technique of video conferencing
- CO3:** develop the ability to write job application and resume
- CO4:** practise group discussion and develop interview skills
- CO5:** develop the ability to provide good customer service

BACHELOR OF VOCATION (TEXTILE DESIGN & APPAREL TECHNOLOGY) (Semester-VI)
Session-2021-22
SOFT SKILLS AND COMMUNICATION
Course Code: BVTM-6102

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

Max. Marks: 50
Theory: 25

Practical: 15

CA: 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)

Unit I

1. Interpersonal Skills

Unit II

2. Customer service in apparel industry
3. Job application and Resume Writing

BACHELOR OF VOCATION (TEXTILE DESIGN & APPAREL TECHNOLOGY) (Semester-VI)
Session-2021-22
SOFT SKILLS AND COMMUNICATION
Course Code: BVTM-6102

Unit III

4. Video Conferencing

Unit IV

5. Group Discussion

6. Interview Skills

Recommended Books:

1. *Business Communication*, by Sinha, K.K. Galgotia Publishers, 2003.

BACHELOR OF VOCATION (TEXTILE DESIGN & APPAREL TECHNOLOGY) (Semester-VI)

Session-2021-22

SOFT SKILLS AND COMMUNICATION

Course Code: BVTM-6102

PRACTICAL EXAMINATION

Examination Time: 3 hours

Marks: 15

Course Contents:

1. Interview Skills
2. Group Discussion
3. Public speaking

FACULTY OF LANGUAGES

SYLLABUS

of

Soft Skills and Communication

for

B. Voc. (Nutrition, Exercise and Health) (Semester III-VI)

(Under Credit Based Continuous Evaluation Grading System)

(12+3 System of Education)

Session: 2021-22



**The Heritage Institution
KANYA MAHA VIDYALAYA
JALANDHAR
(Autonomous)**

**SCHEME OF STUDY AND EXAMINATION OF THREE YEAR DEGREE PROGRAMME
BACHELOR OF VOCATION (NUTRITION, EXERCISE AND HEALTH)**

Session: 2021-22

Soft Skills and Communication

Semester III

Course Name	Programme Name	Course Code	Course Type	Hours/week	Credits L-T-P	Marks			Examination time (in Hours)	
						Total	Ext.			CA
							L	P		
Soft Skills and Communication	B.Voc. (Nutrition, Exercise and Health)	BVNL- 3102	C	4	4-0-0	50	40	-	10	3 (Theory)

C - Compulsory

Kanya Maha Vidyalaya, Jalandhar (Autonomous)
SCHEME AND CURRICULUM OF EXAMINATIONS OF THREE YEAR DEGREE PROGRAMME
BACHELOR OF VOCATION (NUTRITION, EXERCISE & HEALTH)

Session-2021-22

Soft Skills and Communication

BACHELOR OF VOCATION (NUTRITION, EXERCISE & HEALTH)										
Semester IV										
Course Title	Programme Name	Course Code	Course Type	Hours/week	Credits L-T-P	Marks				Examination time (in Hours)
						Total	Ext.		CA	
							L	P		
Soft Skills and Communication	Bachelor of Vocation (Nutrition, Exercise and Health)	BVNL- 4102	C	4	4-0-0	50	40	-	10	3 (Theory)

C - Compulsory

Kanya Maha Vidyalaya, Jalandhar (Autonomous)

SCHEME OF STUDY AND EXAMINATION OF THREE YEAR DEGREE PROGRAMME

BACHELOR OF VOCATION (NUTRITION, EXERCISE AND HEALTH)

Session: 2021-22

Soft Skills and Communication

Semester V

Course Name	Programme Name	Course Code	Course Type	Hours/ week	Credits L-T-P	Marks			Examination time (in Hours)	
						Total	Ext.			CA
							L	P		
Soft Skills and Communication	B.Voc. (Nutrition, Exercise and Health)	BVNL- 5102	C	4	4-0-0	50	40	-	10	3 (Theory)

C - Compulsory

Kanya Maha Vidyalaya, Jalandhar (Autonomous)

SCHEME AND CURRICULUM OF EXAMINATIONS OF THREE YEAR DEGREE PROGRAMME BACHELOR OF VOCATION (NUTRITION, EXERCISE & HEALTH)

Session-2021-22

Soft Skills and Communication

BACHELOR OF VOCATION (NUTRITION, EXERCISE & HEALTH) Semester VI

Course Title	Programme Name	Course Code	Course Type	Hours/ week	Credits L-T-P	Marks			Examination time (in Hours)	
						Total	Ext.			CA
							L	P		
Soft Skills and Communication	Bachelor of Vocation (Nutrition, Exercise and Health)	BVNM-6102	C	4	4-0-0	50	25	15	10	3 (Theory) + 3 (Practical)

C - Compulsory

FACULTY OF LANGUAGES

SYLLABUS

of

Soft Skills and Communication

for

B. Voc. (Nutrition, Exercise and Health) (Semester III)

(Under Credit Based Continuous Evaluation Grading System)

(12+3 System of Education)

Session: 2021-22



**The Heritage Institution
KANYA MAHA VIDYALAYA
JALANDHAR
(Autonomous)**

BACHELOR OF VOCATION (NUTRITION, EXERCISE AND HEALTH)

(Semester III)

Session: 2021-22

**SOFT SKILLS AND COMMUNICATION
(THEORY)**

COURSE CODE: BVNL-3102

COURSE OUTCOMES

At the end of this course, students will be able to:

CO1: improve their communication skills

CO2: learn techniques to organise ideas for paragraph writing

CO3: get better insight into the usage of Standard English, grammar and effective sentence skills

CO4: enrich their vocabulary, and usage of new words

CO5: develop the ability to write notices and memos

BACHELOR OF VOCATION (NUTRITION, EXERCISE AND HEALTH)

(Semester III)

Session: 2021-22

**SOFT SKILLS AND COMMUNICATION
(THEORY)**

COURSE CODE: BVNL-3102

Course Code: BVNL-3102

Time: 3 Hours

Max. Marks: 50

Theory: 40

Continuous Assessment: 10

6 Lectures/per week

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 will be set from Unit I.

Section-B: Two questions will be set 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)

BACHELOR OF VOCATION (NUTRITION, EXERCISE AND HEALTH)

(Semester III)

Session: 2021-22

**SOFT SKILLS AND COMMUNICATION
(THEORY)**

COURSE CODE: BVNL-3102

Unit I

1. Basic reading skills
2. Reading comprehension

Unit II

3. Basic sentence formation
4. Vocabulary building

Unit III

5. Basic writing skills
6. Basic composition:
 - a) Paragraph writing
 - b) Letter writing
 - (i) Formal
 - (ii) Informal
 - c) Notice/ Memo

Unit IV

7. Goal setting, team building, team work, time management thinking and reasoning and communication with others.

BACHELOR OF VOCATION (NUTRITION, EXERCISE AND HEALTH)

(Semester III)

Session: 2021-22

**SOFT SKILLS AND COMMUNICATION
(THEORY)**

COURSE CODE: BVNL-3102

Recommended Books:

3. *The Student's Companion* by Wilfred D. Best.
4. *Business Communication*, by Sinha, K.K. Galgotia Publishers, 2003.

FACULTY OF LANGUAGES

SYLLABUS

of

Soft Skills and Communication

for

BACHELOR OF VOCATION (NUTRITION, EXERCISE & HEALTH)

(Semester IV)

(Under Credit Based Continuous Evaluation Grading System)

(12+3 System of Education)

Session: 2021-22



**The Heritage Institution
KANYA MAHA VIDYALAYA
JALANDHAR
(Autonomous)**

SEMESTER-IV

**SOFT SKILLS AND COMMUNICATION
(THEORY)**

COURSE CODE: BVNL-4102

COURSE OUTCOMES

At the end of this course, students will be able to:

CO1: improve their communication skills

CO2: identify problems and be equipped with problem solving skills

CO3: learn techniques to write reports and take notes

CO4: imbibe and practise conversational skills

CO5: develop work ethics

CO6: imbibe and practise presentation skills and public speaking

BACHELOR OF VOCATION (NUTRITION, EXERCISE & HEALTH)
(Semester-IV)
Session-2021-22
SOFT SKILLS AND COMMUNICATION
Course Code: BVNL 4102

Examination Time: 3 Hrs

Max. Marks: 50
Theory: 40
CA: 10

Instructions for the Examiner:

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

Section-A: One question will be set from Unit I of the syllabus with internal choice and it will carry **10 marks**. The questions may have sub-parts.

Section-B: One question will be set from Unit II of the syllabus with internal choice and it will carry **10 marks**. The questions may have sub-parts.

Section-C: Two questions with internal choice will be given based on the topics in Unit III. Each question will carry five marks. **(2x5=10 marks)**

Section-D: Two questions with internal choice will be given based on the topics in Unit IV. Each question will carry five marks. **(2x5=10 marks)**

Unit I

1. Problem solving
2. Report Writing and Note Taking

Unit II

3. Constructive feedback
4. Project Management

Unit III

5. Conversational Skills
6. Work ethics

Unit IV

7. Presentation Skills (Team presentations and Individual presentations)
8. Etiquettes for public speaking

BACHELOR OF VOCATION (NUTRITION, EXERCISE & HEALTH)
(Semester-IV)
Session-2021-22
SOFT SKILLS AND COMMUNICATION
Course Code: BVNL 4102

Recommended Books:

2. *Business Communication*, by Sinha, K.K. Galgotia Publishers, 2003.

FACULTY OF LANGUAGES

SYLLABUS

of

Soft Skills and Communication

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BACHELOR OF VOCATION (NUTRITION, EXERCISE AND HEALTH)

Semester V

(Under Credit Based Continuous Evaluation Grading System)

(12+3 System of Education)

Session: 2021-22



**The Heritage Institution
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JALANDHAR
(Autonomous)**

BACHELOR OF VOCATION (NUTRITION, EXERCISE AND HEALTH)

(Semester V)

Session: 2021-22

**SOFT SKILLS AND COMMUNICATION
(THEORY)**

COURSE CODE: BVTL-5102

COURSE OUTCOMES

At the end of this course, students will be able to:

CO1: enhance their communication skills

CO2: learn techniques to organise ideas for email writing and handling responses

CO3: identify problems and be equipped with problem solving skills

CO4: imbibe and practice leadership skills

CO5: develop the ability to communicate through situational dialogues and telephonic conversations

BACHELOR OF VOCATION (NUTRITION, EXERCISE AND HEALTH)

(Semester V)

Session: 2021-22

**SOFT SKILLS AND COMMUNICATION
(THEORY)**

COURSE CODE: BVNL-5102

Time: 3 Hours

Max. Marks: 50

Theory: 40

Continuous Assessment: 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 will be set from Unit I.

Section-B: Two questions will be given to the students based on 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)

BACHELOR OF VOCATION (NUTRITION, EXERCISE AND HEALTH)

(Semester V)

Session: 2021-22

**SOFT SKILLS AND COMMUNICATION
(THEORY)**

COURSE CODE: BVNL-5102

Unit I

1. Telephone etiquette
2. E-mail etiquette

Unit II

3. Overcoming barriers in communication
4. Situational dialogues

Unit III

5. Body language: Non-verbal communication
6. Leadership and Communication

Unit IV

7. Handling Social Media
8. Evaluate and apply communication to gain efficiency

Prescribed readings:

1. *Business Communication*, by Sinha, K.K. Galgotia Publishers, 2003.

FACULTY OF LANGUAGES

SYLLABUS

of

Soft Skills and Communication

for

BACHELOR OF VOCATION (NUTRITION, EXERCISE & HEALTH)

(Semester VI)

(Under Credit Based Continuous Evaluation Grading System)

(12+3 System of Education)

Session: 2021-22



**The Heritage Institution
KANYA MAHA VIDYALAYA
JALANDHAR
(Autonomous)**

BACHELOR OF VOCATION (NUTRITION, EXERCISE & HEALTH)

(Semester-VI)

Session-2021-22

SOFT SKILLS AND COMMUNICATION

Course Code: BVNM-6102

COURSE OUTCOMES

At the end of this course, students will be able to:

CO1: enhance interpersonal skills

CO2: learn the technique of video conferencing

CO3: develop the ability to write job application and resume

CO4: practise group discussion and develop interview skills

CO5: develop the ability to provide good customer service

BACHELOR OF VOCATION (NUTRITION, EXERCISE & HEALTH)

(Semester-VI)

Session-2021-22

SOFT SKILLS AND COMMUNICATION

Course Code: BVNM-6102

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

**Max. Marks: 50
Theory: 25**

Practical: 15

CA: 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 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)

Unit I

1. Interpersonal Skills

Unit II

2. Service excellence in medical setup
3. Job application and Resume Writing

(1/2)

BACHELOR OF VOCATION (NUTRITION, EXERCISE & HEALTH)

(Semester-VI)

Session-2021-22

SOFT SKILLS AND COMMUNICATION

Course Code: BVNM-6102

Unit III

4. Video Conferencing

Unit IV

5. Group Discussion

6. Interview Skills

Recommended Books:

3. *Business Communication*, by Sinha, K.K. Galgotia Publishers, 2003.

BACHELOR OF VOCATION (NUTRITION, EXERCISE & HEALTH)

(Semester-VI)

Session-2021-22

SOFT SKILLS AND COMMUNICATION

Course Code: BVNM-6102

PRACTICAL EXAMINATION

Examination Time: 3 hours

Marks: 15

Course Contents:

1. Interview Skills
2. Group Discussion
3. Public speaking

FACULTY OF LANGUAGES

SYLLABUS

of

Communication Skills in English

for

M.Sc. (Fashion Designing & Merchandising)

(Semester I&IV)

(Under Continuous Evaluation System)

Session: 2021-22



The Heritage Institution

KANYA MAHA VIDYALAYA

JALANDHAR

(Autonomous)

Kanya Maha Vidyalaya, Jalandhar(Autonomous)

SCHEME OF STUDY AND EXAMINATION OF TWO YEAR DEGREE PROGRAMME

M.Sc. Fashion Designing and Merchandising

Session-2021-22

Communication Skills in English

M.Sc. Fashion Designing and Merchandising Semester-I								
Course Name.	Programme Name	Course Code	Course Type	Max Marks				Examination time (in Hours)
				Total	Ext.		CA	
					L	P		
Communication Skills in English	M.Sc. Fashion Designing and Merchandising	MFDM-1236	C	75	40	20	15	3hours (Theory) + 3hour (Practical)

C - Compulsory

Kanya Maha Vidyalaya, Jalandhar(Autonomous)

SCHEME OF STUDY AND EXAMINATION OF TWO YEAR DEGREE PROGRAMME

M.Sc. Fashion Designing and Merchandising

Session-2021-22

Communication Skills in English

Semester IV								
Course Name	Program Name	Course Code	Course Type	Marks			Examination time (in Hours)	
				Total	Ext.			CA
					L	P		
Communication Skills in English (Theory + Practical)	M.Sc. (FD)	MFDM-4232	C	75	40	20	15	3 (Theory) + 3 (Practical)

C - Compulsory

FACULTY OF LANGUAGES

SYLLABUS

of

Communication Skills in English

for

M.Sc. (Fashion Designing & Merchandising)

(Semester I)

(Under Continuous Evaluation System)

Session: 2021-22



The Heritage Institution

KANYA MAHA VIDYALAYA

JALANDHAR

(Autonomous)

M.Sc. Fashion Designing and Merchandising (Semester-I)
Session-2021-22
(Theory)
COMMUNICATION SKILLS IN ENGLISH
Course Code: MFDM-1236

Examination Time: 3 Hrs

Total Marks: 75
Theory: 40
Practical:20
CA: 15

Instructions for the Examiner:

- Question paper will have four sections.
- Examiner will set a total of 8 questions, two questions in each section corresponding to each unit of the syllabus.
- Students are required to attempt five questions in all, choosing one question from each section and fifth question from any section.
- All questions carry equal marks. **(5x8=40)**

Unit - I

Introduction: Basic Communication, Basic forms of Communication, principles / Concepts of effective Communication

Unit - II

Reading Skills: Model of Reading to learn – Reading tactics and strategies; Reading Purpose- Kinds of purpose and associated comprehension. Reading outcomes: Paraphrasing / Précis – writing and Summary writing.

Unit - III

Letter – Writing: Writing styles and formatting of letters, business letters, request letters, good news and bad news letters, Persuasive letters, sales letters, collection letters etc.

Unit - IV

Article Writing on Issues Related to Fashion, Style and Design: How to begin, the topic sentence and the controlling idea, structure, coherence, descriptive writing techniques and critical appreciation.

Books Recommended:

1. John Seely: *Oxford Guide to Effective Writing and Speaking* OUP
2. Geetha Nagaraj – *A Course in Grammar and Composition*, Foundation Books, 2006
3. *A Course in Listening and Speaking I* by V. Sasikumar et al, Foundation Books.
4. *English Phonetics and Phonology* by Peter Roach, Cambridge University Press.
5. *Advance learner's Dictionary* (New Edition).
6. *English Pronouncing Dictionary*, By Daniel Jones, Cambridge University Press.

M.Sc. Fashion Designing and Merchandising (Semester-I)
Session-2021-22
(Practical)
COMMUNICATION SKILLS IN ENGLISH
Course Code: MFDM-1236

Examination Time: 3 hrs

Marks: 20

Instructions for the Examiner:

The Examiner will test pronunciation of the examinees by giving them oral exercises on Word-Stress and connected speech. The examiner will test the listening skills of the examinees by playing a recorded cassette or by reading out a passage himself / herself and asking questions. He /she may also ask the examinees to take notes.

Pronunciation - 5 marks

Word Stress- 5 marks

Listening Comprehension – 5marks

Note Taking – 5 marks

For Practical:

Pronunciation- Introduction of English sounds and their symbols, word- stress features of connected speech – Rhythm, Assimilation, Elision, Linking

Listening Skills

Principles of effective Listening, factors effecting Listening

- Listening to T.V. News / Audio Cassettes
- Note – Taking.

FACULTY OF LANGUAGES

SYLLABUS

of

Communication Skills in English

for

M.Sc. (Fashion Designing & Merchandising)

(Semester IV)

(Under Continuous Evaluation System)

Session: 2021-22



The Heritage Institution

KANYA MAHA VIDYALAYA

JALANDHAR

(Autonomous)

SEMESTER IV

MFDM-4232: COMMUNICATION SKILLS IN ENGLISH

COURSE OUTCOMES

CO1: It will help students to draft professional documents and reports both in audio – visual form and written form

CO2: It will enable the students to improve their speaking skills and will help them to converse in specific situations like a job interview/group discussion

CO3: Use different fashion terms in English with ease and confidence

CO3: It will make the students capable of presenting themselves well during a job interview

CO4: Practice of spoken English will enable the students to speak more accurately and confidently during group discussion

SEMESTER IV

COMMUNICATION SKILLS IN ENGLISH

Course Code: MFDM-4232

Time: 3 Hours

Total Marks: 75

Theory: 40

Practical: 20

Continuous Assessment: 15

Instructions for the Paper setter:

There will be four sections, namely A, B, C and D. Questions in Section-C (Unit-III) may be sub-divided into parts (not exceeding four). The examinee will attempt one question from each unit. All questions will have internal choice and will carry equal marks.

Unit – I

Introduction to Video Communication and Conferencing. Application of Video Conferencing in business management and marketing.(1x10=10)

Unit-II

Report Writing: Technical report – style, arrangements, Illustration, main section and appendices, conclusion, list references, table of contents, synopsis, revision.(1x10=10)

Unit –III

Modern Forms of Communication: E-mails, Fax, Advertisements, Tender notices, Auction Notices, Public Notices.

Fashion Terms : Pliable, Psychedelic, Vogue, Beau (boh) (Pl. beaux), Retro, Queen size, Rag Business/ Rag Trade, Private label/ Private label brand, Merchandise, Art Deco print, Art Nouveau, Print, Dandy and others.

(1x10=10)

Unit – IV

Resume – Writing and Job Applications.(1x10=10)

Instructions to the Examiner for Practical/ Oral Exam:

Oral presentation with /without audio visual aids on a topic already prepared by the examinee. **(10 Marks)**

- Written Presentation / Preparation **(5 Marks)**
- Extempore
Topic will be given five minutes before the speech. Topic will be related to Fashion Designing.
- Group Discussion **(5 Marks)**

For Practical:

Speaking Skills: Components of an effective talk/ Presentation, Planning and Organising content for a talk/ Presentation, use of Visual aids, effective speaking skills, discussion skills,

Personality Development

Teamwork, Group Discussion, Public speaking, Interview skills, Telephone etiquettes, Attitude Interpersonal skills, Body language.

Books Recommended

- John Silly: *Oxford Guide to Effective Writing and Speaking* OUP.
- M. Raman, *Technical Communication* OUP.
- Geetha Nagaraj – *A Course in Grammar and Composition*, Foundation Books, 2006
- V. Sasi Kumar – *A Course in Listening and Speaking*
- *Video Communication* by James R. Wilcox and David K. Gibson – CMP Books, CMP Media. Inc. 600 Harrison, San Francisco CA 94107USA E Book
- E-Book *Video Conferencing Hardware and Software Market* IGI Consulting, Inc. 214, Harvard Avenue Boston MA 02134 USA.

FACULTY OF LANGUAGES

SYLLABUS of Communication Skills in English for

M.Voc. Textile Design and Apparel Technology

(Semester II & IV)

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

Session: 2021-22



**The Heritage Institution
KANYA MAHA VIDYALAYA
JALANDHAR
(Autonomous)**

M.Voc Textile Design and Apparel Technology (Session: 2021-22)

Scheme of Studies and Examination

Communication Skills in English

Semester-II

Course Name.	Programme Name	Course Code	Course Type	Hours/ week	Credits L-T-P	Max Marks				Examination time (in Hours)
						Total	Ext.		CA	
							L	P		
Communication Skills in English	M. Voc Textile Design and Apparel Technology	MVTM-2231	C	4+2	2-0-1	100	60	20	20	3hours (Theory) + 1hour (Practical)

C- Compulsory

M.Voc Textile Design and Apparel Technology (Session: 2021-22)

Scheme of Studies and Examination

Communication Skills in English

Semester-IV

Course Name.	Programme Name	Course Code	Course Type	Hours/ week	Credits L-T-P	Max Marks				Examination time (in Hours)
						Total	Ext.		CA	
							L	P		
Communication Skills in English	M. Voc Textile Design and Apparel Technology	MVTM-4231	C	4+2	2-0-1	100	60	20	20	3hours (Theory) + 1hour (Practical)

C- Compulsory

FACULTY OF LANGUAGES

SYLLABUS of Communication Skills in English for

M.Voc. Textile Design and Apparel Technology

(Semester II)

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

Session: 2021-22



**The Heritage Institution
KANYA MAHA VIDYALAYA
JALANDHAR
(Autonomous)**

M.Voc Textile Design and Apparel Technology (Session: 2021-22)

SEMESTER II

MVTM-2231: COMMUNICATION SKILLS IN ENGLISH

COURSE OUTCOMES

CO1: It will help students to draft professional documents

CO2: It will enable the students to improve their speaking skills and will help them to converse in English in specific situations

CO3: It will help improve Reading and Writing Skills of students

CO4: It will help enrich the vocabulary of the students

M.Voc Textile Design and Apparel Technology (Session: 2021-22)

**SEMESTER II
COMMUNICATION SKILLS IN ENGLISH**

Course Code: MVTM-2231

Time: 3 Hours

Practical: 20

Continuous Assessment: 20

Total Marks: 100

Theory: 60

Theory Exam

Instructions for the Paper Setter:

- Question paper will have five sections.
- Examiner will set a total of 5 questions, with internal choice.
- All questions are compulsory and carry equal marks.

(5x12=60)

Unit-I

Introduction: Basic Communication, Basic forms of Communication, Principles, Concepts of effective Communication

Unit-II

Reading Skills: Introduction to Reading Skills- Reading Tactics and Strategies;

Reading Purpose- Kinds of Purpose and associated comprehension

Reading Outcomes:Paraphrasing/Précis writing and Summary writing

Unit-III

Letter-writing: Writing styles and formatting of letters, Business letters, Request letters, Good news and Bad news letters, Persuasive letters, Sales letters, Collection letters etc.

Unit-IV

Article writing on Issues related to textile industry and textile designing: How to begin the topic sentence and the controlling idea, structure, coherence, descriptive writing techniques and critical appreciation

Unit-V

Vocabulary Skills: Single words for Phrases and Sentences: Small words for Big Ones:

Figurative Expressions:Similes

Prefixes/Suffixes: Antonyms-Synonyms-Homonyms

Words frequently misspelt

M.Voc Textile Design and Apparel Technology (Session: 2021-22)

SEMESTER II

MVTM-2231: COMMUNICATION SKILLS IN ENGLISH

Books Recommended:

1. John Seely: *Oxford Guide to Effective Writing and Speaking* OUP
2. Geetha Nagaraj: *A Course in Grammar and Composition*, Foundation Books, 2006
3. *The Students' Companion*: Wilfred D. Best
4. *A Course in Listening and Speaking* by V Sasikumar et al, Foundation Books
5. *Advance Learner's Dictionary* (New Edition)
6. *English Pronouncing Dictionary* By Daniel Jones, Cambridge University Press

M.Voc Textile Design and Apparel Technology (Session: 2021-22)

SEMESTER II

COMMUNICATION SKILLS IN ENGLISH

Course Code: MVTM-2231

Time: 3 Hours

Practical: 20

Total Marks: 100

Theory: 60

Continuous Assessment: 20

Practical Exam

Instructions to the Examiner for Practical/Oral Exam

The examiner will test the listening skills of the examinees by playing a recorded cassette or by reading out a passage and asking questions. The examiner may also ask the examinees to take notes.

Listening Comprehension (10 Marks)

Note Taking (5 Marks)

Listening Skills: Principles of effective Listening, Factors that affect listening (5 Marks)

- Listening to TV News/Audio Cassettes
- Note Taking

FACULTY OF LANGUAGES

SYLLABUS of Communication Skills in English for

M.Voc. Textile Design and Apparel Technology

(Semester IV)

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

Session: 2021-22



**The Heritage Institution
KANYA MAHA VIDYALAYA
JALANDHAR
(Autonomous)**

M.Voc Textile Design and Apparel Technology (Session: 2021-22)

SEMESTER IV

MVTM-4231: COMMUNICATION SKILLS IN ENGLISH

COURSE OUTCOMES

CO1: It will help students to draft professional documents and reports both in audio – visual form and written form

CO2: It will enable the students to improve their speaking skills

CO3: It will make the students capable of presenting themselves well during a job interview

M.Voc. Textile Design and Apparel Technology (Session: 2021-22)

**SEMESTER IV
COMMUNICATION SKILLS IN ENGLISH**

Course Code: MVTM-4231
Time: 3 Hours
Practical: 20
Continuous Assessment: 20

Total Marks: 100
Theory: 60

Theory Exam

Instructions for the Paper Setter:

- Question paper will have five sections.
- Examiner will set a total of 5 questions, with internal choice.
- All questions are compulsory and carry equal marks. **(5x12=60)**

Unit-I

Introduction to Video Communication and Conferencing, Application of Video Conferencing in business management and marketing.

Unit-II

Report Writing: Technical report – style, arrangements, Illustration, main section and appendices, conclusion, list references, table of contents, synopsis, revision.

Unit-III

Modern Forms of Communication: E-mails, Fax, Advertisements, Tender notices, Auction Notices, Public Notices.

Fashion Terms : Pliable, Psychedelic, Vogue, Beau (boh) (Pl. beaux), Retro, Queen size, Rag Business/ Rag Trade, Private label/ Private label brand, Merchandise, Art Deco print, Art Nouveau, Print, Dandy and others.

Unit-IV

Resume – Writing and Job Applications

Unit-V

Vocabulary Skills:

Accurate use of prepositions, conjunctions, adverbs, adjectives

Single words for Phrases and Sentences: Small words for Big Ones: Figurative Expressions: Proverbs and idiomatic expressions

Words frequently misspelt

M.Voc Textile Design and Apparel Technology (Session: 2021-22)

SEMESTER IV

MVTM-4231 COMMUNICATION SKILLS IN ENGLISH

Books Recommended:

- John Silly: *Oxford Guide to Effective Writing and Speaking* OUP.
- M. Raman, *Technical Communication* OUP.
- Geetha Nagaraj – *A Course in Grammar and Composition*, Foundation Books, 2006
- V. Sasi Kumar – *A Course in Listening and Speaking*
- *Video Communication* by James R. Wilcox and David K. Gibson – CMP Books, CMP Media. Inc. 600 Harrison, San Francisco CA 94107 USA E Book
- *E-Book Video Conferencing Hardware and Software Market* IGI Consulting, Inc. 214, Harvard Avenue Boston MA 02134 USA.

M.Voc Textile Design and Apparel Technology (Session: 2021-22)

SEMESTER IV

COMMUNICATION SKILLS IN ENGLISH

Course Code: MVTM- 4231

Time: 3 Hours

Practical: 20

Continuous Assessments: 20

Total Marks: 100

Theory: 60

Practical Exam

Instructions to the Examiner for Practical/Oral Exam

Oral presentation with /without audio visual aids on a topic already prepared by the examinee.

- Written Presentation / Preparation **(10 Marks)**
- Group Discussion **(10 Marks)**

SYLLABUS
of
Communicative English
for
B. COM (HONS.) (Semester I)
(Under Continuous Evaluation System)

(12+3 System of Education)

Session: 2021-22



The Heritage Institution
KANYA MAHA VIDYALAYA
JALANDHAR
(Autonomous)

B. COM. (HONS.) SEMESTER-I

(UNDER CONTINUOUS EVALUATION SYSTEM)

Course Objectives

The students will be :

- introduced to the skills and strategies of reading and writing
- able to identify organizational patterns, spot classification systems and understand associations between ideas
- Prepared to read a variety of texts and communicate more effectively through writing
- To pay special attention to vocabulary building

B. COM (HONS.) (SEMESTER-I)
(UNDER CONTINUOUS EVALUATION SYSTEM)
COMMUNICATIVE ENGLISH-I

Time: 3 Hours

Max. Marks: 50

Theory: 40

Continuous Assessment: 10

Instructions for the Paper Setters:-

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section. Each section has a weightage of 10 marks.

SECTION-A

“Word List”, “Correct Usage of Commonly used words and Phrases” from the chapter
“Vocabulary” given in *The Written Word* by Vandana R. Singh

SECTION-B

Letter- writing as prescribed in *The Written Word* by Vandana R. Singh
Report writing as prescribed in *The Written Word* by Vandana R. Singh

SECTION-C

Section 1 from *Making Connections: A Strategic Approach to Academic Reading* by
Kenneth J. Pakenham, Second Edition

SECTION-D

Section 2 from *Making Connections: A Strategic Approach to Academic Reading* by
Kenneth J. Pakenham , Second Edition

Prescribed Text books:

The Written Word

by Vandana R. Singh, Oxford University Press, NewDelhi.

Making Connections: A Strategic Approach to Academic Reading

by Kenneth J.Pakenham, Second Edition

SYLLABUS
of
Communicative English
for
B. COM (HONS.) (Semester II)
(Under Continuous Evaluation System)

(12+3 System of Education)

Session: 2021-22



The Heritage Institution
KANYA MAHA VIDYALAYA
JALANDHAR
(Autonomous)

B. COM. (HONS.) SEMESTER - II
(UNDER CONTINUOUS EVALUATION SYSTEM)

Course Objectives

The students will be:

- acquire skills in reading, writing, comprehension and communication and will be able to use electronic media for business communication
- enhance their skills in business writing and communication
- develop and deliver effective presentation
- develop effective intrapersonal communications and skills that maximize team effectiveness.
- learn resume writing and prepare themselves for job interviews

B. COM (HONS.) (SEMESTER-I)
(UNDER CONTINUOUS EVALUATION SYSTEM)
COMMUNICATIVE ENGLISH-I

Time: 3 Hours

Max. Marks: 50

Theory: 40

Continuous Assessment: 10

Instructions for the Paper Setters:-

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section. Each section has a weightage of 10 marks.

SECTION-A

Practical question on Note Making, Summarizing and Abstracting as given in The Written Word by Vandana R. Singh

SECTION-B

Practical question on Paragraph writing as prescribed in The Written Word by Vandana R. Singh

SECTION-C

Theoretical questions based on ABC of Good Notes as prescribed in The Written Word by Vandana R. Singh.

Section C from Making Connections: A Strategic Approach to Academic Reading by Kenneth J. Pakenham, Second Edition.

SECTION-D

Practical question on Essay writing from The Written Word by Vandana R. Singh
Section 4 from Making Connections: A Strategic Approach to Academic Reading by Kenneth J. Pakenham, Second Edition.

Prescribed Text books:

- The Written Word by Vandana R. Singh, Oxford University Press, New Delhi.
- Making Connections: A Strategic Approach to Academic Reading by Kenneth J. Pakenham, second edition.

