

**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)

## 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)**

**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

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## **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