

FACULTY OF LANGUAGES

SYLLABUS
OF
COMMUNICATION SKILLS IN ENGLISH
FOR

**Master of Vocation in Textile Design and Apparel
Technology**

(Semester II)

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

Session: 2022-23



The Heritage Institution
KANYA MAHA VIDYALAYA
JALANDHAR
(Autonomous)

Master of Vocation in Textile Design and Apparel Technology

(Session: 2022-23)

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	Master of Vocation in Textile Design and Apparel Technology	MVTM-2103	C	4+2	2-0-1	100	60	20	20	3hours (Theory) + 1hour (Practical)

C- Compulsory

Master of Vocation in Textile Design and Apparel Technology

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SEMESTER II

MVTM-2103: 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

Master of Vocation in Textile Design and Apparel Technology
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SEMESTER II
COMMUNICATION SKILLS IN ENGLISH

Course Code: MVTM-2103

Time: 3 Hours

Total Marks: 100

Theory: 60

Practical: 20

Continuous Assessment: 20

Theory Exam

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. Two questions from each unit will be set in each section. Each question will carry 12 marks. (12x5=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

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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COMMUNICATION SKILLS IN ENGLISH

Course Code: MVTM-2103

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Theory: 60

Practical: 20

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