

FACULTY OF LANGUAGES

SYLLABUS

Of

Communication Skills in English

For

M.Voc. Textile Design and Apparel Technology

(Semester I)

(Under Credit Based Continuous Evaluation

Grading System)

Session: 2023-24



The Heritage Institution

KANYA MAHA VIDYALAYA

JALANDHAR

(Autonomous)

M.Voc Textile Design and Apparel Technology (Session: 2023-24)

Scheme of Studies and Examination

Communication Skills in English

Semester-I										
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-1232	C	4	3-0-1	100	50	30	20	3hours (Theory) + 3hour (Practical)

C- Compulsory

M.Voc Textile Design and Apparel Technology (Session: 2023-24)

SEMESTER I

MVTM-1232: 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: 2023-24)

SEMESTER I COMMUNICATION SKILLS IN ENGLISH

Course Code: MVTM-1232

Time: 3 Hours

Total Marks: 100

Theory: 50

Practical: 30

Continuous Assessment: 20

Theory Exam

Instructions for the Paper Setter:

- Question paper will have four sections.
- Examiner will set a total of 8 questions, two questions from each unit corresponding to each unit of the syllabus.
- Students are required to attempt five questions in all, choosing one question from each unit and fifth question from any unit.
- All questions carry equal marks. **(5x10=50)**

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

M.Voc Textile Design and Apparel Technology (Session: 2023-24)

SEMESTER I

MVTM-1232: 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: 2023-24)

SEMESTER I

COMMUNICATION SKILLS IN ENGLISH

Course Code: MVTM-1232

Time: 3 Hours

Practical: 30

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 (10 Marks)

Listening Skills: Principles of effective Listening, Factors that affect listening (10 Marks)

- Listening to TV News/Audio Cassettes
- Note Taking