

**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)**

**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**

**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)**

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**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 94107USA E Book
- *E-Book Video Conferencing Hardware and Software Market* IGI Consulting, Inc. 214, Harvard Avenue Boston MA 02134 USA.

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**SEMESTER IV**

**COMMUNICATION SKILLS IN ENGLISH**

**Course Code: MVTM- 4231**

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**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)**

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