

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



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-Homononyms

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

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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)

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.

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)**