

**PARVATIBAI CHOWGULE COLLEGE OF ARTS AND SCIENCE
AUTONOMOUS**

**DEPARTMENT OF ENGLISH
REVISED SYLLABI OF SEMESTER I
2018-2019**

F.Y.B.A. / F.Y.B.Sc. – SEMESTER I – OPTIONAL ENGLISH

Course Title: Effective English Communication

Course Code: FC-ENG-I

Marks: 100

Credits: 4

Duration: 60 hours

1. Course Objectives:

1. To help students develop proficiency in oral communication in English.
2. To help students understand the importance of developing good listening skills.
3. To help students become proficient in listening , writing and speaking skills

2. Learning Outcomes:

Upon completion of the course the student should be able:

1. To speak fluently, confidently and use correct English.
2. To draft letters– formal & informal letters, representations, notices, agendas and minutes of meetings.
3. To communicate effectively through written communication.

3. Number of hours: 04 hours per week

4. Course Content:

Total Number of hours: 60

Unit I: Fun with Grammar

15 hours

Students need to have a basic proficiency in Grammar to complete this course.

Pre-requisite to the course: Knowledge of Basic Grammar – Articles, Adjectives, adverbs, Conjunctions, Sentence Structures – SVO etc

The above can be revised briefly. Grammar component will be taught incidentally and in conjunction with Unit II.

1. Parts of Speech
2. Reported Speech
3. Punctuation
4. Phrases and Clauses
5. Active and Passive
6. Basic Errors in English Language
7. Spotting Errors and correcting them
8. Revising and Editing

Note: The teacher concern can make use of the following, to teach Grammar.

1. Reading a picture
2. Quiz
3. Word play
4. Dialogues

Unit II: Spoken English

15 hours

1. Individual Presentation Skills

5 hours

Students are to be taught public speaking using Presentation skills through application based teaching; public speaking is to be taught and application of these skills in formal and informal settings.

a) Concepts:

- i. Importance of Body Language and Eye Contact in Spoken Communication
- ii. Ways to Overcome Fear of Speaking
- iii. Pace, Tone and Intonation
- iv. Listening as an Essential Part of Communication. How to be a an Effective Listener

b) Applied:

Students will be given topics to present before the class. They can use a host of methods to do so

1. Presentation with material - Formal
2. Oral presentation
3. Formal/Informal Speeches – Welcome, Introduction to a dignitary, Raising a toast, Farewell Speech, celebratory speeches

2. Pair Based Activities 5 hours

- a) Telephone Etiquette
- b) Speaking and Listening Classroom Practice Exercises in Pairs and Groups.

3. Group Based Activities 5 hours

Minutes of the meeting can be used as a group based activity.

Group Discussions of Formal and Informal nature.

Unit III: Written English

15 hours

1. Letters

a) Formal Letters

- i. Job Application Letters
- ii. Enquiry Letters
- iii. Orders and Complaints letters
- iv. RTI
- v. Representations
- vi. Writing a resume

b) Social Letters

- i. Invitation & Reply
- ii. Condolence & Reply
- iii. Congratulations & Reply
- iv. Thank you & Reply

Unit IV: Digital Story Telling (DST)

15 hours

Descriptive Writing – (Open to the Teacher to explore this writing in various areas

Fiction and Non-Fiction and creative expression of personal writing)

5. Reference Books:

Primary References:

1. Azar, Betty Schramper. *Basic English Grammar*. New York: Pearson Education, 1996.

2. Biber, Douglas, Susan Conrad and Geoffrey Leech. *Longman Student Grammar of Spoken and Written English*. Edinburgh: Pearson Education Limited, 2002.
3. Bullock, Richard. *The Norton Field Guide to Writing*. New York: W.W. Norton & Company, 2009.
4. Jain, A.K. and Dr. Pravin S.R. Bhatia. *Professional Communication Skills*. New Delhi: S.Chand& Company Ltd, 2000.
5. Mohan, Krishna and Singh, N. P. *Speaking English Effectively* Macmillan India Ltd.
6. Sadanand, Kamelesh and Susheela Punitha. *Spoken English: A Foundation Course- Part I*.Hyderabad: Orient Blackswan Private Limited, 2009.
7. Stanek, William. *Effective Writing for Business, College and Life*. Reagent Press, 2005.

Secondary References:

1. Bullock, Richard. *The Norton Field Guide to Writing*. New York: W.W. Norton & Company, 2009.
2. Chakravarty, Auditi and Bonnie Boehme. *Grammar & Usage for Better Writing*. New York: Amsco School Publications, 2004.
3. Downing, Angela and Philip Locke. *English Grammar A University Course*. London and New York: Routledge, 2006.
4. Hewings, Martin. *Advanced Grammar in Use*. 2nd. Great Britain: Cambridge University Press, 2005.
8. Naylor, Helen and Raymond Murphy. *Grammar in Use Supplementary Exercises*. Edinburgh: Cambridge University Press, 2001.