



# **HSNC University Mumbai**

(2020-2021)

Ordinances and Regulations

With Respect to

Choice Based Credit System

(CBCS)

For the Programmes Under

## **Faculty of Arts**

For the Course

## **Bachelor of Arts (B. A.)**

**Curriculum – First Year Undergraduate Programmes**

**Semester-I and Semester -II**

2020-2021



## **HSNC University, Mumbai**

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- Dr. Dinesh Kumar, Dean of Research, V. G. Vaze College, Mulund
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#### **Top Rankers:**

- Ms. Kangana Pandaya, Student Representative, Pursuing full time MBA Programme at IIT Ahmedabad
- Ms. Soumya Ambasht, Student Representative,
- Ms. Preksha Raichandani, Student Representative, Business Finance Manager, Purple.com



## **Section D**

**Bachelor of Arts**

**Syllabus for F.Y.B.A**

**Program: B.A.**

**Course: Communication**

**Skills in English (Core Paper)**

## **Part 1 - Preamble**

**Information, Dialogue, and Discourse: All three are needed in a civilized society. While, to an extent, the art of communication is natural to all human beings, in today's world of complexities, it has also acquired some elements of science. It is hoped that after studying this course, students will perceive a difference in their personal and professional interactions and learn application of effective communication skills in different domains.**

**Communication Skills syllabus is an attempt to enhance language proficiency by providing adequate exposure to listening, speaking, reading, and writing skills. It takes an integrated approach to the appropriate use of language in different situations and for different purposes.**

**An attempt has been made to introduce topics that emphasize the development of language skills and encourage effective communication of thoughts, ideas and expressions. The syllabus would contribute to the intellectual, personal, and vocational development of the students in an orderly manner. The course seeks to help students excel in the efficient and effective use of communication skills across different situations. Overall, the course will make the learners employable with enhanced soft skills.**

**These topics will be explored through debates, group discussions, speeches; comparison, and contrast, students will learn accurate use of language for effective oral and written communication. Students will learn to create texts that are coherent, cohesive, balanced, convincing, and interesting.**

**The course is divided into two semesters: Semester - I will primarily focus on remedial grammar, reading skills, writing skills in the form of Correspondence and Essays, and Interpretation of data. Semester II introduces students to advanced writing skills. The students through this course will navigate the digital information landscape and gain critical skills of email writing, editing, summarizing, report writing, and creative writing. The concepts discussed throughout the year can be applied to learn other subjects as well.**

**The curriculum tries to encourage students toward self-learning. Some of the topics have been identified for them to learn through the various online resources launched by the University Grants Commission (UGC) along with the Ministry of Education. The same topics will be used for discussions in the classroom. They will be assessed using short assignments based on those materials.**

**We hope that the course content will help students navigate their career in the right direction and set them on the path towards success in professional life.**

**1. Course Objectives: The main objectives of the course are:**

- **To enhance language proficiency by providing adequate exposure to reading and writing skills**
- **To orient the learners towards various communication tasks**
- **To increase the range of lexical resource through a variety of exercises**

**2. Learning Outcomes:**

**On successful completion of the course learners are expected to -**

- **To imbibe English grammar and Listening, Speaking, Reading and Writing skills to meet the challenges of the world.**
- **To be able to process complex information with clarity and conciseness.**

## **Part 2 - The Scheme of Teaching and Examination**

### **Semester – I**

<b>Sr. No.</b>	<b>Choice Based Credit System</b>	<b>Subjects</b>		<b>Subject Code</b>	<b>Remarks</b>
<b>1</b>	<b>BA- English</b>	<b>FYBA- Communication Skills in English –Paper- I and Paper - II</b>	<b>Theory</b>	<b>UH : UACSE-101</b> <b>UH: UACSE-201</b>	

## First year Semester-I Internal and External Assessment Details

Sr. No.	Subject Code	Subject Title	Lectures Per Week (Lecture of 45 min)					Credits	Evaluation Scheme						Total Marks
			Units	S.L.*	L	T	P		SLE	TA	CT	Proj.	SEE	PE	
1	UH : UACSE -101	Communication Skills in English – Paper I	5	20 %	3	1	0	3	10	05	15	10	60	0	100
2	UH: UACSE- 201	Communication Skills in English – Paper II	5	20%	3	1	0	3	10	05	15	10	60	0	100
<b>Total Credits</b>								<b>06</b>				<b>Total Marks</b>			<b>200</b>

\*One to two lectures to be taken for CONTINUOUS self -learning evaluation

**L: Lecture, T: Tutorials, P: Practical, Ct-Core Theory, CP-Core Practical, CT-Class Test, TA-Teacher Assessment, SLE : Self Learning Evaluation, Proj : Project/Assignment, PE : Practical Evaluation, SEE: Semester end examination**

- **Lecture Duration – 50 Minutes**
- **One Credit = 15 Classroom Teaching hours**

### Part 3: Detailed Scheme Theory

FYBA

Communication Skills in English – Paper-I

I Year - Semester – I - Units – Topics – Teaching Lectures

Curriculum Topics along with Self-Learning topics - to be covered, through self-learning mode along with the respective Unit. Evaluation of self-learning topics to be undertaken before the concluding lecture instructions of the respective UNIT.

<b>Theory</b>	<b>UH:UACSE-101</b>	<b>Semester One: Communication Skills in English – Paper-I</b>
		<b>Credits: 03</b> <span style="float: right;"><b>(Total Lectures: 45)</b></span>

<b>Unit –I</b>	<b>Basic Language Skills: Grammar</b> <b>a) Articles, prepositions, conjunctions</b> <b>b) Transformation of Sentences (Simple, Compound, Complex)</b> <b>c) Tenses</b> <b>d) Subject-Verb agreement</b> <b>e) Question Tags</b> <b>f) Direct and Indirect Speech</b> <b>g) Voice</b>	<b>09 Lectures</b>
<b>Unit – II</b>	<b>Reading Skills: Comprehension (unseen passage)</b>	<b>09 Lectures</b>
	<b>The following skills to be acquired:</b> <ul style="list-style-type: none"> <li>•Reading with fluency and speed</li> <li>•Skimming and scanning</li> <li>•Identifying relevant information</li> <li>•Isolating fact from opinion</li> <li>•Understanding concepts and arguments</li> <li>•Identifying distinctive features of language</li> </ul> <b>(Passage should be of 250-350 words of Level I. The passage may be taken from literary/scientific/technical writing as well as from the fields of journalism, management and commerce.)</b>	



<b>Unit- III</b>	<b>Writing Skills (Formal Correspondence): Letters</b>	<b>09 lectures</b>
	<b>a) Job Application Letter (without Resume)</b> <b>b) Statement of Purpose</b> <b>c) Request for Recommendation Letter</b> <b>d) Request for information under Right to Information Act (RTI)</b>	
<b>Unit: IV</b>	<b>Interpretation of Technical Data:</b> Students should be taught to read and interpret maps, pie charts, tables, line and bar graphs and flow charts and express the same in paragraph format.	<b>09 Lectures</b>
<b>Unit: V</b>	<b>Writing Skills: Essay:</b> <b>a. Expository</b> <b>b. Persuasive</b> <b>c. Analytical</b> <b>d. Reflective/Descriptive</b>	<b>09 Lectures</b>

#### 20% Self-Learning Segment

Topics	
	<ul style="list-style-type: none"> <li>• RTI Letters, Request Letters, Reading Comprehension Passages etc. – Unit- III</li> </ul> <b>Links :</b> <ul style="list-style-type: none"> <li>• <a href="https://nptel.ac.in/courses/109/107/109107172/">https://nptel.ac.in/courses/109/107/109107172/</a>- Unit-IV</li> <li>• <a href="https://onlinecourses.swayam2.ac.in/nou20_hs09/preview">https://onlinecourses.swayam2.ac.in/nou20_hs09/preview</a> - Unit- II</li> </ul>

#### Suggested Topics for Tutorials: (Semester – I)

1. Group Discussions
2. Mock Interviews
3. Fundamentals of Grammar
4. Debates / Speeches
5. Book / Film Reviews
6. Vocabulary and Language Games
7. Picture Composition
8. Tweets

<b>First Semester</b>		
<b>Internal Evaluation of 40 Marks</b>		
<b>Sr. No.</b>	<b>Particulars</b>	<b>Marks</b>
<b>1</b>	<b>ONE class test / online examination to be conducted in the given semester</b>	<b>15 Marks</b>
<b>2</b>	<b>One assignment based on curriculum (to be assessed by the teacher Concerned</b>	<b>10 Marks</b>
<b>3</b>	<b>Self-Learning Evaluation</b>	<b>10 Marks</b>
<b>4</b>	<b>Active participation in routine class instructional deliveries</b>	<b>05 Marks</b>

<b>Project &amp; Assignments for Internal Evaluation</b>	
•	<b>Case Studies</b>
•	<b>Blogs</b>
•	<b>Presentation</b>
•	<b>Any other innovative methods</b>

<b>Evaluation Pattern:</b>	<b>First Semester End Examination of 60 Marks</b>	<b>Duration : 2 Hours</b>
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<b>Question 1</b>	<b>MCQS on Grammar: Unit – I</b>	<b>15 Marks</b>
<b>Question 2</b>	<b>Comprehension of an unseen passage (Unit 2)</b>	<b>15 Marks</b>

<b>Question 3</b>	<b>a) Letters (1 out of 2) (Unit 3)</b>	<b>08 Marks</b>
	<b>b) Data Interpretation (Unit- 4)</b>	<b>07 Marks</b>
<b>Question 4</b>	<b>Essay (250-350 words) (1 out of 2) (Unit 5)</b>	<b>15 Marks</b>

<b>Theory</b>	<b>UH:UACSE-201</b>	<b>Semester Two:</b> <b>Communication Skills in English – Paper-II</b>  <b>Credits: 03</b> <span style="float: right;"><b>(Total Lectures: 45)</b></span>

<b>Unit –I</b>	<b>Basic Language Skills: Vocabulary building:</b> <ul style="list-style-type: none"> <li>• <b>Antonyms, Synonyms</b></li> <li>• <b>Suffixes, Prefixes, Root words</b></li> <li>• <b>Homophones, homonyms</b></li> <li>• <b>Collocation</b></li> <li>• <b>Changing the Class of Words</b></li> </ul>	<b>09 Lectures</b>
<b>Unit - II</b>	<b>Editing and Summarization:</b> <p>a) <b>Editing:</b></p> <ul style="list-style-type: none"> <li>• <b>Heading/ Headlines/ Title/Use of Capital Letters</b></li> <li>• <b>Punctuation: full stop, comma, colon, semi-colon, dash, ellipsis, exclamation and question marks</b></li> <li>• <b>Spelling</b></li> <li>• <b>Substitution of words</b></li> <li>• <b>Use of link words and other cohesive devices</b></li> <li>• <b>Removing repetitive or redundant elements</b></li> </ul>	<b>09 Lectures</b>

	<p><b>b) Summarization:</b></p> <p><b>The following skills to be acquired:</b></p> <ul style="list-style-type: none"> <li>• <b>Discern the main/central idea of the passage</b></li> <li>• <b>Identify the supporting ideas</b></li> <li>• <b>Eliminate irrelevant or extraneous information</b></li> <li>• <b>Integrate the relevant ideas in a precise and coherent manner</b></li> </ul>	
<b>Unit- III</b>	<p><b>Writing Skills: e mails:</b></p> <ul style="list-style-type: none"> <li>• <b>Inquiry</b></li> <li>• <b>Invitation</b></li> <li>• <b>Thank you</b></li> <li>• <b>Request for permission</b></li> <li>• <b>Sponsorship</b></li> </ul>	<b>09 lectures</b>
<b>Unit- IV</b>	<p><b>Report Writing:</b></p> <ul style="list-style-type: none"> <li>• <b>Eye-witness Report</b></li> <li>• <b>Activity Report</b></li> <li>• <b>Newspaper Report</b></li> </ul>	<b>09 Lectures</b>
<b>Unit- V</b>	<p><b>Creative Writing:</b>  <b>This unit attempts to cover those aspects of writing that go beyond the boundaries of technical or professional forms of writing and encourage the learner to explore the artistic and imaginative elements of writing.</b></p> <ul style="list-style-type: none"> <li>• <b>Story writing</b></li> <li>• <b>Dialogue writing</b></li> <li>• <b>Blogging: fashion, travel, food, culture, personal blogs</b></li> </ul>	<b>09 Lectures</b>

**20% Self-Learning Segment**

	<b>Topics</b>
	<ul style="list-style-type: none"> <li>• <b>Fitness blogs, Social blogs, Music blogs, Sports Blogs, Developing a</b></li> </ul>

	<p>Story, Diary writing – Unit- V</p> <ul style="list-style-type: none"> <li>• Welcome Email, Special offer emails- Unit- III</li> </ul> <p><u>Links :</u></p> <ul style="list-style-type: none"> <li>• <a href="https://nptel.ac.in/courses/109/107/109107172/">https://nptel.ac.in/courses/109/107/109107172/</a> - Unit- III</li> <li>• <a href="https://onlinecourses.swayam2.ac.in/nou20_hs09/preview">https://onlinecourses.swayam2.ac.in/nou20_hs09/preview</a> - Unit- I</li> <li>• <a href="https://www.skillshare.com/classes/Blogging-Basics-FREE/1323227808?via=browse-rating-blogging-layout-grid">https://www.skillshare.com/classes/Blogging-Basics-FREE/1323227808?via=browse-rating-blogging-layout-grid</a> Unit- IV</li> <li>• <a href="https://www.skillshare.com/classes/Blogging-Masterclass-Build-A-Successful-Blog-In-2020-And-Beyond/804781354?via=browse-rating-blogging-layout-grid">https://www.skillshare.com/classes/Blogging-Masterclass-Build-A-Successful-Blog-In-2020-And-Beyond/804781354?via=browse-rating-blogging-layout-grid</a> – Unit- IV</li> </ul>
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<ul style="list-style-type: none"> <li>• <b>Suggested Topics for Tutorials: (Semester - II)</b> <ol style="list-style-type: none"> <li>1. Group Discussions</li> <li>2. Mock Interviews</li> <li>3. Fundamentals of Grammar</li> <li>4. Debates / Speeches</li> <li>5. Book / Film Reviews</li> <li>6. Vocabulary and Language Games</li> <li>7. Picture Composition</li> <li>8. Tweets</li> </ol> </li> </ul>
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<b>Second Semester</b>		
<b>Internal Evaluation of 40 Marks</b>		
<b>Sr. No.</b>	<b>Particulars</b>	<b>Marks</b>
<b>1</b>	<b>ONE class test / online examination to be conducted in the given semester</b>	<b>15 Marks</b>

<b>2</b>	<b>One assignment based on curriculum (to be assessed by the teacher Concerned)</b>	<b>10 Marks</b>
<b>3</b>	<b>Self-Learning Evaluation</b>	<b>10 Marks</b>
<b>4</b>	<b>Active participation in routine class instructional deliveries</b>	<b>05 Marks</b>

**Project & Assignments for Internal Evaluation**

- **Case Studies**
- **Presentations**
- **Blogs**
- **Any other innovative methods**

<b>Evaluation Pattern:</b>	<b>Second Semester End Examination of 60 Marks</b>	<b>Duration : 2 Hours</b>
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<b>Question 1</b>	<b>MCQS on Vocabulary (Unit 1)</b>	<b>15 Marks</b>
<b>Question 2</b>	<b>a) Editing: one passage of 100-200 words to be given.</b>	<b>07 Marks</b>
	<b>b) Summary: one passage of 250-300 words to be given</b>	<b>08 Marks</b>
<b>Question 3</b>	<b>Emails (1 out of 2) (Unit 3)</b>	<b>07 Marks</b>
	<b>Report Writing (1 out of 2) (Unit-4)</b>	<b>08 Marks</b>
<b>Question 4</b>	<b>Creative Writing: (1 out of 2) (200-250 words) (Unit 5)</b>	<b>15 Marks</b>

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3. <http://www.teachingenglish.org.uk>
4. <http://www.usingenglish.com/>
5. Technical writing PDF (David McMurrey)
6. <http://www.bbc.co.uk/>
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