

AC –20.04.2024
Item No. –5.6 (N) Sem I (1a)

As Per NEP 2020

University of Mumbai



Syllabus for Basket of AEC	
Board of Studies in English	
UG First Year Programme B.Sc	
Semester	I
Title of Paper	Credits
Introduction to Communication Skills in English I	2
From the Academic Year	2024-2025

Sr. No.	Heading	Particulars
1	Description of the course: Including but Not limited to:	<p>Introduction to Communication Skills in English I</p> <p>Effective academic communication skills are essential for success in scholarly pursuits. In the academic realm, proficiency extends beyond verbal articulation to encompass precise and coherent written expression. Students are not only required to engage in thoughtful discussions and articulate complex ideas verbally but must also demonstrate their understanding through well-crafted written assignments, and presentations. Academic communication involves the mastery of scholarly conventions, such as adherence to academic writing styles, and the ability to engage in dialogue with peers and scholars. It encompasses the skillful navigation of academic discourse, fostering an environment where ideas are shared, challenged, and refined. Developing strong academic communication skills empower individuals to contribute meaningfully to intellectual conversations, enriching both their academic journey and the broader scholarly community.</p> <p>This course with its 30:20 pattern will also help in accomplishing this goal. The course is aimed at honing their cognitive, analytical, linguistic and creative skills. It is hoped that by the end of the academic year, the learners will have developed confidence in using the English language both for oral and written communication as well as develop interest in enhancing these skills later on.</p>
2	Vertical:	AEC (Ability Enhancement Course)
3	Type:	Theory
4	Credit:	2 credits (1credit=15 Hours for Theory in a semester)
5	Hours Allotted:	30Hours
6	Marks Allotted:	50Marks
7	Course Objectives:	<ol style="list-style-type: none"> 1. To cultivate a comprehensive understanding of communication skills 2. To enhance reading proficiency with a diverse range of written texts with different genres and styles of written communication. 3. To develop proficiency in grammatical accuracy with specific focus on common grammatical errors and provide targeted exercises for improvement. 4. To equip learners with proficient presentation and conversation skills by integrating practical exercises for public speaking and interpersonal communication. 5. To provide practical experience in formal writing, including Statement of Purpose (SoP) preparation.

8 Course Outcomes:

At the end of the course, learners will:

- Demonstrate an understanding of essential aspects of communication skills
- Exhibit the ability to Read a variety of written text using subskills such as skimming and scanning.
- Identify and rectify common grammatical errors in English.
- Show competence in delivering compelling presentations and engage in articulate and effective conversations in English across different contexts.
- Display advanced formal writing skills in crafting job application letters, CVs, and Statements of Purpose.

9 Modules: -

Module1: (15 Lectures)

A) Introduction to Communication Skills

- The Seven Cs of Effective Communication
- Verbal and Non-Verbal Communication
- Cross-cultural communication
- Technology-enabled Business Communication
- Features of Effective Written Communication
- Characteristics of an Effective Speech
- Effective Listening Skills

B) Reading Skills:

- Scanning a text for information
- Skimming a passage to look for main ideas, understanding text type
- Guessing meaning of an expression (word/phrase/clause)
- Building inference skills

Passages from academic, professional, and literary domains around 200- 250 words, could be chosen in this section.

C) Grammar

- Subject Verb Agreement
- Tenses
- Question Tag
- Change the Voice
- Framing Interrogative sentence
- Synonyms and Antonyms
- Misplaced modifiers

Grammar should be taught with a remedial approach so as to enable learners to avoid common errors in their written and spoken communication.

Module 2: (15 Lectures)

A) Speaking Skills in English

Conversation skills

- Opening a conversation
- Introducing oneself in various contexts
- Introducing others formally and informally

Presentation Skills

- Introduction: Essentials of Presentation skills
- Analysis of model Presentations
- Planning and Delivering the Presentation
- Developing & Displaying Visual Aids
- Handling Questions from the Audience

B) Formal Writing Skills:

- Interpreting and describing different types of visual information
- Job applications with bio data (solicited and unsolicited)
- Statement of Purpose

10 Text Books: N.A.

11 References:

- Bellare, Nirmala. *Reading & Study Strategies*. Books. 1 and 2. Oxford University Press, 1997, 1998
- Bellare, Nirmala. *Easy Steps to Summary Writing and Note-Making*. Amazon Kindle Edition, 2020
- Comfort, Jeremy, et al. *Speaking Effectively: Developing Speaking Skills for Business English*. Cambridge University Press, 1994.
- Das, Bikram K., et. al. *An Introduction to Professional English and Soft Skills*. Cambridge University Press India Pvt. Ltd., 2010
- Das, Yadjnaseni & R. Saha (eds.) *English for Careers*. Pearson Education India, 2012.
- Dimond-Bayir, Stephanie. *Unlock Level 2 Listening and Speaking Skills Student's Book and Online Workbook: Listening and Speaking Skills Student's Book+ Online Workbook*. Cambridge University Press, 2014.
- Doff, Adrian and Christopher Jones. *Language in Use* (Intermediate and Upper Intermediate). CUP, 2004.
- Glendinning, Eric H. and Beverley Holmstrom. Second edition. *Study Reading: A Course in Reading Skills for Academic Purposes*. CUP, 2004
- Goodale, Malcolm. *Professional Presentations Video Pack: A Video Based Course*. Cambridge University Press, 1998.
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- Grussendorf, Marion. *English for Presentations*. Oxford University Press, 2007.

- Hamp- Lyons, Liz and Ben Heasley. Second edition. *Study Writing: A Course in Writing Skills for Academic Purposes*. CUP, 2006
- Labade, Sachin, Katre Deepa et al. *Communication Skills in English*. Orient Blackswan, Pvt Ltd, 2021.
- Lewis, N. *How to Read Better & Faster*. New Delhi, Goyal Publishers & Distributors Pvt. Ltd, 2006.
- McCarthy, Michael and Felicity O'Dell. *English Vocabulary in Use*. Cambridge: Cambridge University Press, 2001.
- Mohan, RC Sharma Krishna. *Business Correspondence and Report Writing*. Third edition. Tata McGraw-Hill Education, 2002.
- Murphy, Raymond, et al. *Grammar in use: Intermediate*. Cambridge University Press, 2000
- Raman, Meenakshi, and Singh, Prakash. *Business Communication*. India, Oxford University Press, 2006.
- Richards, Jack C., and Chuck Sandy. *Passages Level 2 Student's Book*. Cambridge University Press, 2014.
- Sadanand, Kamlesh & S. Punitha. *Spoken English: A Foundation Course*. (Part 1 & 2). Orient Blackswan. 2009.
- Sasikumar, V., et al. *A Course in Listening & Speaking I*. 2005. Cambridge University Press India Pvt. Ltd. (under the Foundation Books Imprint), 2010
- Savage, Alice, et al *Effective Academic Writing*. Oxford: OUP, 2005
- Sethi, J. *Standard English and Indian usage: Vocabulary and grammar*. PHI Learning Pvt. Ltd., 2011.
- Taylor, Grant. *English Conversation Practice*. 1967. Tata McGraw-Hill, 2013
- Turton, Nigel D. *A B C of Common Grammatical Errors*. 1995. Macmillan India Ltd., 1996
- Vas, Gratian. *English Grammar for Everyone*. Mumbai, Shree Book Centre, 2015
- Watson, T. *Reading Comprehension Skills and Strategies: Level 6*. Saddleback Educational Publishing, 2002

Web link Resources:

- A conversation about household appliances: <https://youtu.be/rAPI0fSborU> 13.
- Video on psychology: Why do we dream? <https://youtu.be/2W85Dwxx218>
- Video on social media: What is a social media influencer? <https://youtu.be/39A3og7enz8>
- Tips on communication (TED Talk): The Secrets of Learning a New Language https://youtu.be/o_XVt5rdpFY
- Expressing opinions: If Cinderella Were a Guy: <https://youtu.be/p40yCNctKXg>
- Video on the English language: Where did English come from? <https://youtu.be/YEaSxhcns7Y>

12	Internal Continuous Assessment: 40%	Semester End Examination: 60%								
13	<p>Continuous Evaluation through:</p> <ul style="list-style-type: none"> • Participation in an activity based on Presentation Skills and Conversation skills each (Module 2 A) (10 marks) The class may be divided into batches by creating formal schedule for the same before the semester End Examination. • Participation in two classroom activities involving skills other than presentation and conversation skills (05 marks) • Overall attendance (05 marks) (Percentage of learners' attendance in class to be considered) <p>Suggested Activities:</p> <ul style="list-style-type: none"> ▪ Listening to audio clips/ books to enhance listening skills ▪ Reading aloud from newspapers, magazines, stories, non-fiction followed by classroom discussion on these to enhance reading and speaking skills 									
14	<p>Format of Question Paper: for the final examination</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Q.1. Short notes (2 out of 4) – On Module 1 (A)</td> <td style="width: 30%; text-align: right;">10 marks</td> </tr> <tr> <td>Q.2. A. Unseen Passage (200-250 words) (Module 1 B)</td> <td style="text-align: right;">06 marks</td> </tr> <tr> <td style="padding-left: 20px;">B. Questions on grammar (Module 1 C)</td> <td style="text-align: right;">04 marks</td> </tr> <tr> <td>Q. 3. Writing Skills (1 out of 2) on Module 2 (B)</td> <td style="text-align: right;">10 marks</td> </tr> </table>		Q.1. Short notes (2 out of 4) – On Module 1 (A)	10 marks	Q.2. A. Unseen Passage (200-250 words) (Module 1 B)	06 marks	B. Questions on grammar (Module 1 C)	04 marks	Q. 3. Writing Skills (1 out of 2) on Module 2 (B)	10 marks
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**Sign of BOS Chairman
Prof. Dr. Shivaji Sargar
Board of Studies in
English**

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Dr. Suchitra Naik
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