



HSNC University, Mumbai

No. HSNCU/BOS-English/August/665 of 2023

4th August 2023

Dr. Shalini R. Sinha, Chairperson
Professor, Dept .of English, K. C. College,
Shalini.sinha@kccollege.edu.in 9869431342

Dr. Geeta Sahu, Co-Chairperson
Dept.of English, HR College,
Geetasahu2@gmail.com 9892210994

Prof. Pratima Das (Adviser)
Dept.of English, C.H.M. College
Pratimadas65@gmail.com 9975160461

Prof. Dinesh Kumar Nair (Adviser)
Department of English, V.G. Vaze College
dineshnairk@yahoo.com 9870415231

Dr. Paromita Chakrabarti (Member)
Professor & Head, Dept. of English,
H.R. College,
drparomitachakrabarti@hrcollege.edu.in
9819198781

Ms. Kavita Peter (Member)
Dept. of English, KC College
Kavita.peter@kccollege.edu.in 9892490146

Ms. Jalaja Nair (Member)
Department of English, H.R.College
jalajanair9@gmail.com 9833313061

Ms. Trisha Dutta (Member)
Department of English, H.R.College
duttatrisha3@gmail.com 7738907722

Ms. Emelia Noronha (Invitee Academic Expert)
P.D. Lions College,
emelian@dalmialionscollege.ac.in 9819202132

Dr. Micky Barua (Invitee Academic Expert)
Vidyalankar Inst. Of Tech.
micky.barua@vit.edu.in 7021007481

Ms. Karishma Gandhi (Industry)
karishmapgandhi@gmail.com 9619487494

Ms. Vanshika Mithani (Alumnus Industry)
vanshika.mithani@in.ey.com 9819796926

Ms. Soumya Ambasht (Alumnus Topper)
Soumyambasht99@gmail.com 9140003612

Ms. Priyanka Shaw (Student Member)
Shaw7358@gmail.com 9137558514

Respected Sir / Madam,

By the direction of the Hon'ble Vice-Chancellor, I am pleased to inform you that you have been nominated on the Board of Studies in **English** under the Faculty of Humanities of the HSNC University, Mumbai, for a period of five years. I am therefore to request you kindly to form yourselves into the Board of Studies in **English** and also request you kindly to fulfill all the duties. Your appointment shall be governed by HSNC University Notification असाधारण क्र. ३९१, dated 30th October 2019.

I am to request you kindly to convey your acceptance and confirmation at the earliest.

Looking forward to your active participation in the deliberations at the meetings of the Board of Studies in English, as and when held.

With warm regards.

Yours faithfully,

Dr. Bhagwan Balani
Registrar (Ag)

HSNC UNIVERSITY, MUMBAI

A State Cluster University

D. M. Harish Building, 47, Dr. R. G. Thadani Marg, Worli, Mumbai 400 018

T: +91 22 2493 5281, 2497 1506 | E: office@hsncu.edu.in | W: www.hsncu.edu.in



Copy for information to :
PA to Vice-Chancellor, HSNC University, Mumbai,
Office of the Hon'ble Vice-Chancellor, HSNC University
Office of the Registrar, HSNC University, Mumbai,



HSNC University Mumbai

(2023-2024)

Ordinances and Regulations

With Respect to

Choice Based Credit System (CBCS)

For the Programmes Under

The Faculty of Humanities, Commerce & Science

Curriculum – First Year

Undergraduate Programmes

Semester-I and Semester -II

2023-2024

Syllabus for F.Y.B.A / F.Y.B.COM / F.Y.B.Sc/ Self-Financed

Courses

Programme: B.A / B.COM / B.Sc/ Self-Financed Courses

Course: Ability Enhancement Course (AEC) (Core Paper)

Communication Skills of English

(with effect from the academic year 2023-2024)

1. Syllabus as per Choice Based Credit System:

- i) Name of the Programme: B.A. / B.COM / B.SC / Self-Financed courses
- ii) Course Code:
- iii) Course Title: **Communication Skills in English – I (SEMESTER I)**
Communication Skills in English – II (SEMESTER II)
- iv) Type of Course: **Ability Enhancement Course (AEC) (Core Course)**
- v) Semester-wise Course Content: copy of syllabus enclosed
- vi) References and Additional References: enclosed in the Syllabus
- vii) Credit Structure: Total Credits in a year: 04 **Credits per Semester: 02**
- viii) One Credit = 15 Classroom Teaching hours
- viii) No. of lectures per Unit: 05
- ix) **No. of lectures per week: 01 lecture + 01 tutorial***
- x) Lecture Duration – 60 Minutes

2. Scheme of Examination:

- i) **Total Marks: 50**
- ii) Sem-end Exam: 30 marks Duration: 1 hour Pattern: 3 Questions of 10 marks each
- iii) Internal Assessment: 20 marks

* The number of students in each tutorial batch shall be 25 students. The last batch in a division may however have 20 students.

Preamble:

The Communication Skills in English syllabus is an attempt to enhance language proficiency of the learners 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 writing skills and encourage effective communication of thoughts, ideas and expressions. The syllabus will 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 hard and soft skills.

These topics will be explored through debates, group discussions, speeches; students will also 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 reading skills and writing skills in the form of Written Correspondence and Essays, and Interpretation of data. Semester II introduces students to advanced writing skills in the form of Reports and Creative Writing. The students through this course will navigate the digital information landscape and gain critical skills of email writing, report writing, and creative writing. The concepts discussed throughout the year can be applied to the study of other subjects as well.

The syllabus is made for interactive learning using tutorials and learner-centred methods such as worksheets and role play. Upon completing this course, the learners will be able to communicate effectively in various styles and registers.

Learning Objectives:

The main objectives of the course are:

- To strengthen language proficiency by providing adequate exposure to reading, speaking, listening and writing skills
- To complete various communication tasks effectively
- To develop a comprehensive understanding of the oral aspects of communication
- To develop skills in communication like writing letters, emails, essays and reports
- To enhance the range of lexical resources of the learners through a variety of exercises

Learning Outcomes:

On successful completion of the course learners are expected -

- To become proficient in reading, writing, speaking and listening skills
- To efficiently perform various communication tasks
- To be competent in the various aspects of oral communication
- To be able to write letters, emails, essays and reports effectively
- To broaden their language proficiency and the range of their lexical resources

DETAILED SYLLABUS

Semester I

Communication Skills in English - I

(2 Credits)

15 lectures + 15 tutorials

UNIT I: Letters (5 lectures)

1. Job Application Letter with Resume
2. Statement of Purpose
3. Letters to the Editor
4. Sales/Promotion Letters

UNIT II: Data Interpretation (5 lectures)

Students will learn to read and interpret maps, pie charts, tables, line and bar graphs, and flow charts and express the same in a paragraph form.

(Note: Other important forms of visual communication may also be introduced to students. However, they will be tested only on the above forms in the examination.)

UNIT III: Essay (5 lectures)

1. Reflective
2. Analytical
3. Persuasive/Argumentative

Semester II

Communication Skills in English - II

(2 Credits)

15 lectures + 15 tutorials

UNIT I: Emails (5 lectures)

1. Enquiry
2. Invitation
3. Thank You
4. Permission

UNIT II: Report Writing (5 lectures)

1. Eyewitness Report
2. Activity Report
3. Newspaper Report

UNIT III: Creative Writing (5 lectures)

1. Story Writing
2. Dialogue Writing
3. Blog Writing

Suggested Topics for Tutorials: (for both semesters)

1. Fundamentals of Grammar
2. Vocabulary Building and Language Games
3. Editing Sentences and longer passages
4. Summarization
5. Stress Marking
6. Phonology
7. Reading Skills
8. Listening Skills
9. Speaking Skills and Pronunciation
10. Debates / Speeches
11. Book / Film Reviews

Formative Assessment: (for both semesters) (20 marks per semester)

Any one of the following methods of assessment may be undertaken:

1. Class Test
2. Online Exam
3. Assignment/Project
4. Presentation

Summative Assessment:**QUESTION PAPER PATTERN****Semester I (Sem-end Exam)****Communication Skills in English - I**

Duration: 1 hour

Marks: 30

- Q.1 Letters (1 out of 2) [Unit I] (10 marks)
- Q.2 Data Interpretation (150 words) [Unit II] (10 marks)
(Students will present a summary of the visual data given)
- Q.3 Essay (1 out of 2) (200-250 words) [Unit III] (10 marks)

Semester II (Sem-end Exam)**Communication Skills in English - II**

Duration: 1 hour

Marks: 30

- Q.1 Emails (1 out of 2) [Unit I] (10 marks)
- Q.2 Reports (1 out of 2) [Unit II] (10 marks)
- Q.3 Creative Writing (1 out of 2) (200-250 words) [Unit III] (10 marks)

Reference Books

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Sasikumar, V., Kiranmai Dutt and Geetha Rajeevan. *A Course in Listening and Speaking I & II*. New Delhi: Foundation Books, Cambridge House, 2006.

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 5. Technical writing PDF (David McMurrey)
 6. <http://www.bbc.co.uk/>
 7. <http://www.pearsoned.co.uk/AboutUs/ELT/>
 8. <http://www.howisay.com/>
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