

Rajarshi Shahu Mahavidyalaya, Latur
(Autonomous College)

Syllabus

UG Second year

Communicative English

(Compulsory Course)

(Semester Pattern)

(MCQ + Theory)

w.e.f. June, 2014

1. Introduction

Written communication in English plays a vital role in the smooth functioning of an organization. The need to impart written communication skills has assumed great importance. A realization of this need by our college has led the Dept of English to play a multidisciplinary role. English is taught and learnt in many different ways so to cover various views, Communicative English is introduced compulsorily to first and second year UG classes of Arts, Commerce, Science, Bio-technology and Information and Communication Technology streams. In Communicative English, for the second year of UG classes content of the course is a judicious combination of reading and writing skills aiming to imparting written communication skills.

2. Title of Course

Communicative English III & IV
(Compulsory Course)

3. Learning Objectives of the Course

- i) To enhance learner's communication skills by giving adequate exposure in reading and writing skills and the related sub-skills.
- ii) To create learner's confidence in written and interpersonal communication by reinforcing the basics of reading and writing.
- iii) To help learners to recognize and make use of sentence structures in English in written communication.

4. Course Outcomes

Today, functional knowledge of English is one of the most prized possessions. This course will help the learners to be a versatile communicator. In every profession, the people good at English are on high demand. English is window on the modern world hence the knowledge of English will make the learners fit to survive in this ever competitive world. Further, it will broaden the horizons of the seekers of higher education to avail the new opportunities in every walk of life.

5. Duration of Course

01years (02 Semesters)

6. Eligibility of the course

Passing UG first year

7. Strength of Students

8. Fees for course	As per UGC/College rules
9. Period of the course	(From Sem III to Sem IV)
10. Admission/ Selection procedure	As per UGC/College rules
11. Teachers' Qualification	As per UGC rules
12. Standard of Passing	As per UGC/College rules
13. Nature of Question Paper with Scheme of Marking	Given in the Syllabus
14. One CD of the final syllabus along with two hard copies of the Course	
15. List of Books recommended	
	Given in the Syllabus
16. List of Laboratory Equipments, Instruments, Measurements etc.	
	Day Light Projector with screen, Two PCs with e-net connection
17. Rules and regulations of ordinance if any	
18. Medium of the language	English
19. Structure of the course	Semester System
20. Allotment of Workload (Theory/ Practical)	As per UGC/College rules
21. Staffing Pattern	As per UGC/College rules
22. Intake capacity of Students	As per UGC/College rules
23. Paper Duration	02 Hours
24. To be introduced from	June 2014

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UG Second Year

Semester Pattern

Curriculum of Communicative English (Compulsory Course)

Class	Semester	Course Code	Course Title	Lectures		Marks	Credits
				Per Week	Total		
U G Second Year	III	U-COE -301	Communicative English - III	04	56	50	02
	IV	U-COE -301	Communicative English - IV	04	56	50	02

Question Paper pattern

Time: 1 Hour

Max Marks: 30

Note:

- i. Attempt all Questions.*
- ii. All questions carry equal marks.*
- iii. Draw neat diagrams and sketches wherever necessary.*

Q. 1. Short Answer questions (Attempt Any Two out of Three) 10 marks

Q.2. Long answer type questions (With internal choice for ten marks) 10 marks

Q.3. Long answer type questions (With internal choice for ten marks) 10 marks

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English

U G Second Year (Semester-III)

Course Code- U-COE-301

Course Title – Communicative English -III

Max. Marks : 50

Credits : 02

Total Lectures : 56

Learning Objectives:

- i) To enhance learner's communication skills by giving adequate exposure in reading and writing skills and the related sub-skills.
- ii) To create learner's confidence in written and interpersonal communication by reinforcing the basics of reading and writing.
- iii) To help learners to recognize and make use of sentence structures in English in written communication.

Course Outcomes:

- i) By giving adequate exposure in reading and writing skills and the related sub-skills the students enhanced the communication skills.
- ii) The learners increased their confidence in written and interpersonal communication.
- iii) The learners recognized and used the sentence structures in English in written communication.

Unit-I Reading Skill 1

(Lectures12 Practical 07)

A. Features of Reading

- I Introduction
- II The Qualities of a Good Reader
- III Bad Habits of Reading
- IV The Qualities of a Good Reader
- V Sub skills of reading
- VI Types of Reading

Practical: Two stories with glossary

B. Reading Techniques

- I Surveying the reading matters and Identifying the text type.
- II Skimming the text for identifying the general theme
- III Scanning the text to locate specific details
- IV Understanding meaning of words , phrases and sentences

Practical: Two stories with questions

C. Reading Task

1. Reading samples (*Rainbow* Page No 223-236)
2. Five passages with questions

Practical

Students should make a recording of the lessons learnt in a CD and submit it to the department as per the instructions given by the teacher.

A. Features of Writing

- I Features of Writing
- II The Writing Process (Spelling and Capital Letters)
- III Paragraph Writing
(*Rainbow* Page No 214 - 222)
Two Stories
 - i. Bahut Kuch Hota Hai
 - ii. Honesty Comes from the Heart
(*Rainbow* Page No 237 - 246)

B. Writing Techniques

- I Note making and Note taking (*Prism* Page No 135 – 138)
(Note making is the ability to listen and reduce information to point form and Note taking is the ability to read and reduce information to point form and to expand from points to paragraph)

C. Writing Comprehension

- I Basic Cursive Writing
Description
(*Writing Task* by Agrawal)
 - 1.Situation I Page No. 240
 - 2. Situation II Page No. 241
 - 3. A Picnic I Enjoyed Page No. 244
 - 4. My Favourite Hero in History Page No. 245
 - 5. My Best Friend Page No. 251

Unit III Written Communication

(Lectures12 Practical 06)

- I Letter Writing
e-mail letter
- II Job Application with C V
 - a. Introduction
 - b. What is C V ?
 - c. Specimen Curriculum Vitae , Resume and Bio-data
 - d. Guidelines for writing a good C V
(*Radiance* page No 117-119)

To be assessed through MCQ and short answers

Reference Books

1. Patil Z N . 2003. English for Practical Purposes. Chennai: Macmillan
2. Dwivedi R K & Kumar A, 2002. Macmillan Foundation English . Chennai: Macmillan
3. Edt Jadhav B S. 2009 Radiance Communication Skills Prose and Poetry . Mumbai Orient Blackswan
4. Vanikar Ranu. 1995. Corridors to Communication . Bombay. Orient Longman
5. Krishna Mohan & Meera Banerji. 2006 Developing Communication Skills. New Delhi. Macmillan
6. Thorat A R, 2000. Enriching Your Competence in English Bombay. Chennai. Orient Longman
7. Narayanswami V R . 1993. Strengthen Your Writing. Madras. Orient Longman

U G SECOND

Semester IV

U G Second Year (Semester-III)

Course Code- U-COE -401

Course Title – Communicative English -IV

Max. Marks : 50

Credits : 02

Total Lectures : 56

Objectives:

- i) To enhance learner's communication skills by giving adequate exposure in reading and writing skills and the related sub-skills.
- ii) To create learner's confidence in written and interpersonal communication by reinforcing the basics of reading and writing.
- iii) To help learners to recognize and make use of sentence structures in English in written communication.

Outcomes:

- iv) By giving adequate exposure in reading and writing skills and the related sub-skills the students enhanced the communication skills.
- v) The learners increased their confidence in written and interpersonal communication.
- vi) The learners recognized and used the sentence structures in English in written communication.

Unit-I Reading Skill 2

(Lectures12 Practical 07)

A. Applied Reading Skills

- I Silent Reading
- II Loud Reading
- III Skimming
- IV Scanning
- V Check your reading-speed
- VI Increasing the Eye Span

Short para from stories, article, news, autobiography (refer *Wisdom*)

B. Applied Reading Comprehension

1. Summary Writing
2. Notemaking
 - Arts Stream Geographical Journals
 - Commerce Stream Business Journals
 - Science Stream Scientific Journals
- i. Preparing summary notes from given texts
- ii. Preparing notes on given texts in graphic forms, charts, flow-charts, tables, tree diagrams, bubble maps etc.

Unit II Applied Writing Skills

(Lectures12 Practical 07)

A. Essay Writing

B. Newspaper Report Writing

Unit III Written Communication

(Lectures12 Practical 06)

- A. Writing Review
 - I Book Review
 - II Film/ Serial Review
- B. Preparing Questionnaire
 - I Survey
 - II Interview
 - III Project
- C. Anchoring , Welcoming, Introducing the guest

To be assessed through MCQ and short answers

Reference Books

1. Patil Z N . 2003. English for Practical Purposes. Chennai: Macmillan
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3. Edt Jadhav B S. 2009 Radiance Communication Skills Prose and Poetry . Mombai Orient Blackswan
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5. Krishna Mohan & Meera Banerji. 2006 Developing Communication Skills. New Delhi. Macmillan
6. Thorat A R, 2000. Enriching Your Competence in English Bomby. Chennai. Orient Longman
7. Narayanswami V R . 1993. Strengthen Your Writing. Madras. Orient Longman