

**John Wilson Education Society's**

**Wilson College (Autonomous)**

Chowpatty, Mumbai-400007

RE-ACCREDITED 'A' grade by NAAC

*Affiliated to the*

**UNIVERSITY OF MUMBAI**



**Syllabus for F.Y./S.Y.**

**Programme: Ability Enhancement Courses in English**

**Programme Code:**

**WAENGAE**

**Choice Based Credit System (CBCS) under NEP 2020 with effect from**

**Academic year 2023–2024**

PROGRAMME OUTLINE 2023-2024

YEAR	SEM	COURSE CODE	COURSE TITLE	CREDITS/ Lectures
FYBA	I	WAENGAE11 1 WCENGAE11 1	Communication Skills in English	2/30
	II	WAENGAE12 1 WCENGAE12 1	Advanced Communication Skills in English	2/30



**PROGRAMME SPECIFIC OUTCOMES (PSOs)**

1. Learners will be able to display an understanding of language and literature as an expression of human values, universal truths and socio-cultural influences through the underlying philosophy and values reflected in literature.
2. Learners will have developed a sensitivity towards nature and understand the relationship between human beings, environment and culture through language and literature
3. Learners will be acquainted with various genres and literary terms, will identify various themes and styles from different perspectives including race, gender, class and sexuality etc.
4. Learners will possess a higher level of proficiency in the English Language and be better communicators, equipped for the job market as well as higher education.
5. Learners will evince the higher order thinking skills of application, evaluation, inferencing and creativity.



**PREAMBLE:**

The progress of globalization in the past three decades has witnessed an increased demand for English proficiency. English as the lingua-franca is used in the fields of science, technology, media, the internet etc., and is also among the most sought-after soft skills. A higher proficiency in the English language opens doors of opportunity in the job market as well as in higher education. It facilitates travel across English-speaking countries world-wide, allows an understanding of films, music, art, literature as well as access to technical and scientific writing in research. An individual, highly proficient in the English, is a natural diplomat through communication and improved relations.

Since good communication skills are much in demand in the job market, Communication Skills in English is being introduced as a compulsory course for all undergraduates in order to equip them with this all-important soft skill in preparation to join the workforce, to enhance relationships and in readiness for higher education.

<b>PROGRAMME:</b> F.Y.B.A./B.M.S./B.Com		<b>SEMESTER: I</b>		
<b>Course:</b> Communication Skills in English		<b>Course Code: WAENGAE111 and WCENGAE111</b>		
<b>Teaching Scheme</b>				<b>Evaluation Scheme</b>
<b>Lectures (Hours per week)</b>	<b>Practical (Hours per week)</b>	<b>Credit</b>	<b>Continuous Internal Assessment (CIA)</b>	<b>End Semester Examination (Marks- 60)</b>
2	NA	2	NA	60
<p><b>Learning Objectives:</b></p> <p style="text-align: center;">Wilson College</p> <ol style="list-style-type: none"> <li>1. To enhance language proficiency.</li> <li>2. To orient the learners towards reading, writing and other functional aspects of language</li> <li>3. To provide the building blocks for efficient communication.</li> <li>4. To develop the skills of reading, writing, speaking and listening.</li> </ol>				
<p><b>Course Outcomes:</b></p> <ol style="list-style-type: none"> <li>1. CO1. Learners will have acquired enhanced proficiency in language.</li> <li>2. CO2. Learners will have an understanding of the functional aspects of language</li> <li>3. CO3. Learners will possess the building blocks for efficient communication.</li> <li>4. CO4. Learners will have developed the skills of reading, writing, speaking and listening.</li> </ol>				

DETAILED SYLLABUS

Course Code WAENGA E111 and WCENGA E111	Unit	Course/ Unit Title: Communication Skills in English	Credits 2 Lectures 30
	<b>I</b>	<b>Introduction to Communication</b>	<b>15</b>
	<b>1.1</b>	<b>The Concept of Communication:</b> Definition, Process, Feedback, The Impact of Technological Advancements on Communication, Communication as a Key Concept in Corporate and Global Communication	
	<b>1.2</b>	<b>Barriers to Communication:</b> Physical, Semantic, Language, Socio-cultural, Psychological Barriers Ways to Overcome Barriers to Communication	
	<b>1.3</b>	<b>Methods and Modes of Communication:</b> 1.3.1 Verbal and Non-Verbal Communication 1.3.2 Characteristics of Verbal Communication 1.3.3 Characteristics of Non-Verbal Communication (Body Language)	
	<b>1.4</b>	<b>Channels and Objectives:</b> 1.4.1 Formal, Informal 1.4.2 Vertical, Horizontal, Diagonal, Grapevine 1.4.3 Information, Advice, Orders, Instructions, Persuasion, Motivation, Educational, Warnings	
	<b>II</b>	<b>Writing Competencies</b>	<b>15</b>
	<b>2.1</b>	<b>Letters (Emails)</b> 2.1.1 Letters of Inquiry, Invitation and Thank you Letters, Letters of Complaint 2.1.2 Application for information under RTI	
	<b>2.2</b>	<b>Essay and Paragraph Writing (Grammar/Editing)</b> 2.2.1 Samples through reading comprehension 2.2.2 Developing an idea using appropriate devices of coherence and cohesion 2.2.3 Basic Language: Vocabulary and Grammar 2.2.4 Self-Editing: First draft, Revision, Proofreading (Using spell checker/Grammarly or similar software)	

**Recommended Resources:**

1. Bellare, Nirmala. *Reading Strategies*. Vols. 1 and 2. New Delhi. Oxford University Press, 1998.
2. Bhasker, W. W. S & Prabhu, N. S.: *English through Reading*, Vols. 1 and 2. Macmillan, 1975.
3. Freeman, Sarah: *Written Communication*. New Delhi: Orient Longman, 1977.
4. Grellet, F. *Developing Reading Skills*, Cambridge: Cambridge University Press, 1981.
5. Hamp-Lyons, Liz and Ben Heasley. Second edition. *Study Writing: A Course in Writing Skills for Academic Purposes*. Cambridge: CUP, 2006
6. Jakeman, Vanessa and Clare McDowell. *Cambridge Practice Test for IELTS 1*. Cambridge: CUP, 1996.
7. Savage, Alice, et al. *Effective Academic Writing*. Oxford: OUP, 2005
8. Widdowson, H. G.: *English in Focus. English for Social Sciences*. Oxford University Press.
9. "Communication Skills for Dummies" by Elizabeth Kuhnke
10. "Communication Skills Training: A Practical Guide to Improving Your Social Intelligence, Presentation, Persuasion, and Public Speaking" by Ian Tuhovsky
11. "The Art of Communicating" by Thich Nhat Hanh
12. "Crucial Conversations: Tools for Talking When Stakes Are High" by Kerry Patterson, Joseph Grenny, Ron McMillan, and Al Switzler
13. "Made to Stick: Why Some Ideas Survive and Others Die" by Chip Heath and Dan Heath
14. "The Quick and Easy Way to Effective Speaking" by Dale Carnegie
15. "Talk Like TED: The 9 Public-Speaking Secrets of the World's Top Minds" by Carmine Gallo



**Webliography:**

- <http://www.onestopenglish.com>
- [www.britishcouncil.org/learning-learn-english.htm](http://www.britishcouncil.org/learning-learn-english.htm)
- <http://www.teachingenglish.org.uk>
- <http://www.usingenglish.com>
- <http://www.bbc.co.uk/>
- <http://www.pearsoned.co.uk/AboutUs/ELT/>
- <http://www.howisay.com/>
- <http://www.thefreedictionary.com>

Technical writing PDF (David McMurrey)

**Modality of Assessment**

**Theory Examination Pattern:**

**External Examination - 60**

Question	Options	Marks
Q.1.	2 options of descriptive/explanatory questions	20
Q.2.	2 options to elicit analytical understanding of texts	20
Q.3.	2 options to elicit critique and creative expression of texts	20
	<b>TOTAL</b>	<b>60</b>



<b>PROGRAMME:</b> F.Y.B.A. AEC	<b>SEMESTER: II</b>
<b>Course:</b> Advanced Communication	<b>Course Code: WAENGAE121 and WCENGAE121</b>

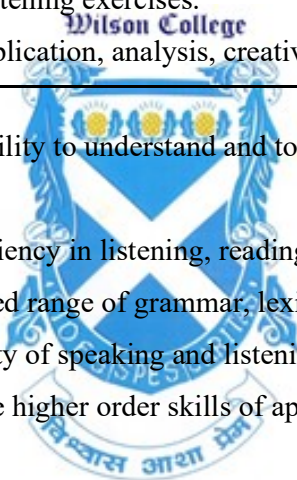
<b>Skills in English</b>					
<b>Teaching Scheme</b>					<b>Evaluation Scheme</b>
<b>Lectures (Hours per week)</b>	<b>Practical (Hours per week)</b>	<b>Tutorial (Hours per week)</b>	<b>Credit</b>	<b>Continuous Internal Assessment (CIA) (Marks-40)</b>	<b>End Semester Examination (Marks- 60)</b>
<b>2</b>	<b>NA</b>	<b>NA</b>	<b>2</b>	<b>NA</b>	<b>60</b>

**Learning Objectives:**

1. To enhance language proficiency by providing adequate exposure to written and spoken language.
2. To orient the learners towards the skill of metacognition through the processes of note making and summarization.
3. To increase the range of grammar, lexical resource, cohesive devices and nuances of pronunciation through a variety of speaking and listening exercises.
4. To develop higher order skills of application, analysis, creativity, innovation and problem solving.

**Course Outcomes:**

1. Learners will have gained the ability to understand and to interpret written and spoken language from different perspectives
2. Learners will have gained proficiency in listening, reading and identifying errors of language.
3. Learners will possess an increased range of grammar, lexical resource, cohesive devices and nuances of pronunciation through a variety of speaking and listening exercises.
4. Learners will have developed the higher order skills of application, analysis, creativity, innovation and problem solving.





DETAILED SYLLABUS

Course code: WAENGA E121 AND WCENGA E121	Unit	Course/ Unit Title	Credits 2 Lectures 30
	<b>I</b>	<b>Advanced Interpersonal Communication Skills</b>	<b>15</b>
	<b>1.1</b>	<b>Listening Skills and Note-taking:</b> 1.1.1 Significance of Effective Listening in Communication and Methods to Enhance Listening Skills 1.1.2 Effective Note-taking Techniques	
	<b>1.2</b>	<b>Small Talk and Elevator Pitches</b> 1.2.1 Understanding Small Talk and its Role in Communication 1.2.2 Elevator Pitches: Creating and Delivering effective Elevator Pitches	
	<b>1.3</b>	<b>Interviews and Group Discussion Techniques</b> 1.3.1 Types of Interviews, Understanding the Interview Process 1.3.2 Participating and leading group discussions	
	<b>1.4</b>	<b>Online Communication</b> 1.4.1 Etiquette 1.4.2 Data Management/Sharing 1.4.3 Managing multiple windows in online settings	
	<b>II</b>	<b>Advanced Writing and Presentation Skills</b>	<b>15</b>
	<b>2.1</b>	<b>Resume and Application Writing</b> Resume, Online Application Writing, Request for Letter of Recommendation, Drafting a Statement of Purpose	
	<b>2.2</b>	<b>Designing Brochures, Flyers, etc</b> 2.2.1 Principles of Design in Communication 2.2.2 Creating Effective Brochures, Flyers, etc.	
	<b>2.3</b>	<b>Presentation Skills</b> 2.3.1 Building a Presentation: From Draft to Delivery 2.3.2 Visual Representation of data using pie chart, bar graph, line graph, tables, summarization of data using Excel and Pivot Tables etc.,	
	<b>2.4.</b>	<b>Report Writing</b> 2.4.1 Writing General Reports 2.4.2 Recording Minutes of Meeting 2.4.3 Writing a Feasibility Report 2.4.4 Investigative Report	

**Recommended Resources:**

1. Mohan Krishna & Banerji, Meera: *Developing Communication Skills*. New Delhi: Macmillan India, 1990.
2. Mohan Krishna & Singh, N. P. *Speaking English Effectively*. New Delhi: Macmillan India, 1995.
3. *Reading & Thinking in English*, Four volumes, (vol. 1 for the lowest level, vol. 4 for the highest level). The British Council Oxford University Press, 1979-1981.
4. Sasikumar, V., Kiranmai Dutt and Geetha Rajeevan. *A Course in Listening and Speaking I & II*. New Delhi: Foundation Books, Cambridge House, 2006.
5. "Effective Communication Skills" by M. Farouk Radwan

**Webliography:**

- <http://www.onestopenglish.com>
- [www.britishcouncil.org/learning-learn-english.htm](http://www.britishcouncil.org/learning-learn-english.htm)
- <http://www.teachingenglish.org.uk>
- <http://www.usingenglish.com>
- <http://www.bbc.co.uk/>
- <http://www.pearsoned.co.uk/AboutUs/ELT/>
- <http://www.howisay.com/>
- <http://www.thefreedictionary.com>



**Modality of Assessment**

**Theory Examination Pattern:**

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