

**B.A. PART -I EXAMINATION  
SEMESTER I  
COMMUNICATIVE ENGLISH SYLLABUS**

**Aims and Objectives**

Communicating effectively is the single most important soft skill one must possess today. Communication skills and proficiency in English have become absolutely necessary to grow and develop in the modern competitive world.

The Course in Communicative English is a vocational subject introduced by the U.G.C. It aims at enhancing the employability of the students whether it is traditional areas, or in new and upcoming set ups, or in opting for their own enterprises. Communication skills and proficiency in English have become absolutely necessary to grow and develop in the modern competitive world, whatever be one's other basic academic and technical qualifications. The Communicative English course aims at training the would-be graduates in various levels of communication in English speech skills, oral skills, writing skills and other related skills. Besides being a broad-based subject, it also aims at developing the personality of the young under graduates and turn them into self-sufficient and self-reliant individuals.

**Learning Outcomes:**

After attending classes and completing the activities of this semester, the students will be able to:

- utilize phonetic symbols to improve pronunciation
- recognize phonetic symbols
- apply techniques to set achievable goals
- read and interpret visual data
- handle stress caused by change better
- apply principles of clarity and coherence to paragraph writing

**Teaching Workload:**

Six lectures per week

**Lectures**

a. Theory – 4 Lectures per week

b. Practical – 2 per batch

N.B. Students offering this course are required to maintain journal/record of work.

**Course content**

**Unit 1: Pronunciation**

**Unit 2 :Grammar**

**Unit 3: Listening**

**Unit 4: Soft Skills**

**Unit 5: Writing**

**Unit 6: Reading**

**Unit 7: Fluency Development activities**

**A. Theory**

Unit 1: Pronunciation

1. Introduction to Phonetics
2. Received Pronunciation

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*V.V. Bhagadikar*

*Mohand*

*Devi*

*Amulya*

*Swamy*

*Harid*

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3. Vowels and Consonants

Unit 2: Grammar

1. Articles
2. Subject Verb Agreement
3. Tenses

Unit 3: Listening

1. Listening to a lecture: stages involved in listening to lectures, some tips to ensure effective listening at lectures, listening tasks followed by comprehension questions.

Unit 4: Soft Skills

1. Goal Setting: SMART goal setting, guidelines for goal setting, tying personal & professional goals
2. Emotional Intelligence: What is EI?, Enhancing emotional self awareness, unfreezing the old, refreezing the new, change and stress

Unit 5: Writing

1. Writing Paragraphs: Types of paragraphs, Paragraph Structure, topic sentence, essential elements of a good paragraph- unity, order, completeness and coherence
2. Expansion of an idea

Unit 6: Reading

1. Reading Charts, Tables, Schedules and Graphs
2. Loud reading

Unit 7: Fluency Development- "Keep talking: communicative fluency activities for language teaching" by Friederike Klippel. Can be downloaded from <https://pdfs.semanticscholar.org/> (Students carry out at least three activities led by the teacher per semester)

**B. Practical**

1. Intensive Drilling in English vowels, consonants
2. Exercises in Phonetic Transcription
3. Students listen to a speech and answer questions
4. Students convert goals into achievable goals using the SMART technique
5. Students answer questions after reading the visual data provided
6. Each student participates in fluency development activities (Unit 7) and writes a report on the activity.

**Record of work**

Practice exercises based on the items prescribed in all units can be given to students and filed in the Record-of-work. These should be checked and signed by the teacher/co-ordinator from time to time during the academic year.

**Internal Assessment: 20 marks**

**A. Theory Internal Assessment: 10 marks**

Theory Internal Assessment will be based on:  
Completion of class work, assignments and tests

**B. Practical Internal Assessment: 10 marks**

Practical Internal Assessment will be based on:

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- A. Preparation and administration of a survey questionnaire on English pronunciation and intelligibility.
- B. Recognition of IPA symbols and the sounds they represent.
- C. Practical record

**Practical Examination: 40 marks**

N. B. The Examinees are to be tested on the practical aspects of Units I , 4, 5& 6

Practical Examination will be based on:

1. Production and identification of Vowel and Consonant phonemes of English
2. Phonetic transcription
3. Reading of visual data
4. Loud reading and Self Introduction

**Books**

1. The Four Skills for Communication – an English language course by Josh Sreedharan, Foundation Books . CUP.
2. Soft Skills And Employability by Sabina Pillai and Agna Fernandez. Cambridge University Press.
3. Macmillan Foundation English by R K Dwivedi and A. Kumar. Macmillan Publications.
4. A Course book of Phonetics and Spoken English by J. Sethi and P. V. Dhamija
5. Oxford Practice Grammar – John Eastwood (Oxford University Press)
6. English Grammar Practice – Raj N. Bakshi(Orient Longman)
7. English for Practical Purposes by Z. N. Patil, Ashok ThoratndZeenat Merchant. Macmillan Publication

**SCHEME OF EVALUATION  
FIRST SEMESTER**

**A) Theory Examination**

(Time: 2 hours)

(Max Marks: 40)

Unit	L.A.Q. (Long Answer)	S. A. Q. (Short Answer)	V.S.A. Q. (Very Short Answer)	Objective Type	Total Marks
I	8		4		12
II	4			6	10
IV	4	3	2		07
V	4	3			07
VI			2		04
	20	6	8	6	40

*H. G.*

*M. S.*

*Mohand V. R. Bhagdevan*

*Dalje*

*Shankar*

*Swamy*

*Harid*

*Chand*



**B.A. PART- I EXAMINATION SEMESTER I**  
**COMMUNICATIVE ENGLISH**  
**PATTERN OF QUESTION PAPER**

(Time: 2 hours) (Max Marks: 40)

- Q. 1 (A) **One** Long Answer question **out of two** based on UNIT 1 (1 x 4 marks) 4Marks  
 (B) **One** Long Answer question **out of two** based on UNIT IV (1 x 4 marks) 4Marks  
 (C) **One** Long Answer question **out of two** based on UNIT II (1 x 4 marks) 4Marks
- Q. 2 (A) **One** Long Answer question **out of two** based on UNIT 1 (1 x 4 marks) 4Marks  
 (B) **One** Long Answer question **out of two** based on UNIT V (1 x 4 marks) 4Marks
- Q. 3 (A) **One** Short Answer question **out of two** based on UNIT IV (1 x 3 marks) 3Marks  
 (B) **One** Short Answer question **out of two** based on UNIT V (1 x 3 marks) 3Marks
- Q. 4 (A) **Two** V SAQ **out of three** based on UNIT 1 (2 x 2 marks) 4 Marks  
 (B) **One** V SAQ **out of two** based on UNIT IV (1 x 2 marks) 2Marks  
 (C) **One** V SAQ **out of two** based on UNIT VI (1 x 2 marks) 2Marks
- Q. 5. (A) Two objective Type Questions on *Articles* (2x1 marks) 2 Marks  
 (B) Two objective Type Questions on *S-V Agreement* (2x1 marks) 2 Marks  
 (C) Two objective Type Questions on *Tenses* (2x1 marks) 2 Marks

**NOTE: Ten marks Theory Internal assessment to be given on the basis assignments and tests.**

**(B) Practical Examination for FIRST SEMESTER**

- |   |          |
|---|----------|
| 1. Record of session's work   | 10 Marks |
| 2. Vowels and Consonants  | 10 Marks |
| 3. Phonetic transcription   | 5 Marks  |
| 4. Reading of visual data   | 5 Marks  |
| 5. Viva- Voce (Examine students' ability to speak about themselves) | 5 Marks  |
| 6. Loud Reading   | 5 Marks  |

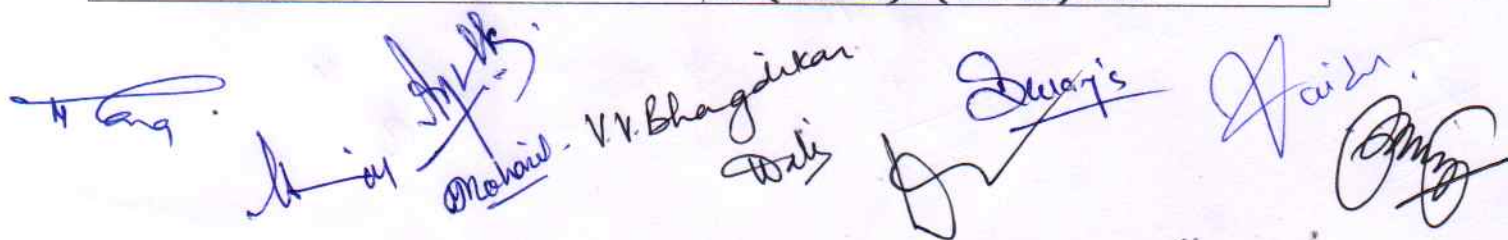
**NOTE: Ten marks Theory Internal assessment to be given based on class assignments and participation in classroom activities.**

**Theory Paper- 40 ( written examination)+ 10 (Theory Internal)= 50 Marks**

**Practical/Viva-voce- 40 ( Practical Examination +10 ( Practical Internal) = 50 Marks**

**TOTAL = 100 Marks PLAN OF EXAMINATION**

THEORY			PRACTICAL		
Written Examination	Internal Assessment	Total (Theory)	Practical Examination	Internal Assessment	Total of Practical
40	10	50	40	10	50
THEORY & PRACTICAL			100		
			i.e. 80 + 20=100		
			i.e. ( 40 +40) + ( 10+ 10)=100		



**B.A. PART –I EXAMINATION  
SEMESTER II  
COMMUNICATIVE ENGLISH SYLLABUS**

**Learning Outcomes:**

After successful completion of the course the students will be able to:

- Identify syllables in a word
- Identify and apply word stress
- Use appropriate intonation while speaking
- Understand verbal and non-verbal communication
- Distinguish the qualities of a capable leader
- Better understand and respond to the needs of others

**Teaching Workload :**

Six lectures per week

**Lectures**

a. Theory – 4 Lectures per week

b. Practical – 2 per batch

N.B. Students offering this course are required to maintain journal/record of work.

**Course content**

**Unit 1: Pronunciation**

**Unit 2 : Vocabulary**

**Unit 3: Listening**

**Unit 4: Soft Skills**

**Unit 5: Reading**

**Unit 6: Writing**

**Unit 6: Fluency Development activities**

**A. Theory**

**B. Theory**

**Unit 1: Pronunciation**

1. Syllables and Word Stress/ Accent
2. Intonation
3. Weak forms

**Unit 2 : Vocabulary**

1. Phrasal verbs : What are phrasal verbs, Why are phrasal verbs important, commonly used phrasal verbs
2. Idioms : What are idioms, commonly used idioms and their meanings, writing a paragraph using idioms

**Unit 3: Listening**

1. Listening to a lecture- practical listening tasks - class lectures/ lectures by guests /audio clippings of lectures followed by comprehension questions

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#### **Unit 4: Soft Skills**

1. Leadership
2. Social Consciousness

#### **Unit 5: Reading**

1. Reading News Reports: headlines, bylines and quotes
2. Dramatized reading of dialogues

#### **Unit 6: Writing**

1. Making Notes; Strategies for making notes, making notes using the Cornell method.

**Unit 7: Fluency Development-** "Keep talking: communicative fluency activities for language teaching" by Friederike Klippel. Can be downloaded from <https://pdfs.semanticscholar.org/> (Students carry out at least three activities led by the teacher per semester)

#### **C. Practical**

1. Syllable division of words & Syllable structure
2. Students listen to a lecture and answer questions
3. Drilling of weak forms, word accent
4. Intonation exercises
5. Dramatized reading of dialogues
6. Each student participates in fluency development activities (Unit 6) and write a report on the activity.
7. Take a test of social intelligence

#### **Record of work**

Practice exercises based on the items prescribed in all units can be given to students and filed in the Record-of-work. These should be checked and signed by the teacher/coordinator from time to time during the academic year.

#### **Internal Assessment: 20 marks**

A. Theory Internal Assessment: 10 marks

Theory Internal Assessment will be based on:  
Completion of class work and practical record

#### **B. Practical Internal Assessment: 10 marks**

Practical Internal Assessment will be based on loud reading with proper word accent and intonation, preparation of a print advertisement of a product.

#### **Practical Examination: 40 marks**

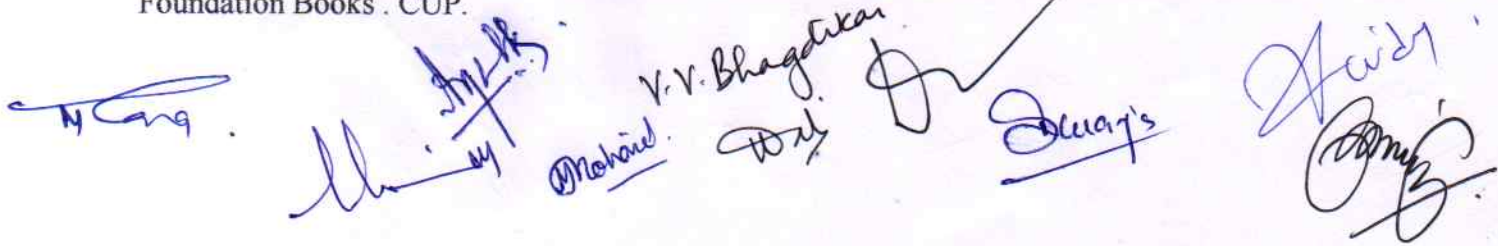
N. B. The Examinees are to be tested on the practical aspects of Units I, 4 & 5

Practical Examination will be based on:

1. Syllable division and structure
2. Word accent and intonation
3. Dramatized reading of dialogues
4. Ability to use cause-effect technique to analyze a problem

#### **Books**

1. The Four Skills for Communication – an English language course by Josh Sreedharan, Foundation Books . CUP.

A collection of handwritten signatures in blue ink at the bottom of the page. The signatures are written over the printed text of the 'Books' section. Some of the legible names include 'V.V. Bhagatikan', 'Dnyanesh', and 'Haidy'.



2. Soft Skills And Employability by Sabina Pillai and Agna Fernandez. Cambridge University Press.
3. Macmillan Foundation English by R K Dwivedi and A. Kumar. Macmillan Publications
4. A Book of Phonetics by Sethi and Dhamija
5. Oxford Practice Grammar – John Eastwood (Oxford University Press)
6. English Grammar Practice – Raj N. Bakshi (Orient Longman)
7. English for Practical Purposes by Z. N. Patil, Ashok Thorat and Zeenat Merchant. Macmillan Publication

### SCHEME OF EVALUATION SECOND SEMESTER

#### A) Theory Examination

(Time: 2 hours)

(Max Marks: 40)

Unit	L.A.Q. (Long Answer)	S. A. Q. (Short Answer)	V.S.A. Q. (Very Short Answer)	Objective Type	Total Marks
I	8		4		12
II	4			6	10
IV	4	3	2		07
V		3			07
VI	4		2		04
	20	6	8	6	40

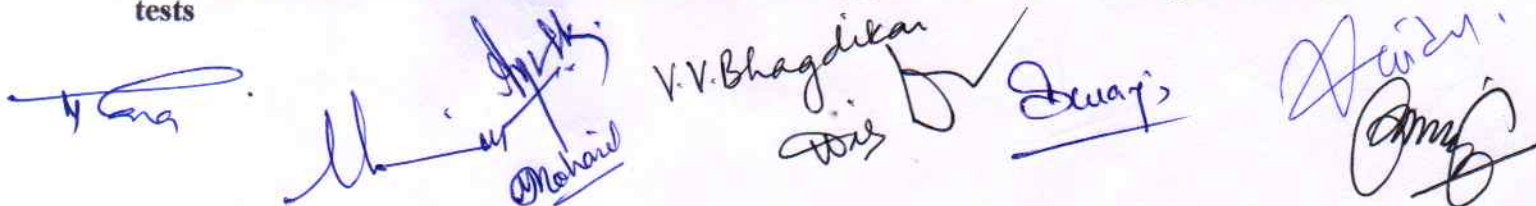
### B.A. PART- I EXAMINATION SEMESTER II COMMUNICATIVE ENGLISH PATTERN OF QUESTION PAPER

(Time: 2 hours)

(Max Marks: 40)

- Q. 1 (A) **One** Long Answer question **out of two** based on UNIT 1 (1 x 4 marks) 4Marks  
 (B) **One** Long Answer question **out of two** based on UNIT IV (1 x 4 marks) 4Marks  
 (C) **One** Long Answer question **out of two** based on UNIT VI (1 x 4 marks) 4Marks
- Q. 2 (A) **One** Long Answer question **out of two** based on UNIT 1 (1 x 4 marks) 4Marks  
 (B) **One** Long Answer question **out of two** based on UNIT II (1 x 4 marks) 4Marks
- Q. 3 (A) **One** Short Answer question **out of two** based on UNIT IV (1 x 3 marks) 3Marks  
 (B) **One** Short Answer question **out of two** based on UNIT V (1 x 3 marks) 3Marks
- Q. 4 (A) **Two** V SAQ **out of three** based on UNIT 1 (2 x 2 marks) 4 Marks  
 (B) **One** V SAQ **out of two** based on UNIT IV (1 x 2 marks) 2Marks  
 (C) **One** V SAQ **out of two** based on UNIT VI (1 x 2 marks) 2Marks
- Q. 5. (A) Three objective Type Questions on *Phrases* (3x1 marks) 3 Marks  
 (B) Three objective Type Questions on *Idioms* (3x1 marks) 3 Marks

**NOTE: Ten marks Theory Internal assessment to be given on the basis assignments and tests**



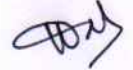
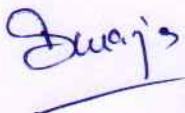




  
 V.V. Bhagdikar

1. Record of session's work
2. Syllables and Word Accent, Intonation
3. Phonetic transcription
4. Dramatized reading of dialogues
6. Loud Reading
7. Social consciousness

**Theory Paper- 40 ( written examination)+ 10 (Theory Internal)= 50 Marks**  
**Practical/Viva-voce- 40 ( Practical Examination +10 ( Practical Internal) = 50 Marks**

### PLAN OF EXAMINATION

THEORY			PRACTICAL		
Written Examination	Internal Assessment	Total (Theory)	Practical Examination	Internal Assessment	Total Practical
40	10	50	40	10	50
THEORY & PRACTICAL			100 i.e. $80 + 20 = 100$ i.e. $(40 + 40) + (10 + 10) = 100$		

  
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## B.A. PART –II EXAMINATION

### SEMESTER III

#### COMMUNICATIVE ENGLISH SYLLABUS

##### Aims and Objectives

Communicating effectively is the single most important soft skill one must possess today. Communication skills and proficiency in English have become absolutely necessary to grow and develop in the modern competitive world.

The Communicative English course aims at training the would-be graduates in various levels of communication in English speech skills, oral skills, writing skills and other related skills. Besides being a broad-based subject, it also aims at developing the personality of the young under graduates and turn them into self-sufficient and self-reliant individuals.

##### Learning Outcomes

After attending classes and completing the activities of the semesters, the students will be able to:

- Understand how positive thinking creates positive attitude
- Apply proper format for written business communication like reports and e mails
- Engage critically & constructively in oral exchanges of ideas
- Increase vocabulary through knowledge of new foreign words
- Use questioning and listening skills that support effective telephone skills
- Identify and analyse advertising target

Teaching work-load : Six periods per week

Lectures	-	4 Lectures per week
Practical	-	2 per batch

N.B. Students offering this course are required to maintain journal/record of work.

##### Course content:

Unit 1. Writing

Unit 2. Oral Communication

Unit 3. Reading

Unit 4. Soft Skills

Unit 5. Vocabulary Expansion

Unit 6: Grammar

Unit 7: Fluency Development

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## **A. Theory**

### Unit 1. Writing

1. Writing Reports- Keeping reports organized: short reports. Newspaper Reports, Guidelines for writing a good newspaper report
2. Writing e-mails : Advantages of e-mail, making e-mails reader friendly, Netiquette

### Unit 2. Oral Communication

1. Dyadic Communication- a. Face-to face conversation b. Telephonic Conversation

### Unit 3. Reading

1. Reading advertisements: analysis of advertisements, writing taglines
2. Understanding logical relationship between sentences

### Unit 4. Soft Skills

1. Attitude; The power of positive thinking, positive self talk, self –esteem and positive attitude, attitude in the workplace, building a positive attitude
2. Time Management: What is TM? Prioritisation, Time stressors, time stealers, Time management matrix, strategies for effective time management, the productivity pyramid, the four Ds of time management
3. Communication through Body language- Personal appearance, Posture, Gestures

### Unit 5. Vocabulary Expansion

1. Some common foreign words used in English
2. Words often confused, graded adjectives (any ten commonly used adjectives)
3. Descriptive vocabulary enhancement (emotions, people, places etc): tips, strategies, record of word lists. (optional and will not be assessed in the university examination)
- 4.

### Unit 6: Grammar

1. Short Responses
2. Prepositions
3. Inversion

Unit 7: Fluency Development- “Keep talking: communicative fluency activities for language teaching” by Friederike Klippel. Can be downloaded from <https://pdfs.semanticscholar.org/> (Students carry out at least three activities led by the teacher per semester)

## **B. Practical**

1. Students demonstrate their understanding of common foreign words through oral and written explanation.
2. Make Positive self- talk statements in different situations.
3. Take the test to figure out one's general attitude.
4. Time Management: Prepare schedule of work done in the recent past. Check if things could have been done in a better manner and write about it.

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6. Tasks on analyzing advertisements more effective, writing effective tag lines and creating public service advertisements on social issues.
7. Exercises on arranging sentences to form coherent paragraphs.
8. Each student participates in fluency development activities (Unit 7) and writes a report on the activity.

### **Record of work**

Practice exercises based on the items prescribed in all units can be given to students and filed in the Record-of-work. These should be checked and signed by the teacher/co-ordinator from time to time during the academic year.

### **Internal Assessment: 20 marks**

#### **A. Theory Internal Assessment: 10 marks**

Theory Internal Assessment will be based on:

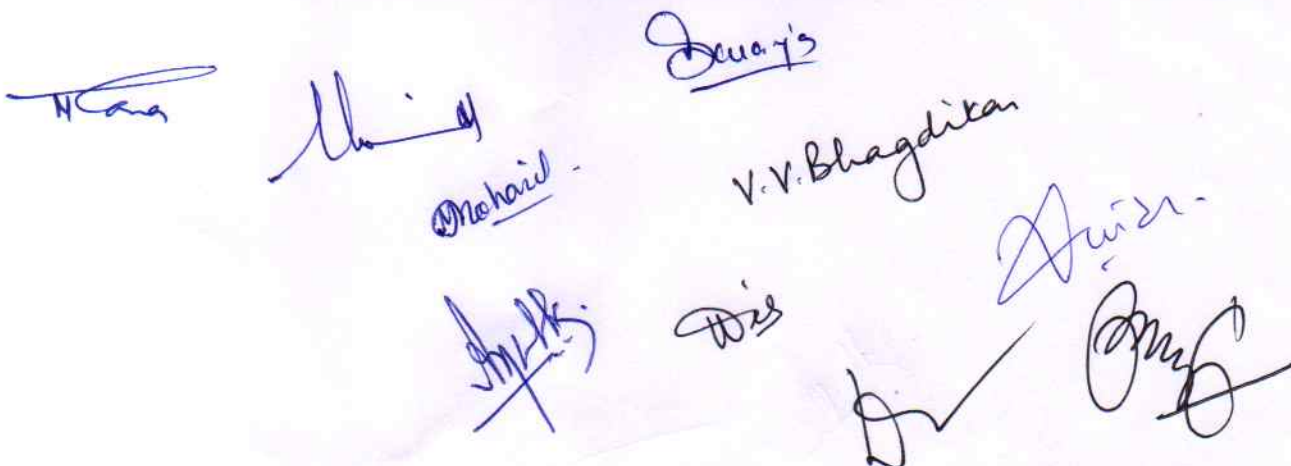
Class work, assignments and tests.

#### **B. Practical Internal Assessment: 10 marks**

Practical Internal Assessment will be based on practical exercises given in the class and completion of the practical record.

### **Books**

1. The Four Skills for Communication – an English language course by Josh Sreedharan, Foundation Books . CUP.
2. Soft Skills And Employability by Sabina Pillai and Agna Fernandez. Cambridge University Press.
3. English for Practical purposes by Z. N Patil, B S Walke, Ashok Thorat & Zeenat Merchant.
4. Developing Communication skills 2<sup>nd</sup> Edition by Krishna Mohan and Meera Banerji. Macmillan.
5. Macmillan Foundation English by R K Dwivedi and A. Kumar. Macmillan Publications

The bottom section of the page contains several handwritten signatures in blue ink. From left to right, the signatures are: a stylized signature, a signature that appears to be 'Mohand', a signature that appears to be 'V.V. Bhagdita', a signature that appears to be 'Dwivedi', a signature that appears to be 'Kumar', and a large, bold signature that appears to be 'Sreedharan'.

### SCHEME OF EVALUATIONTHIRD SEMESTER

### A) Theory Examination

(Time: 2 hours)

(Max Marks: 40)







Unit	L.A.Q.(Long Answer Q)	S.A.Q.(Short Answer)	V.S.A.Q.(Very Short Answer)	Objective Type Questions	Total Marks
I	4	3			7
II	4		4		8
III	4				4
IV	8	3			11
V			4		4
VI				6	6
	20	6	8	6	40

**B.A. PART- I EXAMINATION SEMESTER III**  
**COMMUNICATIVE ENGLISH**  
**PATTERN OF QUESTION PAPER**

(Time: 2 hours)

(Max Marks: 40)

- Q. 1 (A) **One** Long Answer question **out of two** based on UNIT 1 (1 x 4 marks) 4Marks  
(B) **One** Long Answer question **out of two** based on UNIT IV (1 x 4 marks) 4Marks  
(C) **One** Long Answer question **out of two** based on UNIT II (1 x 4 marks) 4Marks
- Q. 2 (A) **One** Long Answer question **out of two** based on UNIT IV (1 x 4 marks) 4Marks  
(B) **One** Long Answer question **out of two** based on UNIT III (1 x 4 marks) 4Marks
- Q. 3 (A) **One** Short Answer question **out of two** based on UNIT IV (1 x 3 marks) 3Marks  
(B) **One** Short Answer question **out of two** based on UNIT I (1 x 3 marks) 3Marks
- Q. 4 (A) **Two** V SAQ **out of three** based on UNIT II (2 x 2 marks) 4 Marks  
(B) **One** V SAQ **out of two** based on UNIT V (2 x 2 marks) 4 Marks
- Q. 5. (A) Two objective Type Questions on *Short responses* (2x1 marks) 2 Marks  
(B) Two objective Type Questions on *Prepositions* (2x1 marks) 2 Marks  
(C) Two objective Type Questions on *Inversion* (2x1 marks) 2 Marks



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**NOTE:** Ten marks Theory Internal assessment to be given on the basis assignments and tests.

**(B ) Practical Examination for THIRD SEMESTER**

1. Oral explanation of the meaning of common foreign words.
2. Record of work
3. Time Management and Attitude
4. Short responses to questions
5. Communication through body language
6. Oral communication

**NOTE:** Ten marks Theory Internal assessment to be given based on class assignments and participation in classroom activities.

**Theory Paper-** 40 (written examination)+ 10 (Theory Internal)= 50 Marks

**Practical/Viva-voce-** 40 (Practical Examination +10 ( Practical Internal) = 50 Marks

**TOTAL = 100 Marks**

**PLAN OF EXAMINATION**

THEORY			PRACTICAL		
Written Examination	Internal Assessment	Total (Theory)	Practical Examination	Internal Assessment	Total Practical of
40	10	50	40	10	50
THEORY & PRACTICAL			100i.e. 80 + 20=100 i.e. ( 40 +40) + ( 10+ 10)=100		

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## B.A. PART –II EXAMINATION

### SEMESTER IV

#### COMMUNICATIVE ENGLISH SYLLABUS

##### Learning Outcomes

After attending classes and completing the activities of the semesters, the students will be able to:

- Use vocabulary and concepts related to job interviews in conversation with one another
- Describe what is included in an effective interview
- Skim an article to find the main points
- Answer questions by scanning materials for specific information
- Demonstrate the ability to work well in a team
- Acquire new vocabulary

Teaching work-load: Six periods per week

Lectures - 4 Lectures per week

Practical - 2 per batch

N.B. Students offering this course are required to maintain journal/record of work.

##### Course content:

Unit 1. Writing

Unit 2. Oral Communication

Unit 3. Reading

Unit 4. Soft Skills

Unit 5. Vocabulary Expansion

Unit 6: Grammar

Unit 7: Fluency Development

##### A. Theory

Unit 1. Writing

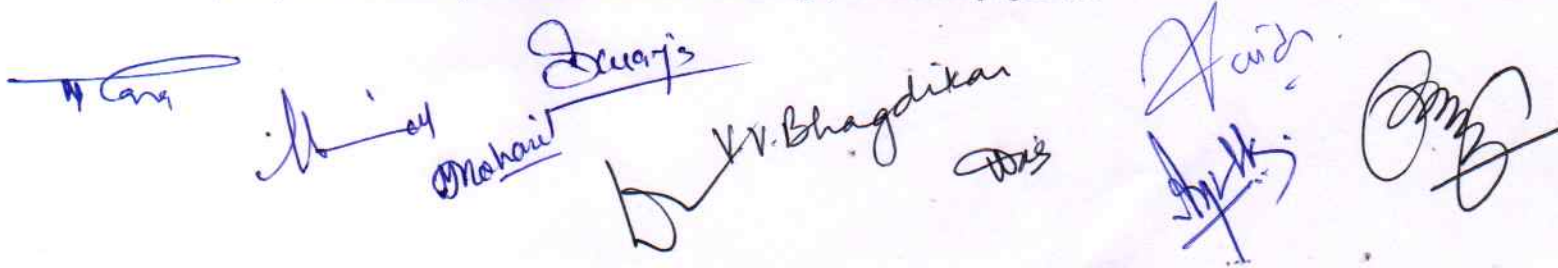
1. Summarizing 2. Paragraph structure 3. Notices

Unit 2. Oral Communication

1. Interviews: Pre-Planning, Facing the Interview Board, Body Sport for Interviews

Unit 3. Reading

1. Reading online content-difference in the design and presentation of online content and print, read and analyze online content like blogs, Facebook pages etc.

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2. Reading and Comprehension, increasing eye-span, Skimming the text for identifying the general theme, scanning the text to locate specific details

3. Distinguishing facts from beliefs, opinions etc.

#### Unit 4. Soft Skills

1. Team Work: Importance of team work, understanding team behavior, team work as an employability skill, team formation and development, pooling competencies in a team, significance of team spirit, how to be effective team player.
2. Communication through body language- Facial expression, Eye contact, space distancing.

#### Unit 5. Vocabulary Expansion

1. Antonyms, Synonyms
2. Words with more than one grammatical meaning function and meaning
3. Descriptive vocabulary enhancement ( emotions, people, places etc): tips, strategies, record of word lists. (optional and will not be assessed in the university examination)

#### Unit 6: Grammar

1. Exercises on Common Errors
2. Some problematic Verb Patterns

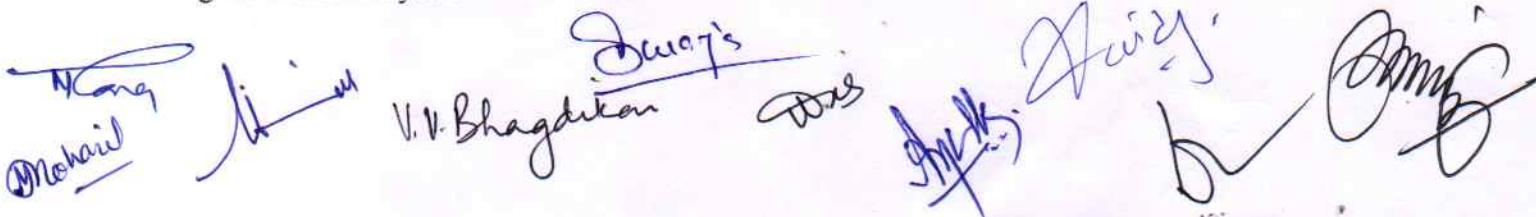
Unit 7: Fluency Development- "Keep talking: communicative fluency activities for language teaching" by Friederike Klippel. Can be downloaded from <https://pdfs.semanticscholar.org/> (Students carry out at least three activities led by the teacher per semester)

#### B. Practical

1. Students demonstrate their understanding of words with more than one grammatical meaning function and meaning
2. Presentation on any topic.
3. Mock Interviews
4. Complete teacher designed tasks as a team and write a report/make a presentation on how competencies were pooled for effective team work
5. Exercises in reading comprehension, skimming & scanning.
7. Exercises on Summarizing, Notices and Paragraph structure
8. One minute speaking task on a topic before the class

#### Record of work

Practice exercises based on the items prescribed in all units can be given to students and filed in the Record-of-work. These should be checked and signed by the teacher/co-ordinator from time to time during the academic year.

A series of handwritten signatures in blue ink, including names like 'Mohamed', 'V.V. Bhagadikar', and others, likely representing the teachers or coordinators who have checked and signed the record of work.

**A. Theory Internal Assessment:10 marks**

Completion of class work and practical record

Practical Internal Assessment will be based on practical exercises given in the class.

1. The Four Skills for Communication – an English language course by Josh Sreedharan, Foundation Books . CUP.

2. *Soft Skills And Employability* by Sabina Pillai and Agna Fernandez. Cambridge University Press.

3. English for Practical purposes by Z. N Patil, B S Walke, Ashok Thorat & Zeenat Merchant.

4. Developing Communication skills 2<sup>nd</sup> Edition by Krishna Mohan and Meera Banerji. Macmillan.

5. Macmillan Foundation English by R K Dwivedi and A. Kumar. Macmillan Publications.






#### FOURTH SEMESTER

### A) Theory Examination

(Time: 2 hours)

(Max Marks: 40)

Unit	L.A.Q.(Long Answer Q)	S.A.Q.(Short Answer)	V.S.A.Q.(Very Short Answer)	Objective Questions	Type	Total Marks
I		3				3
II	4	3	4			11
III	8					8
IV	8					8
V				4		4
VI			6			6
	16	6	10	4		40

  
 Mohan - May  
  
 V.V. Bhagdevan  
  
 V.V. Bhagdevan  
  
 V.V. Bhagdevan  
  
 V.V. Bhagdevan



**B.A. PART- I EXAMINATION SEMESTER IV**

**COMMUNICATIVE ENGLISH**

**PATTERN OF QUESTION PAPER**

(Time: 2 hours)

(Max Marks: 40)

Q. 1 (A) **One** Long Answer question **out of two** based on UNIT II (1 x 4 marks) 4Marks

(B) **One** Long Answer question **out of two** based on UNIT III (1 x 4 marks) 4Marks

(C) **One** Long Answer question **out of two** based on UNIT IV (1 x 4 marks) 4Marks

Q. 2 (A) **One** Long Answer question **out of two** based on UNIT III (1 x 4 marks) 4Marks

(B) **One** Long Answer question **out of two** based on UNIT IV (1 x 4 marks) 4Marks

Q. 3 (A) **One** Short Answer question **out of two** based on UNIT I (1 x 3 marks) 3Marks

(B) **One** Short Answer question **out of two** based on UNIT II (1 x 3 marks) 3Marks

Q. 4 (A) **Two** V SAQ **out of three** based on UNIT II (2 x 2 marks) 4 Marks

(B) **Three** V SAQ **out of four** based on UNIT VI (3 x 2 marks) 6Marks

Q. 5.(A) Two objective Type Questions on *Antonyms & Synonyms* (2x1 marks) 2 Marks

(B) Two objective Type Questions on '*words with more than one meaning*' (2x1 marks)  
2 Marks

**NOTE: Ten marks Theory Internal assessment to be given on the basis assignments and tests.**

**(B ) Practical Examination for FOURTH SEMESTER**

1. Body sport for interviews
2. Record of work.
3. Steps in planning a presentation
4. Skim a text for general theme
5. Antonyms & Synonyms
6. One minute speaking task on a topic before the class

**NOTE: Ten marks Theory Internal assessment to be given based on class assignments and participation in classroom activities.**

**Theory Paper- 40 (written examination)+ 10 (Theory Internal)= 50 Marks**

**Practical/Viva-voce- 40 (Practical Examination +10 ( Practical Internal) = 50 Marks**

**TOTAL = 100 Marks**

*M. C. Mohan*

*V.V. Bhagadika*

*...*

*...*

*...*

*...*

## PLAN OF EXAMINATION

THEORY			PRACTICAL		
Written Examination	Internal Assessment	Total (Theory)	Practical Examination	Internal Assessment	Total Practical of
40	10	50	40	10	50
THEORY & PRACTICAL			100 i.e. $80 + 20 = 100$ i.e. $(40 + 40) + (10 + 10) = 100$		

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V.V. Bhagdikar

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## B.A. PART FINAL EXAMINATION

### SEMESTER V

#### COMMUNICATIVE ENGLISH SYLLABUS

##### Aims and Objectives

The communicative English course aims at training they would be graduate in various levels of communication in English speech skills, orals skills, writing skills and other related skills. Besides being a broad-based subject, it also aims at developing the personality of the young under graduates and turn them into self-sufficient and self-reliant individuals.

##### Learning Outcomes

After attending classes and completing the activities of the semesters, the students will be able to:

- Analyse personal strengths and weaknesses as regards employment
- Demonstrate an understanding of skills employers look for
- Demonstrate an understanding of how mass media informs the masses
- Demonstrate the understanding of the structure of a text
- Engage in writing assignments, that require utilization of all the stages of the writing process
- Recognize the value of body sport
- Express views or explain a given topic orally for a short duration
- Demonstrate the knowledge of and apply the skills of anchors & comperes

Teaching work-load : Six periods per week

Lectures	-	4 Lectures per week
Practical	-	2 per batch

N.B. Students offering this course are required to maintain journal/record of work.

##### Course content:

Unit 1. Writing

Unit 2. Oral Communication

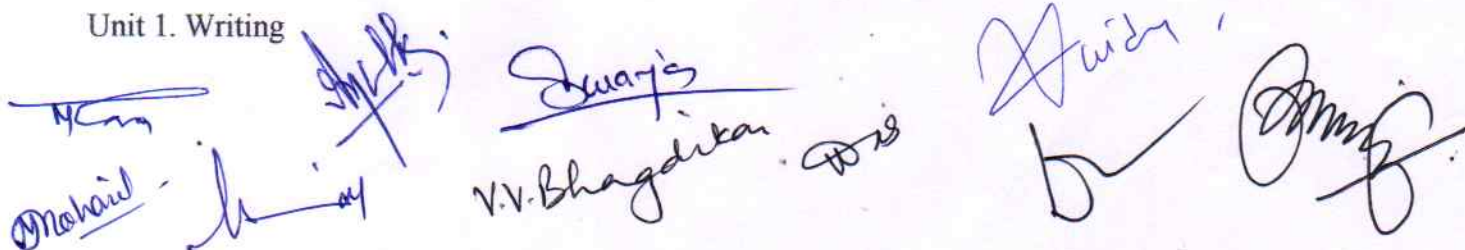
Unit 3. Reading

Unit 4. Soft Skills

Unit 5. Entrepreneurship

##### Theory

Unit 1. Writing

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1. Writing Blogs 2. Style- Features of written communication, Choice of words and phrases, Sentence Structure and length, Paragraph structure and length, final draft

#### Unit 2. Public Speaking and Oral Presentation

1. Preparatory Steps 2. Structuring the Contents 3. Audience Awareness 4. Modes of delivery 5. Extempore speaking tasks- talking on any topic for a minute with a minute for preparation.

#### Unit 3. Introduction to Mass Media- News, Interviewing, Compering, Announcing

Unit 4. Reading: 1. Reading Essays 2. Reading Comprehension passages for exercise 3. Understanding the structure of a text

#### Unit 5. Soft Skills

1. Preparation for Employment: Transition from education to employment, preparing for employment, Preparing a road map for employment, getting ready for the selection process
2. Employability Skills: What are employability skills, Why is employability such an important concern, How to raise your employability quotient, Importance of researching your prospective workplace.
3. Body Sport; Positive gestures, handshakes, gazes, smiles, hand movements, voice modulation

Unit 6. Entrepreneurship: an overview historical development, the entrepreneur and economic development, a doer not a dreamer, traits of a successful entrepreneur

### B. PRACTICAL TRAINING

#### On the Job Training/Field Work ☐

After appearing for B.A.Part II Examination, the student should undergo on the job training or gain fieldwork experience, which involves the application of communication skills and English Language skills. Some suggested areas for on the job Training/Field work:

- a) Radio, T.V. Broadcasting News-reading, Script-Writing, Interview, Announcing, Commentary, Comparing, Documentary Narration.
- b) News Paper/Magazine: reporter,writer, interviewer,sub-editor,translator,proofreader. ☐
- c) Training in Advertising. ☐
- d) Teacher/tutor/Coach in English, for conversation and lower classes or other such areas. ☐
- e) Travel and Tourist Assistant and Guide. ☐
- f) Receptionist/Telephone Operator,Office Assistant, Sales person,Counter Assistant. ☐

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g) Visits to Radio/T.V.Stations/ News paper to study practical aspects of their functioning. ☐

☐

h) Visits to large organization/industrial set up. ☐

i) Special training in public speaking, presentations, debates, event-management, ☐  
leadership etc.

### **C. Practical**

1. Students complete compering and announcing tasks.

2. Extempore Speaking Tasks.

3. Exercises in Reading Comprehension

4. Exercises in structuring the contents of an oral presentation

5. Each student audits personal attributes , skills and weaknesses of oral presentation

6. Each student makes individual plan for raising employability quotient

### **Record of work**

Practice exercises based on the items prescribed in all units can be given to students and filed in the Record-of-work. These should be checked and signed by the teacher/co-ordinator from time to time during the academic year.

### **Internal Assessment: 20 marks**

#### **A. Theory Internal Assessment: 10 marks**

Theory Internal Assessment will be based on:

Completion of class work and practical record

#### **B. Practical Internal Assessment: 10 marks**

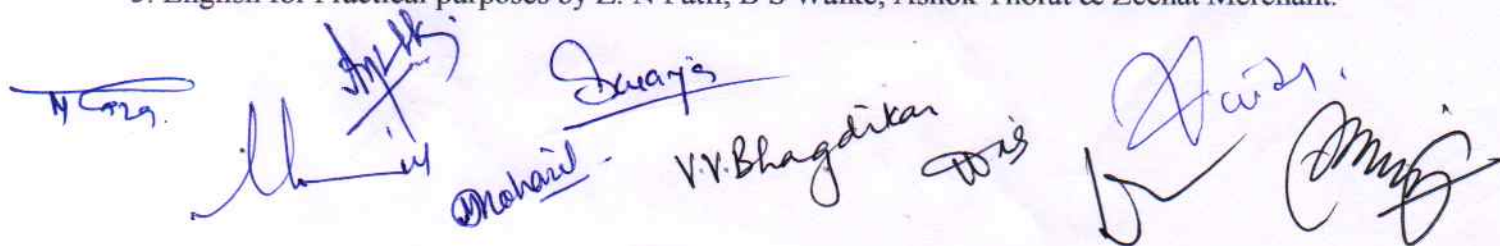
Practical Internal Assessment will be based on practical exercises given in the class.

### **Books**

1. The Four Skills for Communication – an English language course by Josh Sreedharan, Foundation Books . CUP.

2. Soft Skills And Employability by Sabina Pillai and Agna Fernandez. Cambridge University Press.

3. English for Practical purposes by Z. N Patil, B S Walke, Ashok Thorat & Zeenat Merchant.

A series of handwritten signatures in blue ink at the bottom of the page. From left to right, the signatures are: a stylized signature, a signature with 'Sreedharan' written above it, a signature with 'Sreedharan' written above it, a signature with 'V.V. Bhagadikar' written above it, a signature with 'D.S.' written above it, a signature with 'Sreedharan' written above it, and a signature with 'Sreedharan' written above it.

4. Developing Communication skills 2<sup>nd</sup> Edition by Krishna Mohan and Meera Banerji. Macmillan.
5. Robert L.Hilliard-Writing for Television, Radio and New media, Wadsworth Publications
6. Entrepreneurship Development and management by Jose Paul & Ajith Kumar , Himalaya Publishing house
5. Macmillan Foundation English by R K Dwivedi and A. Kumar. Macmillan Publications.

### SCHEME OF EVALUATION

#### FIFTH SEMESTER

#### A) Theory Examination

(Time: 2 hours)

(Max Marks: 40)

Unit	L.A.Q. (Long Answer Q)	S.A.Q.(Short Answer)	V.S.A.Q.(Very Short Answer)	Total Marks
I	4	3	3	10
II	4	3	3	10
III	4	3	3	10
IV	4	3	3	10
	16	12	12	40

**NOTE:** Ten marks Theory Internal assessment to be given on the basis assignments and tests.

#### (B ) Practical Examination for FIFTH SEMESTER

1. Students complete compering and announcing tasks.
2. Extempore Speaking Tasks.
3. Making announcements in a class, at a function, any other
4. Structure of an oral presentation
5. Student reports on personal attributes, skills and weaknesses of oral presentation
6. Individual plan for raising employability quotient

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V.V. Bhagadika

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**NOTE:** Ten marks Theory Internal assessment to be given based on class assignments and participation in classroom activities.

**Theory Paper-** 40 (written examination)+ 10 (Theory Internal)= 50 Marks

**Practical/Viva-voce-** 40 (Practical Examination +10 (Practical Internal) = 50 Marks

**TOTAL = 100 Marks**

## COMMUNICATIVE ENGLISH FIFTH SEMESTER

### PATTERN OF QUESTION PAPER

(Time -2 hours) ☐

(Full Marks: 40)

Q.1 A) One LAQ out of Two based on Unit I 1x4= 4 Marks

B) One LAQ out of Two based on Unit II 1x4= 4 Marks

Q.2 A) One LAQ out of Two based on Unit III 1x4= 4 Marks

B) One LAQ out of Two based on Unit IV 1x4= 4 Marks

Q.3 .A) One SAQ out of two based on Unit I 1x3=3 Marks

B) One SAQ out of two based on Unit II 1x3=3 Marks

Q.4. A) One SAQ out of two based on Unit III 1x3=3 Marks

B) One SAQ out of two based on Unit IV 1x3=3 Marks

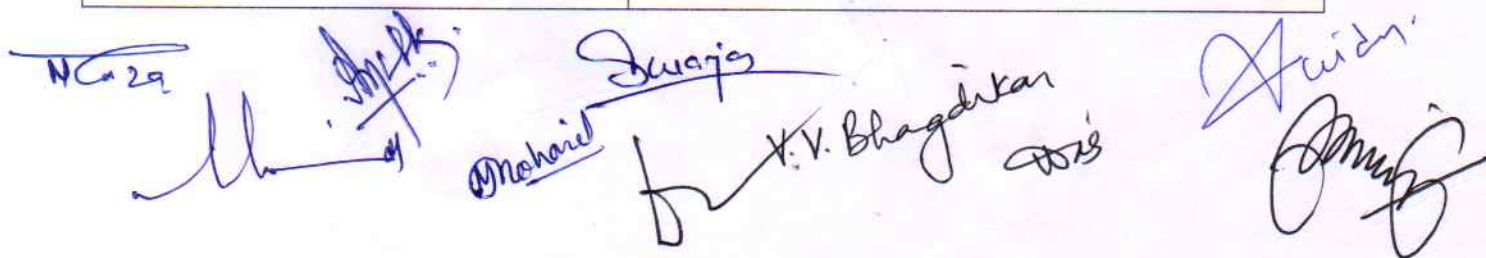
Q.5. A) Three VSAQs based on Unit I 3x1=3 Marks

B) Three VSAQs based on Unit II 3x1=3 Marks

C) Three VSAQs based on Unit III 3x1=3 Marks

D) Three VSAQs based on Unit IV ☐ 3x1=3 Marks

THEORY			PRACTICAL		
Written Examination	Internal Assessment	Total (Theory)	Practical Examination	Internal Assessment	Total Practical of
40	10	50	40	10	50
THEORY & PRACTICAL			100 i.e. 80 +20=100 i.e. ( 40 +40) + ( 10+ 10)=100		



## B.A. PART FINAL EXAMINATION

### SIXTH SEMESTER

#### COMMUNICATIVE ENGLISH SYLLABUS

##### Learning Outcomes

After attending classes and completing the activities of the semesters, the students will be able to:

- Engage in editing & proofreading in the area of Subject verb agreement, punctuation & capitalization, effective use of voice, verb-tense consistency
- Develop competences in making oral presentation and in giving and receiving constructive criticism
- Apply a variety of reading strategies involved in reading official documents
- Engage critically and constructively in oral exchanges of ideas ( oral presentations and group discussions)

Teaching work-load : Six periods per week

Lectures - 4 Lectures per week

Practical - 2 per batch

N.B. Students offering this course are required to maintain journal/record of work.

##### Course content:

Unit 1. Writing

Unit 2. Oral Communication

Unit 3. Reading

Unit 4. Soft Skills

##### A. Theory

Unit 1. Written Communication and Mechanics of writing

1. Writing Resumes and Cover letters 2. Editing and Proof reading

3. Punctuation and Capitalization

Unit 2. Public Speaking and Oral Presentation

1. Oral Presentation a. Vocal Aspects b. Time management during a talk c.

Handling Questions 5. Do's and Don'ts

2. Group Discussions: a. Qualities looked for in GDs b. Strategies for GDs c. Group discussions on topics generated in the class

Unit 3. Reading

1. Reading Official Letters, Official Documents

Unit 4. Soft Skills

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1. Communication at the Workplace
2. Workplace Etiquette

Unit 5. Creativity, Innovation and Idea generation, Entrepreneurial Motivation, Barriers to Entrepreneurship.

### **B. Practical**

1. Students demonstrate their understanding of editing and proof reading through written exercises.
2. Students make oral presentations/give speeches and handle questions.
3. All students participate in at least one group discussion, assess themselves and others based on the rubric provided.
4. Students work in groups to prepare and present a 60 second sales pitch for a new product.
5. Students demonstrate their understanding of the structure style and format of official letters

### **Record of work**

Practice exercises based on the items prescribed in all units can be given to students and filed in the Record-of-work. These should be checked and signed by the teacher/co-ordinator from time to time during the academic year.

### **Internal Assessment: 20 marks**

#### **A. Theory Internal Assessment: 10 marks**

Theory Internal Assessment will be based on:

Completion of class work and practical record

#### **B. Practical Internal Assessment: 10 marks**

Practical Internal Assessment will be based on practical exercises given in the class.

### **Books**

1. The Four Skills for Communication – an English language course by Josh Sreedharan, Foundation Books . CUP.
2. Soft Skills And Employability by Sabina Pillai and Agna Fernandez. Cambridge University Press.
3. English for Practical purposes by Z. N Patil, B S Walke, Ashok Thorat & Zeenat Merchant.

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4. Developing Communication skills 2<sup>nd</sup> Edition by Krishna Mohan and Meera Banerji. Macmillan.

5. Macmillan Foundation English by R K Dwivedi and A. Kumar. Macmillan Publications.

### SCHEME OF EVALUATION

#### SIXTH SEMESTER

##### A) Theory Examination

(Time: 2 hours)

(Max Marks: 40)

Unit	L.A.Q. (Long Answer Q)	S.A.Q.(Short Answer)	V.S.A.Q.(Very Answer)	Short	Total Marks
I	4	3	3		10
II	4	3			10
III	4	3	3		10
IV	4		3		10
V		3	3		
	16	12	12		40

**NOTE:** Ten marks Theory Internal assessment to be given on the basis assignments and tests.

##### (B) Practical Examination for FIFTH SEMESTER

1. Record of year's work
2. On the job training
3. Group Discussion
4. Workplace etiquette
5. Structure style and format of official letters

**NOTE:** Ten marks Theory Internal assessment to be given based on class assignments and participation in classroom activities.

**Theory Paper-** 40 (written examination)+ 10 (Theory Internal)= 50 Marks

**Practical/Viva-voce-** 40 (Practical Examination +10 (Practical Internal) = 50 Marks

**TOTAL = 100 Marks**

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# COMMUNICATIVE ENGLISH

## SIXTH SEMESTER

### PATTERN OF QUESTION PAPER

(Time -2 hours)□

(Full Marks: 40)

- Q.1 A) One LAQ out of Two based on Unit I  $1 \times 4 = 4$  Marks  
B) One LAQ out of Two based on Unit II  $1 \times 4 = 4$  Marks  
Q.2 A) One LAQ out of Two based on Unit III  $1 \times 4 = 4$  Marks  
B) One LAQ out of Two based on Unit IV  $1 \times 4 = 4$  Marks  
Q.3 .A) One SAQ out of two based on Unit I  $1 \times 3 = 3$  Marks  
B) One SAQ out of two based on Unit II  $1 \times 3 = 3$  Marks  
Q.4. A) One SAQ out of two based on Unit III  $1 \times 3 = 3$  Marks  
B) One SAQ out of two based on Unit V  $1 \times 3 = 3$  Marks  
Q.5. A) Three VSAQs based on Unit I  $3 \times 1 = 3$  Marks  
B) Three VSAQs based on Unit V  $3 \times 1 = 3$  Marks  
C) Three VSAQs based on Unit III  $3 \times 1 = 3$  Marks  
D) Three VSAQs based on Unit IV  $3 \times 1 = 3$  Marks

THEORY			PRACTICAL		
Written Examination	Internal Assessment	Total (Theory)	Practical Examination	Internal Assessment	Total of Practical
40	10	50	40	10	50
THEORY & PRACTICAL			100 i.e. $80 + 20 = 100$ i.e. $(40 + 40) + (10 + 10) = 100$		

*Kera*

*Shankar*

*Maharaj*

*Devg*

*V.V. Bhagadika*

*Dis*

*Harid*

*Amr*

CERTIFICATE (to be obtained for each semester)  
COMMUNICATIVE ENGLISH

Name of the College

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This is to certify that this Record of Work is the bonafide practical work of Shri/  
Shrimati/Kumari

\_\_\_\_\_ Class  
\_\_\_\_\_ during the Academic Session/Semester  
\_\_\_\_\_

Name & Signature of the teachers who taught the examinee:

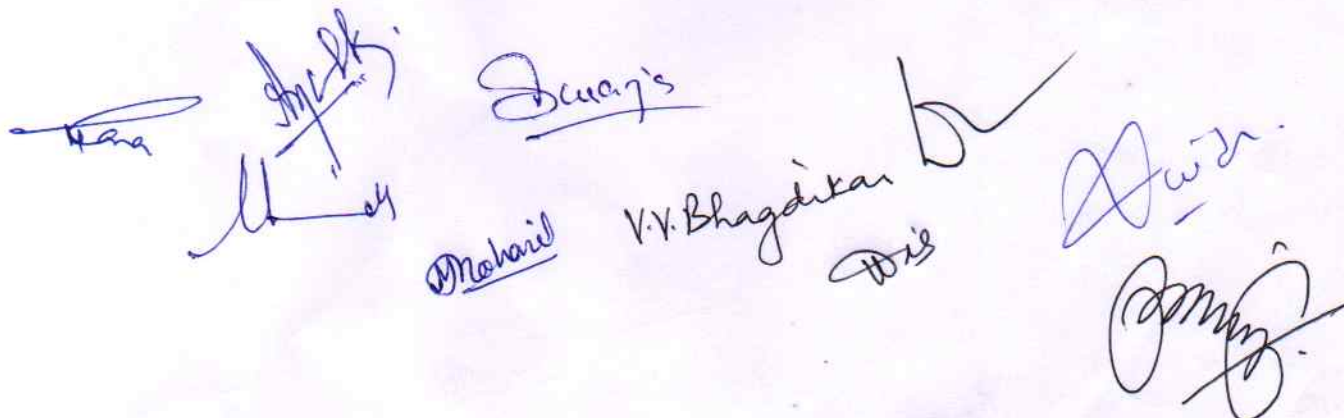
1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Coordinator's Signature

Place:

Date:

Note: In the absence of the above certificate, marks for Record of Work shall not be awarded to the examinee.

The bottom section of the certificate contains several handwritten signatures in blue ink. From left to right, there is a signature that appears to be 'Rana', a signature that appears to be 'Shankar', a signature that appears to be 'Surya's', a signature that appears to be 'Mohail', a signature that appears to be 'V.V. Bhagaditar', a signature that appears to be 'Dix', a signature that appears to be 'Dix', and a large, stylized signature that appears to be 'Dix'.