



**SOPHIA COLLEGE FOR WOMEN  
(AUTONOMOUS)**

Affiliated to

**UNIVERSITY OF MUMBAI**

**Communication Skills**

**Programme Code: SBACOMSK**

F.Y.B.A.  
2019-20

(Choice Based Credit System with effect from the year 2019-20)

**Programme Outline: FYBA (SEMESTER I)**

Course Code	Unit No	Name of the Unit	Credits
SBACOMSK101		Communication Skills - I	2
	1	Basic Language Skills: Grammar	
	2	Comprehension	
	3	Formal Correspondence	
	4	Essay Writing	

**Programme Outline: FYBA (SEMESTER II)**

Course Code	Unit No	Name of the Unit	Credits
SBACOMSK201		Communication Skills - II	2
	1	Basic Language Skills: Vocabulary building	
	2	Editing and Summarisation	
	3	Interpretation of Poetry and Technical Data	
	4	Dialogue Writing and Short Story writing	
	5	Report Writing	

## SEMESTER 1

NAME OF THE COURSE	Communication Skills - I	
CLASS	FYBA	
COURSE CODE	SBACOMSK101	
NUMBER OF CREDITS	2	
NUMBER OF LECTURES PER WEEK	4	
TOTAL NUMBER OF LECTURES PER SEMESTER	60	
EVALUATION METHOD	INTERNAL ASSESSMENT	SEMESTER END EXAMINATION
TOTAL MARKS	25	75
PASSING MARKS	10	30

### COURSE OBJECTIVES

CO 1.	To enable students to articulate and communicate their thoughts and ideas coherently and persuasively
CO 2.	To enable them to receive and interpret accurately information that is communicated to them through various media
CO 3.	To orient the learners towards the functional aspects of language
CO 4.	To strengthen students' command over the English language through a variety of exercises

### COURSE LEARNING OUTCOMES:

CLO 1.	Learners will be able to articulate and communicate their thoughts and ideas coherently and persuasively.
CLO 2.	Learners will be able to interpret information that is communicated to them through a variety of means.

UNIT I	Basic Language Skills: Grammar (15 lectures)
1.1	Articles, prepositions, conjunctions
1.2	Transformation of Sentences (Simple, Compound, Complex)
1.3	Tenses
1.4	Subject-Verb agreement
1.5	Question Tags
1.6	Direct and Indirect Speech
1.7	Voice
UNIT 2	Comprehension (15 lectures)
2.1	<p>The following skills to be acquired through exposure to previously unseen passages (literary and non-literary) of varying complexity:</p> <ul style="list-style-type: none"> <li>• Reading with fluency and speed</li> <li>• Skimming and scanning</li> <li>• Identifying relevant information</li> <li>• Isolating fact from opinion</li> <li>• Understanding concepts and arguments</li> <li>• Identifying distinctive features of language</li> </ul>
UNIT 3	Formal Correspondence (15 lectures)
3.1	Job application letter (without Resume)
3.2	Letter of complaint
3.3	Letter to the editor
3.4	Request for sponsorship
3.5	Request for permission

3.6	Statement of purpose
UNIT 4	Essay Writing (15 lectures)
4.1	Descriptive
4.2	Narrative
4.3	Analytical
4.4	Persuasive
4.5	Personal (autobiographical/reflective/imaginative)

#### REFERENCES:

1. Adler, Mortimer J. and Charles van Doren. *How to Read a Book: The Classic Guide to Intelligent Reading*. New York, Touchstone, 1972
2. Engelhardt, Diane. *Practice Makes Perfect: Advanced English Reading and Comprehension*. McGraw-Hill Education, 2013
3. Glendinning, Eric H. and Beverley Holmström. *Study Reading: A Course in Reading Skills for Academic Purposes*. Cambridge, CUP, 2004.
4. Gupta, S. C. *A Handbook for Letter Writing*. Meerut, Arihant Publications (India) Limited, 2018.
5. Hennessy, Nancy, E. *The Reading Comprehension Blueprint: Helping Students Make Meaning from Text*. Brookes Publishing, 2021.
6. Kane, Thomas S. *Oxford Essential Guide to Writing*. New York, Penguin, 2000.
7. Lewis, Norman. *How to Read Better and Faster*. Thomas Y. Crowell Publishers, New York, 1978.
8. McCarthy, Margaret. *Letter Writing Made Easy*. Santa Monica, Santa Monica Press, 1995.
9. O’Hear, Michael F., Martha J. Weatherford, and Gregory L. Anderson. *Comprehension Skills for College Students*. Thomson Custom Publishers, 2001.
10. Serravallo, Jennifer. *Reading Strategies: Your Everything Guide to Developing Skilled Readers*. Heinemann, Portsmouth, 2015.

#### **ASSESSMENT DETAILS:**

##### **Internal Assessment (25 marks)**

- a. Book review
- b. Film review

## Semester End Examination –External Assessment (75 marks)

Duration: 2.5 hours

Q.I. Grammar	15 marks
Q.II. Comprehension (non-literary)	15 marks
Q. III Comprehension (literary)	10 marks
Q.IV. Formal correspondence (1 out of 2)	15 marks
Q.V. Essay (1 out of 2)	20 marks

## SEMESTER 2

NAME OF THE COURSE	Communication Skills - II	
CLASS	FYBA	
COURSE CODE	SBACOMSK201	
NUMBER OF CREDITS	2	
NUMBER OF LECTURES PER WEEK	4	
TOTAL NUMBER OF LECTURES PER SEMESTER	60	
EVALUATION METHOD	INTERNAL ASSESSMENT	SEMESTER END EXAMINATION
TOTAL MARKS	25	75
PASSING MARKS	10	30

## COURSE OBJECTIVES

CO 1.	To enable students to articulate and communicate their thoughts and ideas coherently and persuasively
CO 2.	To enable them to receive and interpret accurately information that is communicated to them through various media
CO 3.	To orient the learners towards the functional aspects of language
CO 4.	To strengthen students' command over the English language through a variety of exercises

## COURSE LEARNING OUTCOMES:

CLO 1.	Learners will be able to articulate and communicate their thoughts and ideas coherently and persuasively.
CLO 2.	Learners will be able to interpret information that is communicated to them through a variety of means.

UNIT 1	Basic Language Skills: Vocabulary Building (12 lectures)
1.1	Antonyms, Synonyms
1.2	Suffixes, Prefixes, Root words
1.3	Homophones, Homonyms
1.4	Collocation
1.5	Changing the class of words
1.6	Phonetics
1.7	Stress marking
UNIT 2	Editing and Summarisation (12 lectures)
2.1	<p>Editing:</p> <ul style="list-style-type: none"> <li>• Headings/ Headlines/ Titles/Use of Capital Letters</li> <li>• Punctuation: full stop, comma, colon, semi-colon, dash, ellipsis, exclamation and question marks</li> <li>• Spelling</li> <li>• Substitution of words</li> <li>• Use of link words and other cohesive devices</li> <li>• Removing repetitive or redundant elements</li> </ul>
2.2	<p>Summarisation</p> <ul style="list-style-type: none"> <li>• Discerning the main/central idea of the passage</li> <li>• Identifying supporting ideas</li> <li>• Eliminating irrelevant or extraneous information</li> </ul>

	• Integrating relevant ideas in a precise and coherent manner
UNIT 3	Interpretation of Poetry and Technical Data (12 lectures)
3.1	Interpretation of poetry
3.2	Interpretation of technical data represented graphically (maps, pie charts, tables, line and bar graphs, and flowcharts)
UNIT 4	Dialogue Writing and Short Story Writing (12 lectures)
UNIT 5	Report Writing (12 lectures)
5.1	Newspaper report
5.2	Magazine report

#### REFERENCES:

1. Brooks, Cleanth and Robert Penn Warren. *Fundamentals of Good Writing: A Handbook of Modern Rhetoric*. New York: Harcourt, Brace and World Inc., 1949.
2. Brown, Harry. M. *How to Write: A Practical Rhetoric*. New York: Holt, Rinehart and Winston, 1978.
3. Byrne, Donn. *Teaching Writing Skills*. Essex: Longman, 1979.
4. Crystal, David and Davy, Derek. *Investigating English Style*. London: Longman, 1969.
5. Kaul, H. K. *The Craft of Writing*. New Delhi: Arnold-Heinemann, 1978.
6. Kumar, Suresh E., Sreehari. P., Savithri, J. *Essential English*. Hyderabad: Orient BlackSwan, 2011.
7. Labade, Sachin Ramesh, Susmita Dey, Shanti Polamuri, Deepa Murdeshwar-Katre, Gayatri Gadgil, Sanjay Shriram Kalekar, Rameshwar Sureshrao Solanke. *Communication Skills in English*. Hyderabad: Orient BlackSwan, 2021.
8. Lucas, F. L. *Style*. London: Cassell and Company, 1955.
9. Optner. Ruth, L. *Writing from the Inside Out*. New York: Harper and Row. 1977.
10. Rao, Cheryl, Iyengar Gita and Murdeshwar, Meena. *Anyone Can Write*. New Delhi: Cambridge University Press India Pvt. Ltd., 2009
11. Quiller-Couch, Sir Arthur. *On the Art of Writing*. Cambridge: Cambridge University Press, 1936.

#### **ASSESSMENT DETAILS:**

##### **Internal Assessment (25 marks)**

Creative Writing:

- a. Dialogue writing



- b. Short story writing
- c. Poetry writing
- d. Blogging: personal blogs, fashion, travel, food, culture etc.

**Semester End Examination –External Assessment (75 marks)**

Duration: 2.5 hours

Q.I.

- a. Vocabulary 10 marks
- b. Phonetics and stress marking 05 marks

Q.II.

- a. Editing 05 marks
- b. Summarisation 10 marks

Q.III.

- a. Interpretation of poetry 15 marks
- b. Interpretation of technical data 10 marks

Q. IV.

- a. Dialogue writing 10 marks
- or
- b. Short story writing

Q. V. Report writing

10 marks

- a. Newspaper report
- or
- b. Magazine report