

Subject Name :- English (Communication Skill) - 1st Year

(Subject Code :- 90000001)

1) PROSE LESSONS

	Topic	Author
1	Preamble of the Indian Constitution	(Amended)
2	The Panorama of India's Past	(Page No. 40 to 44 from Jawaharlal Nehru's "The Discovery of India"- Penguin Books 2004
3	My Experiments with truth- M.K.Gandhi	HOW I BEGAN LIFE (Page no. 84 to 86 - My Experiments with truth-M.K.Gandhi)
4	Right to Information – RTI ACT 2005 : A step towards transparency in governance expressions.	(F.Y.B.A Textbook prescribed by N.M.V Jalgaon from 2013-14)

2) SHORT STORIES

	Topic	Author
1	The Homecoming	By Rabindranath Tagore
2	Arjun	By Mahashweta Devi
3	Quality	By John Galsworthy (Page 35-41 worthy words by .edited by Pravin Kumar- S.Chand Publication)
4	The Last leaf	By O.Henry (Page 28-34 edited by Praveen Kumar - S.Chand Publication 2005)

3) POETRY

	Topic	Author
1	Mourn for me Mumbai	Indu K.Mallah,Indian Literature Jan/Feb 2013 (Page 125-126)
2	The Road not taken	Robert Frost
3	The Patriot	Nissim Ezekiel (Page 237-238,Collected Poems 1952-1988,Oxford,1999)
4	Work	D.H.Lawrence (Page no.121-122 'Worthy words 'Edited. PraveenKumar,S.chand 2005)

Grammar

	Topic
1	Parts of speech
2	Vocabulary - Synonyms, Antonyms, Conversion of noun, adjective verb, proverb into other category of words
3	Tense - Identification of Conversion
4	Subject-Verb Agreement
5	Types of sentences – A) Simple, complex and compound B) Assertive, Imperative, Exclamatory & Interrogative
6	Direct - Indirect speech
7	Change the voice

Practical

The activities based on theory syllabus are to be demonstrated and conducted in the class distributed in 36 scheduled hours across the year.

- Eg.
- 1) Story telling
 - 2) Grammar games for
 - i) Tenses
 - ii) vocabulary
 - iii) Describing things using given sentence structure
 - iv) preposition games (blind folding)
 - 3) Listening activities
 - i) Fill in the blanks after listing.
 - ii) Catch the appropriate words
 - 4) Reading activities
 - 5) Poetry singing and recitation etc.

English (Communication Skill) - 2nd Year

1) Communication and its types

- 1.1 Definition
- 1.2 Types advantages / limitations
- 1.3 Formal communications
- 1.4 Informal communications
- 1.5 Verbal communications
- 1.6 Non- verbal communications
- 1.7 Vertical communications
- 1.8 Horizontal communications

2) Channels of Communication

- 2.1 Introductions
- 2.2 Formal Channels
 - a) Vertical
 - b) Horizontal
 - c) Consensus
- 2.3 Communication cycle and event.

3) Barriers in communications

- 3.1 Introduction
- 3.2 Physical barriers
- 3.3 Language barriers
- 3.4 Socia – psychological barriers
- 3.5 Cross - Cultural barriers

4) Effective Communications

- 4.1 Components of effective communication
- 4.2 Overcoming the communication barriers
- 4.3 Developing effective messages

5) Written communications

- 5.1 Preparation of resume
- 5.2 Formal letters
- 5.3 Job applications
- 5.4 Complain letters
- 5.5 Enquiry letters
- 5.6 Letters of appreciation and acknowledgement
- 5.7 Informal letters
- 5.8 Goodwill letters
- 5.9 Friendly letters
- 5.10 Report writing
- 5.11 Leaflet writing

6) Test and Tutorials

7) Soft skills

- 7.1 Self - introduction and ice-breaking
- 7.2 Interview techniques
- 7.3 Group discussion
- 7.4 Presentation skills
- 7.5 elocution

8) E-Communications

- 8.1 Social networking sites
- 8.2 Technical Communications
 - a) Introduction
 - b) Importance of technical communication
 - c) Type of technical communication
 - i) Telephonic Communication
 - ii) E-Communication
