



**Janardan Bhagat Shikshan Prasarak Sanstha's  
CHANGU KANA THAKUR  
ARTS, COMMERCE & SCIENCE COLLEGE,  
NEW PANVEL (AUTONOMOUS)**

**Re-accredited 'A+' Grade by NAAC  
'College with Potential for Excellence' Status Awarded by UGC  
'Best College Award' by University of Mumbai**

**Program: B.A.**

**Revised Syllabus of F.Y.B.A. English (Optional)  
Choice Based Credit & Grading System (75:25)  
w.e.f. Academic Year 2019-20**

**Details of the Course**

<b>Sr. No.</b>	<b>Heading</b>	<b>Particulars</b>
1	Title of Course	Introduction to Literature Paper I (Semester I and II)
2	Eligibility for Admission	12 <sup>th</sup> Arts, Commerce and Science of all recognised Boards
3	Passing marks	40%
4	Ordinances/Regulations (if any)	
5	No. of Semesters	Two
6	Level	U.G.
7	Pattern	Semester (75:25)
8	Status	Revised
9	To be implemented from Academic year	2019-2020

## **Preamble of the Syllabus:**

English plays an important role in the life of every learner because it is an international language. Knowledge of English is considered as one of the most significant facets of one's personality. There is passionate desire in the mind of students to learn English in order to achieve global identity in today's competitive and digital world.

There is an indispensable relationship between literature and society. Every writer is endowed with keen observation, perception, creative and imaginative skills in the process of creation of literary masterpieces. The study of literature has two powerful and resourceful functions of providing delight and inculcation of moral and social values. It also reforms and transforms to the learners through one of the most inspirational and mesmerizing stories and poems. Therefore, the realm of English literature is not only appealing but also stirring especially to the students.

The learners have tremendous sense of curiosity to delve, understand, visualize and appreciate various genres of English literature and accomplish aesthetic pleasures. The learners experience sense of astonishment, suspense, venture, adventure, bravery, pity and fear towards the protagonist reflected in the poems, stories, plays and novels. The hero or heroine in the English literature is an embodiment of virtues which are imitated by the students. As a result, everybody is Hamlet.

It is through the study of English literature, the learners are gifted with universal truths, human values, insights and develop healthy relationship with regards to people and nature. The syllabus aims at empowering to the students with literary beauty of world classics and enhance their linguistic confidence and create renaissance in academic and professional life.

Bachelor of Arts (B.A.) in English is a under graduate course of department of English, Changu Kana Thakur Arts, Commerce & Science

college, New Panvel (Autonomous) The Choice Based Credit and Grading System to be implemented through this curriculum would enable the students to explore new horizons and its applications in English. The learners pursuing this course of English literature can accomplish knowledge and skills necessary for better employability and professionalism in 21<sup>st</sup> century.

**Objectives of the Course:**

- To acquaint students with the salient characteristics of various literary genres.
- To develop analytical skills and critical thinking through close reading of literary texts.
- To cultivate appreciation of language as an artistic medium and to help them understand the importance of forms, elements and style that shape literary works.
- To enable students to understand that literature is an expression of human values within a historical and social context.
- To familiarize the students with the world famous literary works.

**Course Outcome: By the end of the course, a student should develop the Ability:**

- To write clearly, coherently and effectively about various genres of literature.
- To recognize the culture and context of the work of literature.
- To develop sensitivity to nature and fellow human beings.
- To make the students at ease while learning English literature.
- To understand the relationship between literature and society.

**Title of the Paper: Introduction to Literature**

**F. Y. B. A. English**

For the subject of English there shall be two papers for 45 lectures each comprising of three units of 15 Lectures each.

**Semester-I**

1. Paper-I (Introduction to Literature) Unit-I will be on Terms
2. Paper-I Unit-II will be on Short Stories
3. Paper- I Unit-III will be on Novel

**Semester-II**

1. Paper-I (Introduction to Literature) Unit-I will be on Terms
2. Paper-I Unit-II will be on Poetry
3. Paper-I Unit-III will be on Play

**Scheme of Examination for Each Semester:**

Internal Evaluation: 25 (20 marks internal test and 05 marks for attendance)

Semester End Examination: 75 Marks will be as follows -:

I	<b>Theory:</b>	
	Each theory paper shall be of two and half hour duration.	
	All questions are compulsory and will have internal options. All questions carry equal marks	
	Q-1	From Unit – I Short Notes (03 Short notes from Section: A and 03 Short Notes from Section: B) Attempt any two from each section 15 Marks
	Q-2	From Unit – II (Essay having Internal Options.) 15 Marks
	Q-3	From Unit – III (Essay having Internal Options.) 15 Marks
	Q-4	From Unit – II (Short Notes any Two out of Four) 15 Marks
	Q-5	From Unit – III Short Notes any Two out of Four) 15 Marks

**Choice Based Credit Grading and Semester System (CBCGS)**  
**F. Y. B. A. English Syllabus**  
**To be implemented from the Academic year 2019-2020**  
**SEMESTER I**

Course Code	Unit	Topics	Credits	Lectures
UARIENG1	I Terms	<p><b>Section A:</b> Elements of Novel and Short Story: Plot, Character, setting,</p> <p><b>Section B:</b> Types of Novel: Bildungsroman, Picaresque, Epistolary, Stream of Consciousness, Novel of Social Reality, Psychological, Historical and Gothic</p>	03	15
	II Short Stories	<ul style="list-style-type: none"> <li>• O' Henry: "The Last Leaf"</li> <li>• H. H. Munro: "The Open Window"</li> <li>• Oscar Wilde: "The Nightingale and the Rose"</li> <li>• Edgar Allan Poe: "The Tell-tale Heart"</li> <li>• Katherine Mansfield: "The Doll's House"</li> <li>• Kate Chopin: "The Story of an Hour"</li> </ul>		15
	III Novel	<ul style="list-style-type: none"> <li>• Earnest Hemingway: The Old Man and The Sea</li> </ul> <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> <li>• Robert Louis Stevenson: Dr. Jekyll and Mr. Hyde</li> </ul>		15

**Choice Based Credit Grading and Semester System (CBCGS)**  
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**SEMESTER II**

Course Code	Unit	Topics	Credits	Lectures
UAR2ENG1	I Terms	<p><b>Section A:</b> Types of Verse: :Lyric, Elegy, Dramatic Monologue, Sonnet, Ballad, Epic, Satire and Ode</p> <p><b>Section B:</b> Types of Drama: Tragedy, Comedy, Farce, Melodrama, Verse Drama and Theatre of Absurd</p>	2	15
	II Poetry	<ul style="list-style-type: none"> <li>• Sonnet: William Shakespeare: 116: “Let Me Not to the Marriage of True Minds”</li> <li>• Satire: Oliver Goldsmith: “Elegy on the Death of Mad Dog”</li> <li>• Ode: P. B. Shelley: “Ode to Skylark”</li> <li>• Ballad: Thomas Campbell: “ Lord Ullin’s Daughter”</li> <li>• Dramatic Monologue: Robert Browning: “ The Last Ride Together”</li> <li>• Lyric: Robert Frost: “Stopping by Woods on a Snowy Evening”</li> </ul>		15
	III Play	<ul style="list-style-type: none"> <li>• William Shakespeare: “The Merchant of Venice”</li> </ul> <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> <li>• Robert Bolt: “A Man for All Seasons”</li> </ul>		15

**Reference Books:**

1. Abrams, M.H. *Glossary of Literary Terms*. India, Macmillan Publishers, 2000. Albert, E. *History of English Literature*, India, Oxford University Press, 2009. Athenian Society. *Drama, Its History*, England, Nabu Press, 2012.
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4. Cavanagh, Dermot Alan Gillis, Michelle Keown, James Loxley and Randall Stevenson (Ed). *The Edinburgh Introduction to Studying Literature*. Edinburgh: Edinburgh University Press, 2010.
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**Program: B.Com.**

**Revised Syllabus of F.Y.B. Com. Business Communication  
Choice Based Credit & Grading System (75:25)  
w.e.f. Academic Year 2019-20**

**The Details of Course**

<b>Sr. No.</b>	<b>Heading</b>	<b>Particulars</b>
1	Title of Course	Business Communication paper I and II(Semester I and II)
2	Eligibility for Admission	12 <sup>th</sup> Commerce and Science of all recognised Boards
3	Passing marks	40%
4	Ordinances/Regulations (if any)	
5	No. of Semesters	Two
6	Level	U.G.
7	Pattern	Semester (75:25)
8	Status	Revised
9	To be implemented from Academic year	2019-2020

## **Preamble of the Syllabus:**

Business communication plays crucial role in commercial world. It is regarded as the life blood of the internal and external activities performed in the business organizations. The growth of an organization directly or indirectly depends upon the effective methods of communication employed by all the stakeholders. Success and image building in the business arena is determined by different dimensions of communication. Therefore, all the corporate professionals should have command over oral and written communication.

Business communication is successful and effective only when all the elements of the communication process are actively involved in it. The desire to communicate is very natural and fundamental amongst all the human beings. Hence, corporate communication is intentional as well as unintentional. Action oriented communication is an amalgamation of verbal as well as non- verbal means of communication.

Business communication as a phenomenon has experienced tremendous transformation on account of advent of information technology and its application in all the spheres of business world. The information technology revolution which the world has experienced in the last decade has reformed business communication consistently and made it techno-savvy. As a result, business communication reaches across the world within seconds and all the business activities are performed digitally.

It is through the study of business communication, the learners are empowered with the process of successful communication, effective use body language, presentation and interview skills in the realm of commerce. It also makes them understand nuances of group discussion, meetings and conferences to be implemented in professional life. The students are meticulously trained in the process of drafting various business correspondences along with report writing needed in the commercial organizations.

The systematic learning of business communication is capable of creating successful managers, accountants, entrepreneurs and businessmen with sound knowledge and skills needed in today's vibrant, competitive and digital business realm.

**Objectives of the Course:**

- To familiarize the students with process of communication and its applications
- To acquaint the students with different types of communication
- To demonstrate effective use of technology in communication
- To inform the students about barriers to effective communication
- To introduce the students with business correspondence
- To develop effective listening skills amongst the students
- To cultivate effective oral skills those can enable students to speak confidently, interpersonally as well as in business organization

**Course Outcome: After successful completion of the course the learner should be able:**

- To recognize importance of business communication in corporate world
- To differentiate between formal and informal communication
- To understand the use of technology in the process of communication
- To acquire the skills of drafting various business letters
- To understand the importance of presentation and interview skills

**F. Y. B. Com Business Communication**

For the subject of Business Communication there shall be two papers for 45 lectures each comprising of three units of 15 Lectures each.

**Semester-I**

1. Paper-I Unit-I will be on Theory of Communication
2. Paper-I Unit-II will be on Business Correspondence
3. Paper- I Unit-III will be on Language and Writing Skills

**Semester-II**

1. Paper-II Unit-I will be on Group Communication
2. Paper-II Unit-II will be on Business Correspondence
3. Paper-II Unit-III will be on Language and Writing Skills

**Scheme of Examination for Each Semester:**

Internal Evaluation: 25 (20 marks internal test and 05 marks for attendance)

Semester End Examination: 75 Marks will be as follows -:

<b>I</b>	<b>Theory: Semester I</b>	
	Each theory paper shall be of two and half hour duration.	
	All questions are compulsory and will have internal options. All questions carry equal marks	
	Q-1	A) Fill in the blanks B) Match the Following (From all the units)
		10Marks 05Marks
	Q-2	Short notes (3 out of 5) ( from unit 1,Chapters 1,2,3) 15 Marks
	Q-3	Essay Type (1out of 3)( from unit 1,Chapters 4,5,6) 15 Marks
Q-4	A) Application letter with resume(unit 2) B) Paragraph writing(1 out of 2) (unit 3)	
	10 Marks 05 Marks	
	Q-5 Personnel letters ( 3 out of 5) (unit 2)	15 Marks
<b>II</b>	<b>Theory: Semester II</b>	
	Each theory paper shall be of two and half hour duration.	
	All questions are compulsory and will have internal options. All questions carry equal marks	
	Q-1	A) Fill in the blanks B)Match the Following (From all the units)
		10 Marks 05 Marks
	Q-2	Short notes (3 out of 5) ( from unit 1, Chapters 1,2,) 15 Marks
	Q-3	Essay Type (1out of 3) ( from unit 1,Chapters3,4) 15 Marks
Q-4	A) Drafting Notice, Agenda and 2 Resolutions B) Drafting of Report	
	08 Marks 07 Marks	
	Q-5 Letters( 3 out of 5) (unit 2)	15 Marks

**Choice Based Credit Grading and Semester System (CBCGS)  
F. Y. B. Com Business Communication Syllabus  
To be implemented from the Academic year 2019-2020  
SEMESTER I**

<b>Course Code</b>	<b>Unit</b>	<b>Topics</b>	<b>Credits</b>	<b>Lectures</b>
<b>UCM1BC</b>	<b>I</b>  <b>Theory of Communication</b>	<p><b>1. Concept of Communication</b>                      Meaning and Definition of Communication                      Process of Communication                      Need of Communication                      Feedback                      Emergence of Communication as a Key Concept in the Corporate and Global World</p> <p><b>2. Impact of Technology Enabled Communication</b>                      Types: Internet, Blogs, E-mail, Moodle, Social Media - Facebook, Twitter and What's App - Advantages &amp; Disadvantages</p> <p><b>3. Communication at the Workplace</b></p> <ul style="list-style-type: none"> <li>• Channels of Communication - Formal and Informal, Vertical, Horizontal, Diagonal, Grapevine</li> <li>• Methods of Communication Verbal and Non-verbal (including Visual)</li> <li>• Business Etiquettes</li> </ul> <p><b>4. Business Ethics</b></p> <ul style="list-style-type: none"> <li>• Ethics at the Workplace - Importance of Business Ethics</li> <li>• Personal Integrity at the Workplace</li> <li>• Business Ethics and Media</li> <li>• Computer Ethics</li> <li>• Corporate Social Responsibility</li> </ul>	<b>03</b>	<b>15</b>

		<p><b>5. Problems/ Barriers to Communication</b></p> <ul style="list-style-type: none"> <li>• Physical, Semantic/Language, Socio-Cultural and Psychological Barriers</li> <li>• Ways of overcoming these Barriers</li> </ul> <p><b>6. Listening</b></p> <ul style="list-style-type: none"> <li>• Importance of Listening Skills</li> <li>• Barriers to Listening</li> <li>• Cultivating Good Listening Skills</li> </ul>		
	<p><b>II Business Correspondence</b></p>	<p><b>1.Theory of Business Letter Writing</b></p> <ul style="list-style-type: none"> <li>• Parts of a Business Letter</li> <li>• Full Block Layout of a Business Letter</li> <li>• Principles of Effective E-mail Writing</li> </ul> <p><b>2. Personnel Correspondence 10 Lectures</b></p> <ul style="list-style-type: none"> <li>• Statement of Purpose</li> <li>• Job Application Letter and Résumé</li> <li>• Letter of Appointment</li> <li>• Letter of Acceptance of Job Offer</li> <li>• Letter of Appreciation</li> <li>• Letter of Resignation</li> </ul>		<p><b>15</b></p>
	<p><b>III Language and Writing Skills</b></p>	<p><b>1.Commercial Terms Used in Business Communication(Only to be discussed)</b></p> <p><b>2. Paragraph Writing</b></p> <ul style="list-style-type: none"> <li>• Developing an idea, using appropriate linking devices, Cohesion and Coherence, self-editing etc</li> </ul> <p><b>3. Tutorials Activities-</b></p> <ul style="list-style-type: none"> <li>• Speaking Skills</li> <li>• Writing Skills</li> <li>• Remedial Grammar</li> <li>• Soft Skills- EQ, Conflict Management, Time Management</li> <li>• Role Play</li> </ul>		<p><b>15</b></p>

**Choice Based Credit Grading and Semester System (CBCGS)**  
**F. Y. B. Com Business Communication Syllabus**  
**To be implemented from the Academic year 2019-2020**  
**SEMESTER II**

Course Code	Unit	Topics	Credits	Lectures
UCM2BC	I Group Communication	<p><b>1. Group Discussions &amp; Interviews</b></p> <ul style="list-style-type: none"> <li>• Group Discussion</li> <li>• Preparing for an Interview</li> <li>• Types of Interviews Selection, Appraisal, Grievance, Exit, Online</li> </ul> <p><b>2. Meetings</b></p> <ul style="list-style-type: none"> <li>• Need and Importance of Meetings</li> <li>• Types of Meetings</li> <li>• Conduct of a Meeting</li> <li>• Group Dynamics</li> <li>• Role of the Chairperson</li> <li>• Role of the Participants</li> <li>• Drafting of Notice, Agenda and Resolutions</li> </ul> <p><b>3. Committees Conferences</b></p> <ul style="list-style-type: none"> <li>• Importance &amp; Types of Committees</li> <li>• Meaning &amp; Importance of Conference</li> <li>• Organizing a Conference</li> <li>• Modern Methods of Conducting Conferences- Skype &amp; Webinar</li> </ul> <p><b>4. Public Relations</b></p> <ul style="list-style-type: none"> <li>• Meaning of Public Relations (PR)</li> <li>• Functions of the PR Department of an Organization</li> <li>• External and Internal Measures of Promoting PR</li> <li>• Crisis Management</li> <li>• Press Release</li> </ul>	<b>03</b>	<b>15</b>

		<ul style="list-style-type: none"> <li>• Importance of Humanity and Good Manners</li> </ul>	
	<b>II Business Correspondence</b>	<p><b>1. Trade Letters</b></p> <ul style="list-style-type: none"> <li>• Letters of Inquiry</li> <li>• Letters of Complaints, Claims, Adjustments</li> <li>• Sales Letters, Promotional Leaflets and Fliers</li> <li>• Consumer Grievance Redressal Letters</li> <li>• Letters under Right to Information (RTI) Act</li> </ul>	<b>15</b>
	<b>III Language and Writing Skills</b>	<p><b>1. Reports and Business Proposals</b></p> <ul style="list-style-type: none"> <li>• Parts of a Business Report</li> <li>• Types of Business Reports <ul style="list-style-type: none"> <li>a. Feasibility Reports</li> <li>b. Investigative Reports</li> </ul> </li> <li>• Drafting of Business Proposals</li> </ul> <p><b>2. Tutorial Activities</b></p> <ul style="list-style-type: none"> <li>• Group Discussion</li> <li>• Book Reviews</li> <li>• Mock Interviews</li> <li>• Presentations</li> </ul>	<b>15</b>

**Reference Books:**

1. Agarwal, Anju D. (1989) A Practical Handbook for Consumers, India Book House, Mumbai.
2. Ashley, A. (1992) A Handbook Of Commercial Correspondence, Oxford University Press, New Delhi.
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***F.Y.B.Com. Business Communication Syllabus***

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22. Fisher, Dalmar (1999), *Communication in Organisation*, Jaico Publishing House, Mumbai.
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**Program: B.A.**

**Revised Syllabus of F.Y.B.A. Communication Skills of English**  
**(Core Paper)**

**Choice Based Credit & Grading System (75:25)**

**w.e.f. Academic Year 2019-20**

***F.Y.B.A. Communication Skills of English Syllabus***

<b>Sr. No.</b>	<b>Heading</b>	<b>Particulars</b>
1	Title of Course	Communication Skills of English I (Semester I and II)
2	Eligibility for Admission	12 <sup>th</sup> Arts, Commerce and Science of all recognised Board
3	Passing marks	40%
4	Ordinances/Regulations (if any)	
5	No. of Semesters	Two
6	Level	U.G.
7	Pattern	Semester (75:25)
8	Status	Revised
9	To be implemented from Academic year	2019-2020

### **Preamble of the Syllabus:**

Communication Skills of English involves systematic and continuous process of speaking, learning and understanding. Students at undergraduate level have physical and mental abilities to talk, but they lack the various skills of communication in English. Communication in English is considered as a passport to better education and employment opportunities. It also plays a crucial role to weave the world into a single thread because English is received a status of a professional language. To acquire the skills of language students need to be well acquainted with various functions of English language.

Communication Skills of English transforms the student's point of view towards language; moreover it gives an opportunity to be an effective communicator in today's digital world. It has become a global link as it has been used effectively in science, literature, information technology and competitive examinations at national and international levels. The aim of this syllabus is to empower the learners with basic language skills, vocabulary enrichment, clear understanding of passages, and interpretation of technical data and the skill of summarization. It also trains the students in effective drafting of formal correspondence and inculcates creative and imaginative writing. The syllabus of Communication Skills of English will enhance the basic language skills of the students. In addition to that it will also develop the creative and imaginative panorama of the students and has multi-dimensional approach that will improve the proficiency of students at wider level.

**Objectives of the Course:**

- To acquaint students with the various skills of English language
- To enhance language proficiency by providing adequate exposure to the Listening, Speaking, Reading, Writing skills
- To orient learners towards the functional aspects of English language
- To promote the students to learn information technology based communication Skills of English
- To increase the range of lexical resources through a variety of exercises
- To develop the creativity amongst the students

**Course Outcome: By the end of the course, a student should develop the Ability:**

- To understand the importance of communication Skills of English
- To build up language competency in English
- To make students to comprehend the functionality of English Language
- To make students better at reading, writing in English
- To construct the positive approach about English language

**F. Y. B. A. Communication Skills of English**

For the subject of Communication Skills of English there shall be two papers for 45 lectures each comprising of five units of 09 lectures each.

**Semester-I**

1. Paper-I Unit-I will be on Basic Language Skills: Grammar
2. Paper-I Unit-II will be on Reading Skills: Comprehension (unseen passage)
3. Paper- I Unit-III will be on Writing Skills (Formal Correspondence): Letters
4. Paper- I Unit-IV will be on Interpretation of Technical Data
5. Paper- I Unit-V will be on Writing Skills: Essay

**Semester-II**

1. Paper- Unit-I will be on Basic Language Skills: Vocabulary building
2. Paper-II Unit-II will be on Editing and Summarization:
3. Paper-II Unit-III will be on Writing Skills: e mails
4. Paper- II Unit-IV will be on Report Writing
5. Paper- II Unit-V will be on Creative Writing

**Scheme of Examination for Each Semester:**

Internal Evaluation: 25 (20 marks internal test and 05 marks for attendance)

Semester End Examination: 75 Marks will be as follows -:

I	<b>Theory: Semester-I</b>		
	Each theory paper shall be of two and half hour duration.		
	All questions are compulsory and will have internal options. All questions carry equal marks		
	Q-1	A) Fill in the blanks with suitable articles B) Do as directed (Unit-I)	05 Marks 10 Marks
	Q-2	Comprehension of an unseen passage (Unit-II)	15 Marks
	Q-3	A) Application letter with resume B) RTI letter (Unit-III)	15 Marks 05 Marks
	Q-4	A) Data Interpretation B) Data Interpretation (Unit-IV)	08 Marks 07 Marks
	Q-5	Essay(1 out of 3) ( Unit- V)	15 Marks

*F.Y.B.A. Communication Skills of English Syllabus*

II	<b>Theory: Semester-II</b>	
	Each theory paper shall be of two and half hour duration.	
	All questions are compulsory and will have internal options. All questions carry equal marks	
	Q-1	Vocabulary( Unit-I) 15 Marks
	Q-2	A)Summarization 10 Marks B) Editing 05 Marks ( Unit-II)
	Q-3	A) E-Mail 08 Marks B) E-Mail 07 Marks (Unit-III)
	Q-4	Report Writing (1out of 2) (Unit-IV) 15 Marks
Q-5	Creative Writing (1 out of 2) ( Unit-V) 15 Marks	

**Choice Based Credit Grading and Semester System (CBCGS)  
F. Y. B. A. Communication Skills of English Syllabus  
To be implemented from the Academic year 2019-2020  
SEMESTER I**

Course Code	Unit	Topics	Credits	Lectures
<b>UAR1CS1</b>	<b>I Basic Language Skills: Grammar</b>	a. Articles, prepositions, conjunctions b. Degree c. Tenses d. Subject-Verb agreement e. Question Tags f. Direct and Indirect Speech g. Change the Voices	<b>03</b>	<b>09</b>
	<b>II Reading Skills: Comprehension (unseen passage)</b>	The following skills to be acquired: • Reading with fluency and speed • Skimming and scanning • Identifying relevant information • Isolating fact from opinion • Understanding concepts and arguments • Identifying distinctive features of language		<b>09</b>
	<b>III Writing Skills (Formal Correspondence): Letters</b>	a. Job Application Letter (with Resume) b. Statement of Purpose c. Request for Recommendation Letter d. Request for information under Right to Information Act (RTI)		<b>09</b>
	<b>IV Interpretation of Technical Data</b>	Students should be taught to read and interpret maps, pie charts, tables, line and bar graphs and flow charts and express the same in paragraph format.		<b>09</b>

*F.Y.B.A. Communication Skills of English Syllabus*

	<b>V. Writing Skills: Essay</b>	a. Expository b. Persuasive c. Analytical d. Reflective/Descriptive		<b>09</b>
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**Choice Based Credit Grading and Semester System (CBCGS)  
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SEMESTER II**

<b>Course Code</b>	<b>Unit</b>	<b>Topics</b>	<b>Credits</b>	<b>Lectures</b>
<b>UAR2CS1</b>	<b>I Basic Language Skills: Vocabulary building</b>	a. Antonyms, Synonyms b. Suffixes, Prefixes, Root words c. Homophones, homonyms Collocation d. Changing the Class of Words	<b>3</b>	<b>09</b>
	<b>II Editing and Summarization</b>	a) Editing: • Heading/ Headlines/ Title/Use of Capital Letters • Punctuation: full stop, comma, colon, semi-colon, dash, ellipsis, exclamation and question marks • Spelling • Substitution of words • Use of link words and other cohesive devices • Removing repetitive or redundant elements b) Summarization The following skills to be acquired:		<b>09</b>

***F.Y.B.A. Communication Skills of English Syllabus***

		<ul style="list-style-type: none"> <li>• Discern the main/central idea of the passage</li> <li>• Identify the supporting ideas</li> <li>• Eliminate irrelevant or extraneous information</li> <li>• Integrate the relevant ideas in a precise and coherent manner</li> </ul>		
	<b>III Writing Skills: E-mails</b>	<ul style="list-style-type: none"> <li>a. Inquiry</li> <li>b. Invitation</li> <li>c. Thank you</li> <li>d. Request for permission</li> <li>e. Congratulation</li> </ul>		<b>09</b>

<b>Course Code</b>	<b>Unit</b>	<b>Topics</b>	<b>Credits</b>	<b>Lectures</b>
	<b>IV Report Writing</b>	<ul style="list-style-type: none"> <li>a. Eye-witness Report</li> <li>b. Activity Report</li> <li>c. Newspaper Report</li> </ul>		<b>09</b>
	<b>V Creative Writing</b>	<p>This unit attempts to cover those aspects of writing that go beyond the boundaries of technical or professional forms of writing and encourage the learner to explore the artistic and imaginative elements of writing.</p> <ul style="list-style-type: none"> <li>a. Story writing</li> <li>b. Dialogue writing</li> <li>c. Blogging: fashion, travel, food, culture, personal blogs</li> </ul>	<b>2</b>	<b>09</b>

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***F.Y.B.A. Communication Skills of English Syllabus***

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