



**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: Bridge Course

**Revised Syllabus of Bridge Course in Conversational English
Choice Based Credit & Grading System (50:50)
w.e.f. Academic Year 2019-20**

Details of the Bridge Course

Sr. No.	Heading	Particulars
1	Title of Course	Bridge Course in Conversational English Paper I & II
2	Eligibility for Admission	12 th 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 (50:50)
8	Status	Revised
9	To be implemented from Academic year	2019-2020

Preamble of the Syllabus:

Communication skills in English is considered as one of the most essential and integral part of personality development. Communication as a phenomenon is present everywhere. There is a strong desire in the mind of everyone to communicate with each other in academic as well as professional world.

It is necessary to express our ideas and thoughts in English because it is an international language. The students have lot of passion for global identity and understand the mechanism of conversational English.

This bridge course aims at providing basic knowledge of English language. It also empowers the students with the skills of oral communication and make them confident speaker.

Objectives of the Course:

- To acquaint students with the basic knowledge English Language
- To develop listening skills amongst the learners.
- To inculcate the self confidence amongst the students.
- To inform the students about different techniques of oral communication.

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

- To understand the mechanism of spoken English.
- To develop the presentation skills.
- To make the students at ease while speaking in English.
- To enhance language skills of the students.

Title of the Paper: Bridge Course in Conversational English

For the subject of **Bridge Course in Conversational English** there shall be two papers of 05 lectures each.

Paper-I: -The Basics of English Language

1. Paper-I Unit-I will be on Sentence Formation
2. Paper-I Unit-II will be on Listening and Reading skills

Paper-II: - Techniques of Oral Communication

1. Paper-II Unit-I will be on Process of Communication
2. Paper-II Unit-II will be on Presentation Skills

Bridge Course in Conversational English Syllabus

Scheme of Examination for Each Semester:

Internal Evaluation: 50

Semester End Examination: 50

Marks will be as follows -:

I	Theory:	
	Each theory paper shall be of two hours duration.	
	All questions are compulsory and will have internal options. All questions carry equal marks	
	Q-1	From Unit –I& II A)Types of sentences B) Communication Process
		10 Marks 10 Marks
	Q-2	From Unit – I Do as Directed
	15 Marks	
Q-3	From Unit – II(Short Notes Any Three out five.)	
	15 Marks	
Practical :- (Unit I & Unit II)		
50 Marks		

Choice Based Credit Grading and Semester System (CBCGS)

Bridge Course in Conversational English Syllabus

To be implemented from the Academic year 2019-2020

Paper I: -

Course Code	Unit	Topics	Credits	Lectures
UARIENG1	I	The Basics of English Language <ul style="list-style-type: none">• Sentence Formation• Listening and Reading skills	--	05
	II	Techniques of Oral Communication <ul style="list-style-type: none">• Process of Communication• Presentation Skills		05

Reference Books:

1. Mr. Rajendra Pal and Suri. English Grammar and Composition
Sultan Chand and Sons, New Delhi, 2013.
2. Dr. Aspi Doctor. Business Communication, Sheth Publisher, Mumbai, 2017.
3. Mr. Sashikumar Spoken English,
4. Murphy, Herta, Essentials of Business Communication, McGraw Hill Publisher
5. Kaul Asha. Effective Business Communication, Prentice Hall of India.
6. Mohan, Krishna. Speaking English Effectively, McGraw Hill Publisher.
7. Taylor, Grant. English Conversational Practice Tata McGraw Hill Publisher.
8. Bansal and Harrison, Spoken English, Orient Longman Publisher.



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Program: Bridge Course

**Revised Syllabus of Bridge Course in Business English
Choice Based Credit & Grading System (50:50)
w.e.f. Academic Year 2019-20**

Details of the Bridge Course

Sr. No.	Heading	Particulars
1	Title of Course	Bridge Course in Business English Paper I & II
2	Eligibility for Admission	12 th 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 (50:50)
8	Status	Revised
9	To be implemented from Academic year	2019-2020

Preamble of the Syllabus:

Effective communication skills in English are inevitable in all the commercial transactions carried out in global business environment. Business skills in English is considered as one of the most essential and integral part of personality development. Communications as a phenomenon is present everywhere. There is a strong desire in the mind of everyone to communicate with each other in academic as well as professional world.

It is necessary to express our ideas and thoughts in English because it is an international language. The students have lot of passion for global identity and understand the mechanism of conversational English.

This bridge course aims at providing basic knowledge of English grammar and its application in communication. It also empowers the students with vocabulary enrichment and the skills of situational conversations.

Objectives of the Course:

- To acquaint students with the basic knowledge English grammar
- To develop listening skills amongst the learners.
- To inculcate the self confidence amongst the students.
- To inform the students about different techniques of situational conversations.
- To enrich the vocabulary of the students.

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

- To understand the importance of grammar in English.
- To develop the skill of role of play amongst the students.
- To make the students at ease while speaking in English.
- To enhance language skills of the students.

Title of the Paper: Bridge Course in Business English

For the subject of **Bridge Course in Business English** there shall be two papers of 05 lectures each.

Paper-I: -The Basics of English Language

1. Paper-I Unit-I will be on Basic Grammar
2. Paper-I Unit-II will be on Parts of Speech

Paper-II: - Business English at Work Place

1. Paper-II Unit-I will be on Situational Conversations
2. Paper-II Unit-II will be on Vocabulary Building and Reading Skills

Bridge Course in Business English Syllabus

Scheme of Examination for Each Semester:

Internal Evaluation: 50

Semester End Examination: 50

Marks will be as follows -:

I	Theory:	
	Each theory paper shall be of two hours duration.	
	All questions are compulsory and will have internal options. All questions carry equal marks	
	Q-1	From Unit –I& II A)Tenses B) Parts of Speech
		10 Marks 10 Marks
	Q-2	From Unit – I Word Formation
	15 Marks	
Q-3	From Unit – II (Short Notes Any Three out five.)	
	15 Marks	
Practical :- (Unit I & Unit II)		
50 Marks		

**Choice Based Credit Grading and Semester System (CBCGS)
Bridge Course in Business English Syllabus
To be implemented from the Academic year 2019-2020
Paper I: -**

Course Code	Unit	Topics	Credits	Lectures
UARIENG1	I	The Basics of English Language <ul style="list-style-type: none">• Basic Grammar• Parts of Speech	--	05
	II	Business English at Work Place <ul style="list-style-type: none">• Situational Conversations• Vocabulary Building and Reading Skills		05

Reference Books:

1. Mr. Rajendra Pal and Suri. English Grammar and Composition
Sultan Chand and Sons, New Delhi, 2013.
2. Dr. Aspi Doctor. Business Communication, Sheth Publisher, Mumbai, 2017.
3. Mr. Sashikumar Spoken English,
4. Murphy, Herta, Essentials of Business Communication, McGraw Hill Publisher
5. Kaul Asha. Effective Business Communication, Prentice Hall of India.
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Program: Certificate Course

**Revised Syllabus of Certificate Course in
Communicative English
Choice Based Credit & Grading System (50:50)
w.e.f. Academic Year 2019-20**

Certificate Course in Communicative English Syllabus

Sr. No.	Heading	Particulars
1	Title of Course	Certificate Course in Communicative English
2	Eligibility for Admission	12 th 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 (50:50)
8	Status	Revised
9	To be implemented from Academic year	2019-2020

Preamble of the Syllabus:

Effective Communication skills in English are regarded as one of the most essential and integral parts of personality development. Communication as a phenomenon is present everywhere. There is a strong desire in the mind of everyone to communicate with each other in academic as well as professional world.

The success in all the day today activities depends upon the power of spoken English possessed by the students. There is an element of fear and lack of self confidence experienced by the learners especially in oral communication.

It is necessary to express our ideas and thoughts in English because it is an international language. The students have lot of passion for global identity and understand the mechanism spoken English.

This certificate course aims at providing basic knowledge of spoken English. It also empowers the students with the skills voice modulation and makes their oral communication not only effective but also impressive in today's competitive and digital realm. It also makes the students to be skill orientated and have better edge in the employability market in 21st century.

Objectives of the Course

- To acquaint students with basic techniques of spoken English.
- To develop self confidence and interest the learners about English.
- To introduce the students with conversational skills.
- To improve listening and reading skills of the students.
- To familiarize the students with the principles of verbal communication.

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

- To speak confidently in English.
- To understand correct use of grammar in communication.
- To develop the techniques situational conversations.
- To enable them to make oral presentations.
- To understand the use of body language in presentation.
- To recognize the importance of communicative English in life.

Title of the Paper:

For the subject of Certificate **Course in Communicative English** there shall be two papers of 60 lectures each. It consists of two units of 15 Lectures each.

Paper-I: - Basics of Conversational English

1. Paper-I Unit-I will be on Conversational Practice
2. Paper-I Unit-II will be on Listening and Reading Skills

Paper-II: - Fundamentals of Communication

1. Paper-II Unit-I will be on Principles of Verbal Communication
2. Paper-II Unit-II will be on Presentation Skills

Scheme of Examination for Each Semester:

Internal Evaluation: 50

- Story Presentations
- Speeches
- Role Play
- Picture Description
- Voice Modulation
- Dialogue Delivery
- Poetry Reading

Certificate Course in Communicative English Syllabus

Semester End Examination: 50

Marks will be as follows -:

I	Theory:	
	Each theory paper shall be of two hours duration.	
	All questions are compulsory and will have internal options. All questions carry equal marks	
	Q-1	From Unit –I (Essay having Internal Options.) 20 Marks
	Q-2	From Unit – II (Essay having Internal Options.) 15 Marks
	Q-3	From Unit – I& II (Short Notes Any Three out of Five) 15 Marks
Practical :- (Unit I & Unit II)		50 Marks

Choice Based Credit Grading and Semester System (CBCGS)

Certificate Course in Communicative English Syllabus

To be implemented from the Academic year 2019-2020

Paper I: - The Basics of Conversational English

Course Code	Unit	Topics	Credits	Lectures
UARIENG1	I	Conversational Practice		15
		<ul style="list-style-type: none">• Student and Librarian, Passenger and Booking Clerk, Passenger and Conductor, Customer and Salesman.• Making Request/ Refusals/Permissions• Tenses	04	

Certificate Course in Communicative English Syllabus

	II	<p>Listening and Reading Skills</p> <ul style="list-style-type: none"> • Definition and Types • Guidelines for Listening • Reading Skills and its Purposes • Story -telling 		15
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Choice Based Credit Grading and Semester System (CBCGS)

Certificate Course in Communicative English Syllabus

To be implemented from the Academic year 2019-2020

Paper II: - Fundamentals of Communication

Course Code	Unit	Topics	Credits	Lectures
UAR2ENG1	I	<p>Principles of Verbal Communication</p> <ul style="list-style-type: none"> • Features of Oral Communication • Seven C's of Communication • Body Language • Vocabulary Enrichment (Antonyms, Synonymous and One Word Substitute and Words often Confused) 	04	15
	II	<p>Presentation Skills :-</p> <ul style="list-style-type: none"> • Basics of Presentation • Guidelines of Presentation • Stage Fear/Tips • Speeches and its Delivery 		15

Reference Books:

1. Leech, Geoffrey. A Communicative Grammar of English, Longman Publisher, London, 1986.
2. Bhatnagar and Bell. Communication in English, Orient Longman,
3. Mr. Rajendra Pal and Suri. English Grammar and Composition Sultan Chand and Sons, New Delhi, 2013.
4. Dr. Aspi Doctor. Business Communication, Sheth Publisher, Mumbai, 2017.
5. Mr. Sashikumar Spoken English,
6. Murphy, Herta, Essentials of Business Communication, McGraw Hill Publisher.
7. Kaul Asha. Effective Business Communication, Prentice Hall of India.
8. Mohan, Krishna. Speaking English Effectively, McGraw Hill Publisher.
9. Taylor, Grant. English Conversational Practice Tata McGraw Hill Publisher.
10. Bansal and Harrison, Spoken English, Orient Longman Publisher. New Delhi.
11. Swan, Michael. Practical English Usage. Oxford University Press, London, 1998.
12. Jones, Daniel. English Pronunciation Dictionary. UBS.



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Program: Certificate Course

**Revised Syllabus of Certificate Course in
Phonetics and Phonology
Choice Based Credit & Grading System (50:50)
w.e.f. Academic Year 2019-20**

Certificate Course in Phonetics and Phonology Syllabus

Sr. No.	Heading	Particulars
1	Title of Course	Certificate Course in Phonetics and Phonology
2	Eligibility for Admission	B.A. Degree from of all recognised University
3	Passing marks	40%
4	Ordinances/Regulations (if any)	
5	No. of Semesters	Two
6	Level	P .G.
7	Pattern	Semester (50:50)
8	Status	Revised
9	To be implemented from Academic year	2019-2020

Preamble of the Syllabus:

Effective Communication skills in English are regarded as one of the most essential and integral parts of personality development. Communication as a phenomenon is present everywhere. There is a strong desire in the mind of everyone to communicate with each other in academic as well as professional world.

There is a no correlation between spelling of one particular word and its pronunciation. As a result, it is essential to understand the sound system of English language. The success in all the day today activities depends upon the power of spoken English possessed by the students. There is an element of mother tongue influence experienced by the learners especially in communication.

It is necessary to express our ideas and thoughts in English because it is an international language. The students have lot of passion for global identity and understand the mechanism spoken English.

This certificate course aims at providing basic knowledge of phonetics and its application. It also empowers the students with the skills voice modulation and makes their oral communication not only effective but also impressive in today's competitive and digital realm. It also makes the students to be skill orientated and have better edge in the employability market in 21st century.

Objectives of the Course

- To acquaint students with principles of sound system in English.
- To develop effective articulation skills amongst the students.
- To provide techniques of transcription skills.

- To inculcate the skills of voice modulation amongst the students.
- To familiarize the students with varieties of English.

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

- To communicate confidently in English.
- To understand the mechanism of pronunciation in English.
- To develop the techniques of melody in the voice.
- To decrease the influence of mother tongue.
- To understand the use of para- language.

Title of the Paper:

For the subject of Certificate **Course in Phonetics and Phonology** there shall be two papers of 60 lectures each. It consists of two units of 15 Lectures each.

Paper-I: - The Mechanism of Sound System

1. Paper-I Unit-I will be on Phonetics
2. Paper-I Unit-II will be on Pronunciation Skills

Paper-II: - The Fundamentals of Voice Modulation

1. Paper-II Unit-I will be on Intonation Skills
2. Paper-II Unit-II will be on Transcription Skills

Scheme of Examination for Each Semester:

Internal Evaluation: 50

- Story Presentations
- Role Play
- Picture Description
- Voice Modulation
- Poetry Reading
- Transcriptions

Certificate Course in Phonetics and Phonology Syllabus

Semester End Examination: 50

Marks will be as follows -:

I	Theory:	
	Each theory paper shall be of two hours duration.	
	All questions are compulsory and will have internal options. All questions carry equal marks	
	Q-1	From Unit –I (Essay having Internal Options.) 20 Marks
	Q-2	From Unit – II (Essay having Internal Options.) 15 Marks
	Q-3	From Unit – I& II (Short Notes Any Three out of Five) 15 Marks
Practical :- (Unit I & Unit II)		50 Marks

Choice Based Credit Grading and Semester System (CBCGS)

Certificate Course in Phonetics and Phonology Syllabus

To be implemented from the Academic year 2019-2020

Paper I: - The Mechanism of Sound System

Course Code	Unit	Topics	Credits	Lectures
UARIENG1	I	Phonetics <ul style="list-style-type: none">• Speech Mechanism• Organs of Speech• Sounds in English and its Symbols• Exercises		15

Certificate Course in Phonetics and Phonology Syllabus

	II	Pronunciation Skills <ul style="list-style-type: none"> • Word Patterns • Place of Articulation • Manner of Articulation • Weak and Strong Forms • Mother- Tongue Influences • Tongue Twisters 	04	15
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Choice Based Credit Grading and Semester System (CBCGS)

Certificate Course in Phonetics and Phonology Syllabus

To be implemented from the Academic year 2019-2020

Paper II: - The Fundamentals of Voice Modulation

Course Code	Unit	Topics	Credits	Lectures
UAR2ENG1	I	Intonation Skills <ul style="list-style-type: none"> • Rising Tone • Falling • British Accent • American Accent 	04	15
	II	Transcription Skills <ul style="list-style-type: none"> • Words and Sentences Transcription • Varieties of English • Guidelines for Correct Articulation Skills 		15

Reference Books:

1. Bolinger, Dwight. A Practical Introduction to Phonetics, Oxford Clarendon Press, Cartford, 1972.
2. Goldsmith. .The Handbook of Phonological Theory, Cambridge Blackwell, Cambridge, 1995.
3. Mr. Rajendra Pal and Suri. English Grammar and Composition Sultan Chand and Sons, New Delhi, 2013.
4. Dr. Aspi Doctor. Business Communication, Sheth Publisher, Mumbai, 2017.
5. Mr. Sashikumar Spoken English,
6. Murphy, Herta, Essentials of Business Communication, McGraw Hill Publisher.
7. Kaul Asha. Effective Business Communication, Prentice Hall of India.
8. Mohan, Krishna. Speaking English Effectively, McGraw Hill Publisher.
9. Taylor, Grant. English Conversational Practice Tata McGraw Hill Publisher.
10. Bansal and Harrison, Spoken English, Orient Longman Publisher. New Delhi.
11. Swan, Michael. Practical English Usage. Oxford University Press, London, 1998.
12. Jones, Daniel. English Pronunciation Dictionary. UBS.
13. Leech, Geoffrey. A Communicative Grammar of English, Longman Publisher, London, 1986.



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Program: Certificate Course

**Revised Syllabus of Certificate Course in
Spoken English and Voice Modulation
Choice Based Credit & Grading System (50:50)
w.e.f. Academic Year 2019-20**

Certificate Course in Spoken English and Voice Modulation Syllabus

Sr. No.	Heading	Particulars
1	Title of Course	Spoken English and Voice Modulation
2	Eligibility for Admission	12 th 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 (50:50)
8	Status	Revised
9	To be implemented from Academic year	2019-2020

Preamble of the Syllabus:

Effective Communication skills in English are regarded as one of the most essential and integral parts of personality development. Communication as a phenomenon is present everywhere. There is a strong desire in the mind of everyone to communicate with each other in academic as well as professional world.

The success in all the day today activities depends upon the power of spoken English possessed by the students. There is an element of fear and lack of self confidence experienced by the learners especially in oral communication.

It is necessary to express our ideas and thoughts in English because it is an international language. The students have lot of passion for global identity and understand the mechanism spoken English.

This certificate course aims at providing basic knowledge of spoken English. It also empowers the students with the skills voice modulation and makes their oral communication not only effective but also impressive in today's competitive and digital realm. It also makes the students to be skill orientated and have better edge in the employability market in 21st century.

Objectives of the Course

- To acquaint students with basic techniques of spoken English.
- To develop self confidence and interest the learners about English.
- To provide basic knowledge of English grammar.
- To inculcate the skills of voice modulation amongst the students.
- To familiarize the students with effective techniques of oral communication

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

- To write clearly and confidently in English.
- To understand correct use of grammar in communication.
- To develop the techniques of melody in the voice.
- To enable them to make effective oral presentations.
- To understand the use of body language in presentation.
- To recognize the importance of structures in spoken English.

Title of the Paper: The Basics of Spoken English

For the subject of Certificate **Course in Spoken English and Voice Modulation** there shall be two papers of 60 lectures each. It consists of two units of 15 Lectures each.

Paper-I: - The Basics of Spoken English

1. Paper-I Unit-I will be on Fundamentals of English Grammar
2. Paper-I Unit-II will be on Principles of Effective Oral Communication

Paper-II: -Voice Modulation

1. Paper-II Unit-I will be on Phonology
2. Paper-II Unit-II will be on Effective Presentation Skills

Scheme of Examination for Each Semester:

Internal Evaluation: 50

- Story Presentations
- Speeches
- Role Play
- Picture Description
- Voice Modulation

Semester End Examination: 50

Marks will be as follows -:

I	Theory:	
	Each theory paper shall be of two hours duration.	
	All questions are compulsory and will have internal options. All questions carry equal marks	
	Q-1	From Unit –I Do As Directed 20 Marks
	Q-2	From Unit – II (Essay having Internal Options.) 15 Marks
Q-3	From Unit – I& II (Short Notes Any Three out of Five) 15 Marks	
Practical :- (Unit I & Unit II)		50 Marks

Choice Based Credit Grading and Semester System (CBCGS)

Certificate Course in Spoken English and Voice Modulation Syllabus

To be implemented from the Academic year 2019-2020

Paper I: - The Basics of Spoken English

Course Code	Unit	Topics	Credits	Lectures
UARIENG1	I	Fundamentals of English Grammar <ul style="list-style-type: none">• Parts of Speech• Types of Sentences• Tenses• Structures		15

Certificate Course in Spoken English and Voice Modulation Syllabus

	II	Principles of Effective Oral Communication <ul style="list-style-type: none"> • Listening Skills • Speaking Skills • Reading Skills • Situational Communication • Story -telling 	04	15
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Choice Based Credit Grading and Semester System (CBCGS)
Certificate Course in Spoken English and Voice Modulation Syllabus
To be implemented from the Academic year 2019-2020

Paper II: - Voice Modulation

Course Code	Unit	Topics	Credits	Lectures
UAR2ENG1	I	Phonology <ul style="list-style-type: none"> • Vowels • Consonants • Word Accent • Sentence Accent 	04	15
	II	Effective Presentation Skills :- <ul style="list-style-type: none"> • Basics of Presentation • Guidelines of Presentation • Stage Fear/Tips • Four C's of Communication 		15

Reference Books:

1. Leech, Geoffrey. A Communicative Grammar of English, Longman Publisher, London, 1986.
2. Bhatnagar and Bell. Communication in English, Orient Longman,
3. Mr. Rajendra Pal and Suri. English Grammar and Composition Sultan Chand and Sons, New Delhi, 2013.
4. Dr. Aspi Doctor. Business Communication, Sheth Publisher, Mumbai, 2017.
5. Mr. Sashikumar Spoken English,
6. Murphy, Herta, Essentials of Business Communication, McGraw Hill Publisher.
7. Kaul Asha. Effective Business Communication, Prentice Hall of India.
8. Mohan, Krishna. Speaking English Effectively, McGraw Hill Publisher.
9. Taylor, Grant. English Conversational Practice Tata McGraw Hill Publisher.
10. Bansal and Harrison, Spoken English, Orient Longman Publisher. New Delhi.
11. Swan, Michael. Practical English Usage. Oxford University Press, London, 1998.
12. Jones, Daniel. English Pronunciation Dictionary. UBS.



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Program: Diploma Course

**Revised Syllabus of Diploma Course in
Corporate Professionalism
Choice Based Credit & Grading System (50:50)
w.e.f. Academic Year 2019-20**

Diploma Course in Corporate Professionalism Syllabus

Sr. No.	Heading	Particulars
1	Title of Course	Diploma Course in Corporate Professionalism
2	Eligibility for Admission	12 th 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 (50:50)
8	Status	Revised
9	To be implemented from Academic year	2019-2020

Preamble of the Syllabus:

Effective Communication plays an important role in corporate world. It is considered as the life blood of all the activities performed in the business organizations. All the methods of communication are flowing systematically in each and every department of commercial organizations. There is a strong desire in the mind of everyone to communicate with each other in academic as well as professional realm effectively and successfully.

It is necessary to express our ideas and thoughts effectively in order to accomplish the goals and objectives of corporate world.

This diploma course aims at providing knowledge of spoken English required especially in corporate arena. It also empowers the students with effective presentation and interview skills in order to become successful manager, businessman and entrepreneur in today's competitive and digital world.

Objectives of the Course

- To acquaint students with basic techniques of spoken English.
- To develop effective presentation skills amongst the students.
- To provide basic knowledge of English grammar and its application.
- To inculcate the skills of voice modulation amongst the students.
- To familiarize the students with effective techniques of corporate communication.
- To provide an opportunity for mock interview to the learners.

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

- To communicate confidently in English.
- To recognize importance of non- verbal communication.
- To develop the techniques of intonation patterns.
- To enable them to make effective presentations in corporate arena.
- To understand the nuances of successful interviews.
- To recognize the importance employability skills.

Title of the Paper:

For the subject of Diploma **Course in Corporate Professionalism** there shall be two papers of 60 lectures each. It consists of two units of 15 Lectures each.

Paper-I: - Communication Skills

1. Paper-I Unit-I will be on Spoken English
2. Paper-I Unit-II will be on Presentation Skills

Paper-II: -Corporate Communication

1. Paper-II Unit-I will be on Business Correspondences
2. Paper-II Unit-II will be on Interview Skills

Scheme of Examination for Each Semester:

Internal Evaluation: 50

- Presentations
- Speeches
- Role Play
- Picture Description
- Voice Modulation
- Group Discussions
- Mock Interviews

Semester End Examination: 50

Marks will be as follows -:

I	Theory:	
	Each theory paper shall be of two hours duration.	
	All questions are compulsory and will have internal options.	
	Q-1	From Unit –I (Essay having Internal Options.) 20 Marks
	Q-2	From Unit – II (Essay having Internal Options.) 15 Marks
Q-3	From Unit – I& II (Short Notes Any Three out of Five) 15 Marks	
Practical :- (Unit I & Unit II)		50 Marks

Choice Based Credit Grading and Semester System (CBCGS)

Diploma Course in Corporate Professionalism Syllabus

To be implemented from the Academic year 2019-2020

Paper I: - Communication Skills

Course Code	Unit	Topics	Credits	Lectures
UARIENG1	I	Spoken English <ul style="list-style-type: none"> • Basic Grammar • Types of Sentences • Word Power • Role Play 	04	15
	II	Presentation Skills <ul style="list-style-type: none"> • Body Language 		15

Diploma Course in Corporate Professionalism Syllabus

		<ul style="list-style-type: none">• Para- Language• Guidelines for Effective Presentation• Time Management and Self Esteem		
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Choice Based Credit Grading and Semester System (CBCGS)

Diploma Course in Corporate Professionalism Syllabus

To be implemented from the Academic year 2019-2020

Paper II: - Corporate Communication

Course Code	Unit	Topics	Credits	Lectures
UAR2ENG1	I	Business Correspondences <ul style="list-style-type: none">• Format of Business Letter• Resume Writing• Report Writing• Conduct of Business Meetings	04	15
	II	Interview Skills <ul style="list-style-type: none">• Types of Interviews• Process of an Actual Interview• Preparations Made by Candidate• Entrepreneurship Skills		15

Reference Books:

1. Leech, Geoffrey. A Communicative Grammar of English, Longman Publisher, London, 1986.
2. Bhatnagar and Bell. Communication in English, Orient Longman,
3. Mr. Rajendra Pal and Suri. English Grammar and Composition Sultan Chand and Sons, New Delhi, 2013.
4. Dr. Aspi Doctor. Business Communication, Sheth Publisher, Mumbai, 2017.
5. Mr. Sashikumar Spoken English,
6. Murphy, Herta, Essentials of Business Communication, McGraw Hill Publisher.
7. Kaul Asha. Effective Business Communication, Prentice Hall of India.
8. Mohan, Krishna. Speaking English Effectively, McGraw Hill Publisher.
9. Taylor, Grant. English Conversational Practice Tata McGraw Hill Publisher.
10. Bansal and Harrison, Spoken English, Orient Longman Publisher. New Delhi.
11. Swan, Michael. Practical English Usage. Oxford University Press, London, 1998.
12. Jones, Daniel. English Pronunciation Dictionary. UBS.
13. Pandey J. H. Complete Grammar, Shree Book Centre, Mumbai, 2008
14. Advanced English Grammar. Cambridge Univ. Press, India. Wren,



**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: Diploma Course

**Revised Syllabus of Diploma Course in
Advanced Communicative English
Choice Based Credit & Grading System (50:50)
w.e.f. Academic Year 2019-20**

Diploma Course in Advanced Communicative English Syllabus

Sr. No.	Heading	Particulars
1	Title of Course	Diploma Course in Advanced Communicative English
2	Eligibility for Admission	12 th 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 (50:50)
8	Status	Revised
9	To be implemented from Academic year	2019-2020

Preamble of the Syllabus:

Communicative English plays an important role in all spheres of life. There is an innate desire in the mind of human beings to communicate with each other. Communication is as essential as breathing and it is present in all the activities. Therefore, it is regarded as the life blood of all the activities performed by the people.

There are four important language skills in English and its systematic acquisition leads to meaningful and successful communication. The basic skills are dynamic and experience lot of improvisation and enhancement. As a result, the students are upgrading their communicative competence. There is a strong desire in the mind of everyone to communicate with each other successfully.

It is necessary to express our ideas and thoughts effectively in order to accomplish different destinations in social and professional world.

This diploma course aims at providing knowledge of communicative English. It also empowers the students with effective presentation and interview skills in order to become successful personality in today's competitive and digital world.

Objectives of the Course

- To acquaint students with techniques of conversational English.
- To develop effective presentation skills amongst the students.
- To provide knowledge of English grammar and its application.
- To inculcate the pronunciation skills amongst the learners.
- To provide an opportunity for mock interviews to the students.

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

- To communicate clearly and confidently in English.
- To recognize importance of verbal communication.
- To develop the techniques of intonation patterns.
- To enable them to make effective presentations.
- To understand the nuances of successful interviews.

Title of the Paper:

For the subject of **Diploma Course in Advanced Communicative English** there shall be two papers of 60 lectures each. It consists of two units of 15 Lectures each.

Paper-I: - Conversational English

1. Paper-I Unit-I will be on Pronunciation Skills
2. Paper-I Unit-II will be on Advanced Grammar

Paper-II: Oral Communication

1. Paper-II Unit-I will be on Presentation Skills
2. Paper-II Unit-II will be on Interview Skills

Scheme of Examination for Each Semester:

Internal Evaluation: 50

- Presentations on Literary Masterpieces
- Extempore
- Dramatisation / Role Play
- Intonation Patterns
- Debate
- Mock Interviews
- Advertisements

Semester End Examination: 50

Marks will be as follows -:

I	Theory:	
	Each theory paper shall be of two hours duration.	
	All questions are compulsory and will have internal options.	
	Q-1	From Unit –I (Essay having Internal Options.) 20 Marks
	Q-2	From Unit – II (Essay having Internal Options.) 15 Marks
	Q-3	From Unit – I& II (Short Notes Any Three out of Five) 15 Marks
Practical :- (Unit I & Unit II)		50 Marks

Choice Based Credit Grading and Semester System (CBCGS)

Diploma Course in Advanced Communicative English Syllabus

To be implemented from the Academic year 2019-2020

Paper I: - Conversational English

Course Code	Unit	Topics	Credits	Lectures
UARIENG1	I	Conversational English <ul style="list-style-type: none"> • Phonetics • Stress Marking • Intonation • Tongue Twisters 	04	15
	II	Advanced Grammar <ul style="list-style-type: none"> • Subject –Verb Agreement • Complex Sentences • Types of Noun Clauses • Morphology 		15

Choice Based Credit Grading and Semester System (CBCGS)
Diploma Course in Advanced Communicative English Syllabus
To be implemented from the Academic year 2019-2020

Paper II: - Oral Communication

Course Code	Unit	Topics	Credits	Lectures
UAR2ENG1	I	Presentation Skills <ul style="list-style-type: none">• Elements of Communication• Role of Kinesics in Presentation• Role of Para-linguistics in Presentation• Guidelines for Effective Presentations	04	15
	II	Interview Skills <ul style="list-style-type: none">• Resume Writing• Types of Interviews• Process of an Actual Interview• Preparations Made by Interviewee		15

Reference Books:

1. Leech, Geoffrey. A Communicative Grammar of English, Longman Publisher, London, 1986.
2. Bhatnagar and Bell. Communication in English, Orient Longman,
3. Mr. Rajendra Pal and Suri. English Grammar and Composition Sultan Chand and Sons, New Delhi, 2013.

Diploma Course in Advanced Communicative English Syllabus

4. Dr. Aspi Doctor. Business Communication, Sheth Publisher, Mumbai, 2017.
5. Mr. Sashikumar Spoken English,
6. Murphy, Herta, Essentials of Business Communication, McGraw Hill Publisher.
7. Kaul Asha. Effective Business Communication, Prentice Hall of India.
8. Mohan, Krishna. Speaking English Effectively, McGraw Hill Publisher.
9. Taylor, Grant. English Conversational Practice Tata McGraw Hill Publisher.
10. Bansal and Harrison, Spoken English, Orient Longman Publisher. New Delhi.
11. Swan, Michael. Practical English Usage. Oxford University Press, London, 1998.
12. Jones, Daniel. English Pronunciation Dictionary. UBS.
13. Leech, G. & J. Svartvik. A Communicative Grammar of English. Pearson, India. 2002.
14. Pandey J. H. Complete Grammar, Shree Book Centre, Mumbai, 2008
15. Advanced English Grammar. Cambridge Univ. Press, India. Wren,
16. P. C. & H. Martin. High School English Grammar and Composition, S. Chand & Co, New Delhi, 2000.