

Rajarshi Shahu Mahavidyalaya Autonomous, Latur

**Syllabus
(2018-19)**

Communicative English

(Compulsory Course)

**UG Second year
(Semester Pattern)**

(MCQ + Theory)

w.e.f. 2016-17

Rajarshi Shahu Mahavidyalaya, Latur

(Autonomous College)

UG- II

Semester Pattern

Curriculum of Communicative English (Compulsory Course)

Class	Semester	Course Code	Course Title	Lectures	Marks	Credits
U G Second Year	III	COE-301	Communicative English - III	50	50	02
	IV	COE-401	Communicative English - IV	50	50	02

Course Code- COE -301

Course Title – Communicative English -III

Max. Marks : 50

Credits : 02

Total Lectures : 50

Objectives of the Course:

- i. To enhance learner's communication skills by giving adequate exposure in reading and writing skills and the related sub-skills.
- ii. To create learner's confidence in written and interpersonal communication by reinforcing the basics of reading and writing.
- iii. To help learners to recognize and make use of sentence structures in English in written communication.

Unit-I Reading Skill 1

(Lectures12 Practical 07)

A. Features of Reading

- I Introduction
- II The Qualities of a Good Reader
- III Bad Habits of Reading
- IV The Qualities of a Good Reader
- V Sub skills of reading
- VI Types of Reading

Practical: Two stories with glossary

B. Reading Techniques

- I Surveying the reading matters and Identifying the text type.
- II Skimming the text for identifying the general theme
- III Scanning the text to locate specific details

IV Understanding meaning of words , phrases and sentences

Practical: Two stories with questions

C. Reading Task

1. Reading samples (*Rainbow* Page No 223-236)
2. Five passages with questions

Practical

Students should make a recording of the lessons learnt in a CD and submit it to the department as per the instructions given by the teacher.

Unit II Writing Skill 1

(Lectures12 Practical 07)

A. Features of Writing

- I Features of Writing
- II The Writing Process (Spelling and Capital Letters)
- III Paragraph Writing
(*Rainbow* Page No 214 - 222)
Two Stories
 - i. Bahut Kuch Hota Hai
 - ii. Honesty Comes from the Heart
(*Rainbow* Page No 237 - 246)

B. Writing Techniques

- I Note making and Note taking (*Prism* Page No 135 – 138)
(Note making is the ability to listen and reduce information to point form and Note taking is the ability to read and reduce information to point form and to expand from points to paragraph)

C. Writing Comprehension

- I Basic Cursive Writing
Description
(*Writing Task* by Agrawal)
 - 1.Situation I Page No. 240
 2. Situation II Page No. 241
 3. A Picnic I Enjoyed Page No. 244
 4. My Favourite Hero in History Page No. 245
 5. My Best Friend Page No. 251

Unit III Written Communication

(Lectures12 Practical 06)

- I Letter Writing
 - e-mail letter

- II Job Application with C V
 - a. Introduction
 - b. What is C V ?
 - c. Specimen Curriculum Vitae , Resume and Bio-data
 - d. Guidelines for writing a good C V

(*Radiance* page No 117-119)

To be assessed through MCQ and short answers

Reference Books

1. Patil Z N . 2003. English for Practical Purposes. Chennai: Macmillan
2. Dwivedi R K & Kumar A, 2002. Macmillan Foundation English . Chennai: Macmillan
3. Edt Jadhav B S. 2009 Radiance Communication Skills Prose and Poetry . Mumbai Orient Blackswan
4. Vanikar Ranu. 1995. Corridors to Communication . Bombay. Orient Longman
5. Krishna Mohan & Meera Banerji. 2006 Developing Communication Skills. New Delhi. Macmillan
6. Thorat A R, 2000. Enriching Your Competence in English Bombay. Chennai. Orient Longman
7. Narayanswami V R . 1993. Strengthen Your Writing. Madras. Orient Longman

Semester IV

U G Second Year (Semester-IV)

Course Code- COE -401

Course Title – Communicative English -IV

Max. Marks : 50

Credits : 02

Total Lectures: 50

Unit-I Reading Skill II (Lectures12 Practical 07)

A. Applied Reading Skills

- I Silent Reading
- II Loud Reading
- III Skimming
- IV Scanning
- V Check your reading-speed
- VI Increasing the Eye Span

Short para from stories, article, news, autobiography (refer *Wisdom*)

B. Applied Reading Comprehension

1. Summary Writing
2. Notemaking
 - Arts Stream Geographical Journals
 - Commerce Stream Business Journals
 - Science Stream Scientific Journals
 - i. Preparing summary notes from given texts
 - ii. Preparing notes on given texts in graphic forms, charts, flow-charts, tables, tree diagrams, bubble maps etc.

Unit II Applied Writing Skills (Lectures12 Practical 07)

A. Essay Writing

B. Newspaper Report Writing

Unit III Written Communication (Lectures12 Practical 06)

- A. Writing Review
 - I Book Review
 - II Film/ Serial Review
- B. Preparing Questionnaire
 - I Survey
 - II Interview
 - III Project
- C. Anchoring , Welcoming, Introducing the guest

To be assessed through MCQ and short answers

Reference Books

1. Patil Z N . 2003. English for Practical Purposes. Chennai: Macmillan
2. Dwivedi R K & Kumar A, 2002. Macmillan Foundation English . Chennai: Macmillan
3. Edt Jadhav B S. 2009 Radiance Communication Skills Prose and Poetry . Mombai Orient Blackswan
4. Vanikar Ranu. 1995. Corridors to Communication . Bomby. Orient Longman
5. Krishna Mohan & Meera Banerji. 2006 Developing Communication Skills. New Delhi. Macmillan
6. Thorat A R, 2000. Enriching Your Competence in English Bomby. Chennai. Orient Longman
7. Narayanswami V R . 1993. Strengthen Your Writing. Madras. Orient Longman