

Rajarshi Shahu Mahavidyalaya (Autonomous), Latur

Syllabus

(2019-20)

B. Voc.F.Y.

English

w.e.f. 2019-20

Rajarshi Shahu Mahavidyalaya Autonomous, Latur

B. voc. First Year

English

(MCQ + Theory Pattern)

Semester – I

Course Code	Course Title	Lect. per Week	Lect. per Sem.	Marks			Credit
				Internal	External	Total	
U-PRE-206	Practical English –I	04	60	40	60	100	04

Semester – II

Course Code	Course Title	Lect. per Week	Lect. per Sem.	Marks			Credit
				Internal	External	Total	
U-PRE-305	Practical English –II	04	60	40	60	100	04

Rajarshi Shahu Mahavidyalaya Autonomous, Latur
English
B. voc. First Year
(Semester-I)

Course Title – Practical English –I
Course Code- U-PRE-206

Max. Marks: 100
Total Lectures: 60

Credits: 04

Objectives:

- i) To enhance learner's communication skills by giving adequate exposure (use of language lab) in listening and speaking skills and the related sub-skills.
- ii) To create learner's confidence in oral and interpersonal communication by reinforcing the Basics of pronunciation.
- iii) To help learners to recognize and make use of sentence structures in English.

Course Outcomes:

- i) Students will be aware of speaking and speaking skills and the related sub-skills. They can focus a lot on writing style to be the better speaker of English language
- ii) Students can realize the proper style of English for oral and speaking communication and can use words and sentences with proper accent and intonation.
- iii) Students will listen and speak English by using proper sentence structures.

Unit I Fundamental of Speech and Basics of Grammar

A) Phonetics

- i) Sounds- vowels and consonants (44)
- ii) Stress: i) Monosyllabic ii) Disyllabic
iii) Polysyllabic
- 3) Intonation- i) Falling Tone ii) Rising tone

B) Functional Grammar

- i) Word Classes ii) Articles iii) Preposition iv) Phrases v) Clauses

Unit- 2 What is Communication?

- i) Definition
- ii) Types of communication: a) Informal b) Formal
- c) Forms (Modes) communication

Unit- 3 Aspect of Communication

A) Communication through body language

- i) Eye Contact ii) Gesture iii) Posture

B) Communication through technology

i) Email ii) PPT.

Unit- 4: Written Communication

i) Comprehension

ii) Précis Writing

References:

1. Adair, John. *Effective Communication*. London: Pan Macmillan Ltd., 2003.
2. Ajmani, J. C. *Good English: Getting it Right*. New Delhi: Rupa Publications, 2012.
3. Amos, Julie-Ann. *Handling Tough Job Interviews*. Mumbai: Jaico Publishing, 2004.
4. Bonet, Diana. *The Business of Listening: Third Edition*. New Delhi: Viva Books, 2004.
5. Bovee, Courtland L, John V. Thill & Barbara E. Schatzman. *Business Communication Today: Tenth Edition*

Rajarshi Shahu Mahavidyalaya Autonomous, Latur
English
B. voc. First Year
(Semester-II)

Course Title – Practical English –II
Course Code- U-PRE-305 **Max. Marks: 100**
Credits: 04
Total Lectures: 60

Objectives:

- i) To enhance learner's communication skills by giving adequate exposure (use of language lab) in speaking and Writing skills and the related sub-skills.
- ii) To create learner's confidence in oral and interpersonal communication by reinforcing the basics of pronunciation.
- iii) To help learners to recognize and make use of sentence structures in English

Course Outcomes:

- i) Students will be aware of writing and speaking skills and the related sub-skills. They can focus a lot on writing style to be the better speaker of English language
- ii) Students can realize the proper style of English for oral and written communication and can use words and sentences with proper accent and intonation.
- iii) Students will speak and write English by using proper sentence structures.

Unit I Oral Communication

- i) Telephonic Communication
- ii) Intercultural Communication

Unit II Effective Communication

- i) Interviews
- ii) Public Speaking/Speech
- iii) Oral Presentation

Unit III Reading Skill

- i) Reading Instructions and guidelines
- ii) Rules, Procedures and Service level agreements

Unit IV Writing Skill

- i) Notice, Agenda and Minutes
- ii) Business letter and report writing
- iii) Memo writing and Resumé writing

References:

1. Adair, John. Effective Communication. London: Pan Macmillan Ltd., 2003.
2. Ajmani, J. C. Good English: Getting it Right. New Delhi: Rupa Publications, 2012.
3. Amos, Julie-Ann. Handling Tough Job Interviews. Mumbai: Jaico Publishing, 2004.
4. Bonet, Diana. The Business of Listening: Third Edition. New Delhi: Viva Books, 2004