

Rajarshi Shahu Mahavidyalaya (Autonomous),Latur

Department of English

Syllabus

(2021-22)

B. voc. FIRST YEAR

(SEMESTER PATTERN)

(CT, FPT, R.M and A/C &Tax)

w.e.f. 2018-19

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

Credits: 04

Total Lectures:60

Learning Objectives:

1. To understand the process of Communication.
2. To understand the role of Language to develop the process of Communication.
3. To enhance learner's communication skills by giving adequate exposure (use of language lab) in listening and speaking skills and the related sub-skills.
4. To help learners to recognize and make use of sentence structures in English.
5. To create learner's confidence in oral and interpersonal communication by reinforcing the Basics of pronunciation.
6. To understand the types of Communication.
7. To learn the importance of Functional grammar.

Course Outcomes:

1. 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
2. Students can realize the proper style of English for oral and speaking communication and can use words and sentences with proper accent and intonation.
3. Students will listen and speak English by using proper sentence structures.
4. Students are able to use formal and informal communication according to their need.
5. Students understood the role of language in order to extend effective communication Skills.
6. Students are using correct grammar while speaking and writing.
7. Students are making correct pronunciations of English Words.

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 of (Modes) communication

Unit-3 Aspect of Communication

A) Communication through body language

a) Eye Contact

b) Gesture

c) Posture

B) Communication through technology

- a) Email
- b) PPT.

Unit-4: Written Communication

- a) Comprehension
- b) Précis Writing

Practical

1. 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.
2. Once in a week student attend the lab class as per the lab timetable.

Teaching Methodology

- 1) Lecture Method
- 2) ICT Enable Teaching method
- 3) Quiz Competition
- 4) Mock Teaching
- 5) Group Discussion

Evaluation Pattern

- 1) Assignment + Seminars + MCQ + Theory

Recommended Reading

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

CourseCode-U-PRE-305

Max.Marks:100

Credits:04

Total Lectures: 60

Learning Objectives:

- 1) To enhance learner's communication skills by giving adequate exposure
- 2) Use of language lab in speaking and Writing skills and the related sub-skills.
- 3) To create learner's confidence in oral and inter personal communication by reinforcing the basics of pronunciation.
- 4) To help learner to recognize and make use of sentence structures in English.
- 5) To understand the variations in intercultural communication.
- 6) To understand the importance of public Speaking.
- 7) To understand improve Writing Skills.

Course Outcomes:

- 1) 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.
- 2) Students can realize the proper style of English for oral and written communication and can use words and sentences with proper accent and intonation.
- 3) Students will speak and write English by using proper sentence structures.
- 4) Students focus on Writing Skills through the proper practice.
- 5) Students deliver speech on various occasions.
- 6) Students have developed the manners of intercultural communication.
- 7) Students are reading books , journals, Newspapers and magazines and improving their reading skills.

Unit I Oral Communication

- a) Telephonic Communication
- b) Intercultural Communication

Unit II Effective Communication

- a) Interviews
- b) Public Speaking/ Speech
- c) Oral Presentation

Unit III Reading Skill

- a) Reading Instructions and guidelines
- b) Rules, Procedures and Service level agreements

Unit IV Writing Skill

- a) Notice, Agenda and Minutes
- b) Business letter and report writing
- c) iii) Memo writing and Resume writing

Practical

1. 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.
2. Once in a week student attend the lab class as per the lab timetable.

Teaching Methodology

- 1) Lecture Method
- 2) ICT Enable Teaching method
- 3) Quiz Competition
- 4) Mock Teaching
- 5) Group Discussion

Evaluation Pattern

- 1) Assignment + Seminars + MCQ + Theory

Recommended Reading

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- 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: VivaBooks,2004