

Rajarshi Shahu Mahavidyalaya(Autonomous),Latur

Syllabus

(2022-2025)

Under CBCS

Three Year Programme in B.Voc.

(Six Semester Course)

Name of Department

English

AECC

UG First Year

Semester I&II

Syllabi approved by the Board of Studies in English

with effect from June 2022

Rajarshi Shahu Mahavidyalaya (Autonomous), Latur

B.Voc I (CT, FPT, RM, and AC & TAX).

Semester Pattern

Semester I&II

Title of the Course: English Language Skills-I & II

Class	Semester	Course Code	Course Title	Lectures		Marks	Credits
				Per Week	Total		
U G First Year	I	U-ELS- 206	English Language Skills-I	04	30	50	02
	II	U-ELS- 305	English Language Skills-II	04	30	50	02

Sr No	Name of Topic/Unit	Issue Addressed
1.	What is language?	Human Values
2.	Basic Grammar Process of Communication	local developmental needs
4.	Types of Communication	Professional Ethics
5.	Speaking Skill Listening Skill	life skills

Rajarshi Shahu Mahavidyalaya (Autonomous), Latur

B.Voc. First Year (Semester I)

(CT, FPT, RM, and AC & TAX).

Course Title – English Language Skills-I

Course Code- U-ELS -206

Credits: 02

Max. Marks:50

Total Lectures: 30

1. Introduction:

BVoc- Bachelor of Vocation has become an indispensable course in India. Vocational or skill-based education is more significant in the current times. BVoc aims at providing adequate communication skills required for a particular trade. English communication skill plays a vital role to achieve professional success. The need to impart communicative skills has assumed great importance. A realization of this need by our college has led the Dept. of English to play a multidisciplinary role. English is taught and learnt in different ways so to cover various views. English Language Skills is introduced to first and second year of B.Voc's all courses(CT,FPT,RM, and AC & TAX). In English Language Skills, for the first year of B.Voc classes, the content of the course consists Language, Grammar, Phonetics and Communication. Proficiency in English is accepted to be an essential requirement for communication at national as well as international levels.

Learning Objectives:

1. To enhance language skills by giving adequate exposure in listening and speaking skills and the related sub-skills.
2. To create confidence in oral and interpersonal communication.
3. To recognize and make use of proper sentence structures in English.
4. To reinforce the basics of pronunciation.

Course Outcomes:

After the completion of this course the students will be able to-

- 1) Make Dialogues in various situations.
- 2) Use spoken language for various purposes.
- 3) Use proper words and sentences with proper accent and intonation pattern.
- 4) Communicate effectively and accurately in English.

Unit I What is Language?

- 1) Definition of Language
- 2) Role of English Language
- 3) Place of English Language in India
- 4) English as an International Language

Unit II Language: Fundamental of Speech

- 1) Phonetic
- 2) Sounds- vowels and consonants (44)
- 3) Word Stress
- 4) Intonation- i) Falling Tone ii) Rising tone

Unit III Basic Grammar

- 1) Word Classes
- 2) Phares
- 3) Clauses
- 4) Types of Sentences (SVOCA)

Unit IV Grammar and Usages

- 1) Tenses
- 2) Voice
- 3) Degree
- 4) Reported Speech

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. **Functional Grammar and Spoken and Communication in English-Bikram K. Das: Orient Longman Publication (2006).**
2. **Macmillan Foundation English- R.K.Dwivedi, A.K.Kumar: Macmillan India Ltd.2001.**
3. **English Collocations in Use Intermediate (Cambridge)-Michael McCarthy and Felicity O'Dell.**
4. **Jones, Daniel. English Pronouncing Dictionary 17th Edition. New Delhi: CUP, 2009.**
5. **The Word Power -Norman Lewis: W.R. Goyal Publishers & Distributors, Delhi.**

Rajarshi Shahu Mahavidyalaya (Autonomous), Latur
B.Voc. First Year (Semester II)
(CT, FPT, RM, and AC & TAX).

Course Title – English Language Skills-II

Course Code- U- ELS -305

Credits: 02

Max. Marks:50

Total Lectures: 30

1. Introduction:

This course is introduced for the second semester to enhance the communication skills of the students. The course has designed by paying the specific attention to the present needs of communication skills of the students. The course encompasses all the aspects of communication and language skills. As the students have studied some basics of language and grammar in the first year to extend their knowledge about language and the process of communication this course will play a vital role to understand the proper process of communication and the role of language.

Learning Objectives:

1. To enhance the Communication skills.
2. To create confidence in formal, informal, verbal and non-verbal communication.
3. To help to recognize and make use of listening and spoken skills in English.
4. To develop habits of listening and speaking.

Course Outcomes:

After the completion of this course the students will be able to-

- 1) Make proper use of formal and informal communication.
- 2) attend various programs in English and express their views on the programs.
- 3) Understand Difference between formal and informal communication.
- 4) Speak effectively in English with their friends.

Unit I Process of Communication

- 1) What is Communication?
- 2) Definition of Communication.
- 3) Objectives of Communication.
- 4) Theory&Practice of Effective Communication

Unit II Types of Communication

- 1) Formal and Informal Communication
- 2) Verbal and Non-Verbal Communication
- 3) Grapevine Communication
- 4) Horizontal and Vertical Communication

Unit III Listening Skill

- 1) Definition
- 2) Importance
- 3) Types
- 4) Barriers
- 5) Strategies for effective listening
- 6) Listening for meaning.

Unit IV Speaking Skill

- 1) Definition
- 2) Importance
- 3) Types
- 4) Elements of Speaking
- 5) Developing and improving of Speaking skill

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. Functional Grammar and Spoken and Communication in English-Bikram K. Das: Orient Longman Publication (2006).**
- 2. The Word Power -Norman Lewis: W.R. Goyal Publishers & Distributors, Delhi.**
- 3. Effective Communication Skills, Kulbhushan Kumar, Khanna Publishing House.**
- 4. Business Communications, Varinder Bhatia, Khanna Publishing House.**
- 5. Jones, Daniel. English Pronouncing Dictionary 17th Edition. New Delhi: CUP, 2009.**