

**Rajarshi Shahu Mahavidyalaya (Autonomous), Latur**

**Department of English**

**Syllabus**

**(2020-21)**

**B. voc. FIRST YEAR**

**(SEMESTER PATTERN)**

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

**w.e.f. 2020-21**

**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)

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

**Max. Marks: 100**  
**Total Lectures: 60**

**Credits: 04**

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**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 of (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)**

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**Course Title: Practical English-II**

**Course Code-** U-PRE-305

**Max. Marks: 100**

**Credits: 04**

**Total Lectures: 60**

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**Objectives:**

- i) To enhance learner's communication skills by giving adequate exposure
- ii) (use of language lab) in speaking and Writing skills and the related sub-skills.
- iii) To create learner's confidence in oral and interpersonal communication by reinforcing the basics of pronunciation.
- iv) 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 Resume 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