

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

**Syllabus**

**Communicative English**  
**(Ability Enhancement Compulsory Course)**

**UG Second year**  
**(Semester Pattern)**  
**(MCQ + Theory)**

**w.e.f. June, 2019**

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

**U G Second Year (Semester-III)**

**Course Code- U-COE-301**

**Course Title – Communicative English -III**

**Max. Marks: 50**

**Credits: 02**

**Total Lectures:**

**Learning Objectives:**

- i) To enhance learner's communication skills by giving adequate exposure in reading, 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.

**Course Outcomes:**

- i) By giving adequate exposure in reading and writing skills and the related sub-skills the students enhanced the communication skills.
- ii) The learners increased their confidence in written and interpersonal communication.
- iii) The learners recognized and used the sentence structures in English in written communication.

**UNIT-I Reading Skill-1**

- A. features of Reading:**
1. Introduction.
  2. Qualities of a good Reader.
  3. Bad habits of Reading.
  4. Sub skills of Reading.
  5. Types of Reading.

**B. Reading Techniques:**

1. Surveying the Reading Matters and identifying the text.
2. Skimming the Text for identifying the general theme.
3. Scanning the Text to locate specific details.
4. Understanding meaning of words, phrases and sentences.

**UNIT II Writing Skill-I**

**A.Features of Writing**

1. Features of Writing
2. Paragraph Writing

**B.Writing Techniques**

Note Making and Note Taking.

**C.Writing Comprehension**

1. Description
2. My Favourite Hero in History
3. A Picnic I Enjoyed
4. My Best Friend.

**UNIT III READING STORIES-I**

1. Who is cultured? – Munshi Premchand

2. Work of Art - Anton Chekhov
3. Three Dancing Goats – (a folk-tale)
4. The Doll’s House - Katherine Mansfield
5. Bhaut Kuch Hota Hai- Sudha Murthy
6. Honesty Comes from the Heart- Sudha Murthy

#### **UNIT –IV WRITTEN COMMUNICATION-I**

- A. Letter Writing.
- B. Email Letter.
- C. Job Application with CV.
- D. What are Bio-data, Resume and CV?

#### **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

# U G SECOND

## Semester IV

U G Second Year (Semester-III)

Course Code- U-COE -401

Course Title – Communicative English -IV

Max. Marks: 50

Credits: 02

Total Lectures:

### Objectives:

- 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.

### Outcomes:

- iv) By giving adequate exposure in reading and writing skills and the related sub-skills the students enhanced the communication skills.
- v) The learners increased their confidence in written and interpersonal communication.
- vi) The learners recognized and used the sentence structures in English in written communication.

### Unit-I Reading Skill 2

#### 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. Note making

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 1

Composition Writing :

Essay Writing, Article writing, Story writing

### **Unit III Applied Writing Skills 2**

Report Writing:  
Newspaper

### **Unit IV Written Communication**

- 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

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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. Bomby.Orient Longman
5. Krishna Mohan & Meera Banerji. 2006, Developing Communication Skills. New Delhi. Macmillan
6. Thorat A R, 2000.Enrichinhg Your Competence in English Bomby.Chennai. Orient Longman
7. Narayanswami V R. 1993.Strengthen Your Writing. Madras. Orient Longman