

Rajarshi Shahu Mahavidyalaya (Autonomous), Latur

U G-B.VOC First Year (Semester-I)

Course Code-

Course Title – Practical English –I

Max. Marks: 60

Credits: 04

Lectures: 50

Total Lectures: 60

Practical: 10

Learning Objectives:

1. To enhance learner's communication skills by giving adequate exposure (use of language lab) in listening and speaking skills and the related sub-skills.
2. To create learner's confidence in oral and interpersonal communication by reinforcing the Basics of pronunciation.
3. 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 -1 Fundamental Of Speech and Basics Of Grammar

A) Phonetics

- 1) Sounds- vowels and consonants(44)
- 2) Stress: 1) 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?

- a) Definition
- b) Types of communication : i) Informal ii) 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

- a) Comprehension
- b) Précis Writing

Reference Books:

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*

Question Paper pattern
UG B.VOC First Year (Semester-I)
Course Code- Course Title –Practical English -I

Time: 3 Hrs.

Max Marks: 60

Note:

- i. Attempt all Questions.**
- ii. All questions carry equal marks.**
- iii. Draw neat diagrams and sketches wherever necessary.**

Q. 1. Short Answer questions (All Questions are Compulsory) 10x2=20 marks

Short answer type questions (Attempt Any Four out of Six) 4x5=20 marks

A. Long answer type questions (With internal choice) = 10 marks

Q.3.B. Read the Unseen passage and answer the questions. = 10marks

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(Autonomous)

U G-B.VOC First Year (Semester-II)

Course Code-

Course Title – Practical English -II

Max. Marks: 60

Total Lectures: 60

Lectures: 50

Credits: 04

Practical: 10

Learning Objectives:

1. To enhance learner's communication skills by giving adequate exposure (use of language lab) in speaking and Writing skills and the related sub-skills.
2. To create learner's confidence in oral and interpersonal communication by reinforcing the basics of pronunciation.
3. 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-1: Oral Communication

- 1) Telephonic Communication
- 2) Intercultural Communication

To be assessed through MCQ, short /long answer questions.

UNIT-2: Effective Communication

- 1) Interviews
- 2) Public Speaking/Speech
- 3) Oral Presentation

To be assessed through MCQ, short /long answer questions.

UNIT-3: Reading Skill

- 1) Reading Instructions and guidelines
- 2) Rules, Procedures and Service level agreements

To be assessed through MCQ, short /long answer questions.

UNIT-4: Writing Skill

- 1) Notice, Agenda and Minutes
- 2) Business letter and report writing
- 3) Memo writing and Resume writing

To be assessed through MCQ, short /long answer questions.

Reference Books:

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.

Question Paper pattern
UG B.VOC First Year (Semester-II)
Course Code-
Course Title – Practical English -II

Time: 3 Hrs.

Max Marks: 60

Note:

- i. Attempt all Questions.**
- ii. All questions carry equal marks.**
- iii. Draw neat diagrams and sketches wherever necessary.**

Q. 1. Short Answer questions (Any six out of Eight) 6x5 = 30 marks

Long answer type questions (With internal choice) = 10 marks
Long answer type questions (With internal choice) = 10 marks
Long answer type questions (With internal choice) = 10 marks

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