

SVKM's Mithibai College of Arts, Chauhan Institute of Science & Amrutben
Jivanlal College of Commerce & Economics (AUTONOMOUS)



Shri Vile Parle Kelavani Mandal's
**MITHIBAI COLLEGE OF ARTS, CHAUHAN INSTITUTE OF SCIENCE &
AMRUTBENN JIVANLAL COLLEGE OF COMMERCE AND ECONOMICS
(AUTONOMOUS)**

*NAAC Reaccredited 'A' grade, CGPA: 3.57 (February 2016),
Granted under RUSA, FIST-DST & -Star College Scheme of DBT, Government of India,
Best College (2016-17), University of Mumbai*

Affiliated to the
UNIVERSITY OF MUMBAI

Program: B.A.

Course: COMMUNICATION SKILLS

Semester I & II

**Choice Based Credit System (CBCS) with effect from the
Academic year 2018-19**

PROGRAMME SPECIFIC OUTCOMES (PSO'S)

On completion of the B.A- English, the learners should be enriched with knowledge and be able to-

- PSO 1:** the learners will have a thorough command over all the language-based skills and will have linguistic competence and effective communication skills required for employability.
- PSO 2:** They will be familiar with the conventions of diverse textual genres including fiction, non-fiction, poetry, autobiography, biography, graphic novel, memoir, film, drama and essays.
- PSO 3:** The learners will display keen ability to translate the conceptual knowledge into practical work in various professions
- PSO 4:** The learners will display sensitivity and understanding of various cultures other than the one that is native to the learners.
- PSO 5:** The learners will be able to engage in fruitful and enriching dialogue with other peers, critics, and intellectuals in the domain of literature.
- PSO 6:** The learners will be able to apply critical framework to the analysis of literary texts from any culture and carry out independent research which is a requisite for pursuing a postgraduate program in English.
- PSO 7:** The learners will display sensitivity towards multiculturalism and plurality of the society, better understanding of human nature and social behaviour and ability to function in a humane way in the society.

Preamble

UNESCO outlined the purpose of communication as “Communication maintains and animates life. It creates a common pool of ideas, strengthens the feeling of togetherness through exchange of message and translates thought into action.” Communication skills have evolved into one of the key factors in the wellbeing and growth of an individual. Professional success of an individual is also significantly impacted by the effectiveness of that person’s communication. This paper will focus on developing various communication skills of the learner like listening skills, report writing, public speaking, effective presentation, speaking skills, writing skills, and interacting skills. The paper will similarly help the learners to determine the right tools to use for professional communication and achieve proficiency in inter-personal and group communication.

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Evaluation Pattern for Semester I

The performance of the learner will be evaluated in two components. The first component will be a Continuous Assessment with a weightage of 25% of total marks per course. The second component will be a Semester end Examination with a weightage of 75% of the total marks per course. The allocation of marks for the Continuous Assessment and Semester end Examinations is as shown below:

a) Details of Continuous Assessment (CA)

25% of the total marks per course:

Continuous Assessment	Details	Marks
Component 1 (CA-1)	Presentation	15 marks
Component 2 (CA-2)	Assignments/Class Test	10 marks

b) Details of Semester End Examination for Semester I

75% of the total marks per course. Duration of examination will be two and half hours.

Question Number	Description	Marks	Total Marks
1.A.	Vocabulary	5	
1. B.	Phonetics	5	10
2. A.	Editing	5	
2. B.	Summarisation	5	10
3.	Comprehension	15	15
4.	Essay type based on short stories (Any 2 out of 3)	20	20
5. A.	Activity Report	10	10
5. B.	Investigative or Feasibility Report (1 out of 2)	10	10
Total Marks			75

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Approved by Vice –Principal

Approved by Principal

**SVKM's Mithibai College of Arts, Chauhan Institute of Science & Amrutben
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Program: B.A. (2020-21)				Semester: I	
Course: Communication Skills				Course Code: UAMACS101	
Teaching Scheme				Evaluation Scheme	
Lecture (Hours per week)	Practical (Hours per week)	Tutori al (Hours per week)	Credit	Continuous Assessment (CA) (Marks - 25)	Semester End Examinations (SEE) (Marks- 75 in Question Paper)
3	-	1	2	25	75
Learning Objectives:					
<ol style="list-style-type: none"> 1. To familiarize the learner with the functional aspects of language 2. To help the learner understand the significance of the potency of effective communication in professional world 3. To acquaint the learner with rapidly changing communication technology 4. To equip the learner with the range of lexical resource through a variety of exercises 5. To develop the learner's ability to communicate in English in the four primary skills of reading, writing, listening, and speaking 6. To enhance the learner's language proficiency by providing adequate exposure to reading and writing skills 					
Course Outcomes:					
After completion of the course, learners would be able to:					
CO1: Be equipped with a range of lexical resources for effective communication					
CO2: Develop ability to communicate proficiently in English in the four primary skills of reading, writing, listening, and speaking					
CO3: Build knowledge, skills, and judgment about human communication that facilitate his/her ability to work collaboratively with others					
CO4: Expand his/her inter-personal and group communication ability to meet the challenges of the professional world					
CO5: Apply knowledge of human communication and language processes as they occur in technology enabled communication					
Outline of Syllabus: (per session plan)					
Module	Description				No of Hours
1	Editing and Summarising				7.2
2	Comprehension				7.2
3	Short stories				7.2
4	Report Writing				7.2
	Total				29 hours and 10 min

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Unit	Topic	No. of Hours/Credits
Module 1	<p>Editing and Summarization</p> <ul style="list-style-type: none"> • Editing: <ul style="list-style-type: none"> ○ Heading/ Headlines/ Title/Use of Capital Letters ○ Punctuation: full stop, comma, colon, semi-colon, dash, ellipsis, exclamation, and question marks ○ Spelling ○ Substitution of words ○ Use of link words and other cohesive devices ○ Removing repetitive or redundant elements • Summarization <ul style="list-style-type: none"> ○ Discern the main/central idea of the passage ○ Identify the supporting ideas ○ Eliminate irrelevant or extraneous information ○ Integrate the relevant ideas in a precise and coherent manner 	<p>7 hours and 20 minutes 0.5 credits</p>
Module 2	<p>Comprehension (unseen passage)</p> <ul style="list-style-type: none"> • Reading with fluency and speed • Skimming and scanning • Identifying relevant information • Isolating fact from opinion • Understanding concepts and arguments • Identifying distinctive features of language • Expressing in clearly lucid language <p>(Passage should be of 500-750 words of Advanced level. The passage may be taken from scientific/technical writing, research papers, features, journalism, literature, management and commerce.)</p>	<p>7 hours and 20 minutes 0.5 credits</p>
Module 3	<p>Short Stories</p> <p>Students should be taught to read and interpret different aspects of creative writing and language along with the thematic understanding of the stories.</p> <p>a. A. J. Cronin's "Two Gentlemen of Verona"</p>	<p>7 hours and 20 minutes 0.5 credits</p>

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	<ul style="list-style-type: none"> b. Franz Kafka's "A Hunger Artist" c. Mrinal Pande's "Girls" 	
Module 4	Report Writing <ul style="list-style-type: none"> • Activity Report • Feasibility Report • Investigative Report 	7 hours and 20 minutes 0.5 credits
Tutorials	Assignments on <ul style="list-style-type: none"> o Vocabulary and Phonetics o Fundamentals of Grammar o Listening Exercises o Report Writing o Comprehension passages • Presentations by students either in group or individually based on the topics given by the faculty 	7 hours and 20 minutes CA evaluation

**SVKM's Mithibai College of Arts, Chauhan Institute of Science & Amrutben
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Evaluation Pattern for Semester II

The performance of the learner will be evaluated in two components. The first component will be a Continuous Assessment with a weightage of 25% of total marks per course. The second component will be a Semester end Examination with a weightage of 75% of the total marks per course. The allocation of marks for the Continuous Assessment and Semester end Examinations is as shown below:

a) Details of Continuous Assessment (CA)

25% of the total marks per course:

Continuous Assessment	Details	Marks
Component 1 (CA-1)	Presentation	15 marks
Component 2 (CA-2)	Assignments/Class Test	10 marks

b) Details of Semester End Examination for Semester II

75% of the total marks per course. Duration of examination will be two and half hours.

Question Number	Description	Marks	Total Marks
1	Essay type questions based on the essays (Any 2 out of 3)	20	20
2.	Essay type questions based on poems (Any 2 out of 3)	20	20
3.	Job Application and Resume	20	20
4.	Letter writing: (Any 2 out of 3) RTI, Grievance Letter and SOP	10	10
3.	Essay or Blog writing (1 out of 2) (500 words)	15	15
Total Marks			75

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Jivanlal College of Commerce & Economics (AUTONOMOUS)**

Program: B.A. (2020-21)				Semester: II	
Course: Communication Skills				Course Code: UAMACS201	
Teaching Scheme				Evaluation Scheme	
Lecture (Hours per week)	Practical (Hours per week)	Tutori al (Hours per week)	Credit	Continuous Assessment (CA) (Marks - 25)	Semester End Examinations (SEE) (Marks- 75 in Question Paper)
3	-	1	2	25	75
Outline of Syllabus: (per session plan)					
Module	Description				No of Hours
1	Essays				7.2
2	Poems				7.2
3	Writing Skills (Formal Correspondence)				7.2
4	Writing Skills				7.2
	Total				29 hours and 10 min

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Unit	Topic	No. of Hours/Credits
Module 1	<p>Essays: This unit has to be taught with special focus on the features of essay writing and building up of arguments/ narration along with the concentration on the thematic aspects of the essays.</p> <ul style="list-style-type: none"> • Amitav Ghosh: Abridged Version of “The Town by the Sea” • Bertrand Russell: Excerpts from “How to Escape from Intellectual Rubbish” <ul style="list-style-type: none"> ○ Chimamanda Ngozi Adichie: Excerpt from “We Should All be Feminists” 	<p>7 hours and 20 minutes 0.5 credits</p>
Module 2	<p>Poems</p> <ul style="list-style-type: none"> • Emily Dickinson: “Because I Could not Stop for Death” • W.H. Auden: “Funeral Blues” • Wole Soyinka: “Telephone Conversation” • Ted Hughes: “Jaguar” • Kamala Das: “An Introduction” 	<p>7 hours and 20 minutes 0.5 credits</p>
Module 3	<p>Writing Skills (Formal Correspondence)</p> <ul style="list-style-type: none"> • Job Application Letter with Resume • Statement of Purpose • Grievance Redressal Letter • Request for information under Right to Information Act (RTI) 	<p>7 hours and 20 minutes 0.5 credits</p>
Module 4	<p>Writing Skills</p> <ul style="list-style-type: none"> • Essay Writing: Argumentative, Descriptive, Persuasive, Comparative • Blogging: fashion, travel, food, culture, personal blogs 	<p>7 hours and 20 minutes 0.5 credits</p>
Tutorials	<ul style="list-style-type: none"> • Group Discussions, Mock Interviews • Speech, Book Reviews, Blog Writing 	<p>7 hours and 20 minutes CA evaluation</p>

	<ul style="list-style-type: none">• Presentations by students either in group or individually based on the soft skills and professional etiquette	
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Suggested Readings

1. Bellare, Nirmala. Reading Strategies. Vols. 1 and 2. New Delhi. Oxford University Press, 1998.
2. Bhasker, W. W. S & Prabhu, N. S.: English through Reading, Vols. 1 and 2. Macmillan, 1975.
3. Blass, Laurie, Kathy Block and Hannah Friesan. Creating Meaning. Oxford: OUP, 2007.
4. Brown, Ralph: Making Business Writing Happen: A Simple and Effective Guide to Writing Well. Sydney: Allen and Unwin, 2004.
5. Buscemi, Santi and Charlotte Smith, 75 Readings Plus. Second Edition New York: McGraw-Hill, 1994.
6. Doff, Adrian and Christopher Jones. Language in Use (Intermediate and Upper Intermediate). Cambridge: CUP, 2004.
7. Doughty, P. P., Thornton, J. G, Language in Use. London: Edward Arrol, 1973.
8. Freeman, Sarah: Written Communication. New Delhi: Orient Longman, 1977.
9. Glendinning, Eric H. and Beverley Holmstrom. Second edition. Study Reading: A Course in Reading Skills for Academic Purposes. Cambridge: CUP, 2004
10. Grellet, F. Developing Reading Skills, Cambridge: Cambridge University Press, 1981.
11. Hamp-Lyons, Liz and Ben Heasley. Second edition. Study Writing: A Course in Writing Skills for Academic Purposes. Cambridge: CUP, 2006
12. Jakeman, Vanessa and Clare McDowell. Cambridge Practice Test for IELTS 1. Cambridge: CUP, 1996.
13. Maley, Alan and Alan Duff. Second Edition. Drama Techniques in Language Learning. Cambridge: CUP, 1983.
14. Mohan Krishna & Banerji, Meera: Developing Communication Skills. New Delhi: Macmillan India, 1990.
15. Mohan Krishna & Singh, N. P. Speaking English Effectively. New Delhi: Macmillan India, 1995.
16. Nair, Bhaskaran P., Geetha Rajeevan and G. Radhakrishnan Pillai. Reflections I: an anthology of prose, poetry, drama and fiction. New Delhi: Cambridge University Press, 2008.
16. Narayanaswami, V. R. Organised Writing, Book 2. New Delhi: Orient Longman.
17. Reading & Thinking in English, Four volumes, (vol. 1 for the lowest level, vol. 4 for the highest level). The British Council Oxford University Press, 1979-1981.
18. Sasikumar, V., Kiranmai Dutt and Geetha Rajeevan. A Course in Listening and Speaking I & II. New Delhi: Foundation Books, Cambridge House, 2006.
19. Savage, Alice, et al. Effective Academic Writing. Oxford: OUP, 2005.
20. Widdowson, H. G.: English in Focus. English for Social Sciences. Oxford University Press.

Webliography:

- 1) <http://www.onestopenglish.com>
- 2) www.britishcouncil.org/learning-learn-english.htm
- 3) <http://www.teachingenglish.org.uk>
- 4) <http://www.usingenglish.com/>

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- 5) Technical writing PDF (David McMurrey)
- 6) <http://www.bbc.co.uk/>
- 7) <http://www.pearsoned.co.uk/AboutUs/ELT/>
- 8) <http://www.howisay.com/>
- 9) <http://www.thefreedictionary.com/>



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Best College (2016-17), University of Mumbai*

Affiliated to the
UNIVERSITY OF MUMBAI

Program: B.A.

Course: Introduction to Literature

Semester I & II

**Choice Based Credit System (CBCS) with effect from the
Academic year 2018-19**

PROGRAMME SPECIFIC OUTCOMES (PSO'S)

On completion of the B.A English, the learners should be enriched with knowledge and be able to-

- PSO 1:** the learners will have a thorough command over all the language-based skills and will have linguistic competence and effective communication skills required for employability.
- PSO 2:** They will be familiar with the conventions of diverse textual genres including fiction, non-fiction, poetry, autobiography, biography, graphic novel, memoir, film, drama and essays.
- PSO 3:** The learners will display keen ability to translate the conceptual knowledge into practical work in various professions
- PSO 4:** The learners will display sensitivity and understanding of various cultures other than the one that is native to the learners.
- PSO 5:** The learners will be able to engage in fruitful and enriching dialogue with other peers, critics, and intellectuals in the domain of literature.
- PSO 6:** The learners will be able to apply critical framework to the analysis of literary texts from any culture and carry out independent research which is a requisite for pursuing a postgraduate program in English.
- PSO 7:** The learners will display sensitivity towards multiculturalism and plurality of the society, better understanding of human nature and social behaviour and ability to function in a humane way in the society.

Preamble

Great works of literature treat timeless themes that resonate with readers across centuries. The human condition remains fundamentally the same today as it was when the printed word was first produced. The study of literature is vital to our understanding of ourselves and our world. All literature does, to a significant extent, address both questions in diverse ways. The answers derived help us understand our identities and purposes in this life. This paper introduces literature to the learners through exposure to all major genres of literature viz. Novel, Drama, Poetry and Short Story. The paper also equips the student to better understand the distinct sub-genres that exists under each genre. This paper exposes students to writings from countries like England, America other than India, thus unveiling the cultural contexts of these nations.

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Evaluation Pattern

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c) Details of Continuous Assessment (CA)

25% of the total marks per course:

Continuous Assessment	Details	Marks
Component 1 (CA-1)	Presentation	15 marks
Component 2 (CA-2)	Assignments/Class Test	10 marks

d) Details of Semester End Examination

75% of the total marks per course. Duration of examination will be two and half hours.

Question Number	Description	Marks	Total Marks
1.A.	Short notes (1 out of 3) from Section A Unit 1	7.5	
1. B.	Short notes (1 out of 3) from Section B Unit 1	7.5	15
2.	Essay on Unit 2. (1 out of 2)	15	15
3.	Essay on Unit 3 (1 out of 2)	15	15
4.	Short notes on Unit 2 (2 out of 4)	15	15
5.	Short notes on Unit 3 (2 out of 4)	15	15
Total Marks			75

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**SVKM's Mithibai College of Arts, Chauhan Institute of Science & Amrutben
Jivanlal College of Commerce & Economics (AUTONOMOUS)**

Program: B.A. (2020-21)				Semester: I	
Course: Introduction to Literature - I				Course Code: UAMAENG101	
Teaching Scheme			Evaluation Scheme		
Lecture (Hours per week)	Practical (Hours per week)	Tutori al (Hours per week)	Credit	Continuous Assessment (CA) (Marks - 25)	Semester End Examinations (SEE) (Marks- 75 in Question Paper)
4	-	-	3	25	75
Learning Objectives:					
<ol style="list-style-type: none"> 1. To acquaint students with the characteristics of various literary genres 2. To develop analytical skills and critical thinking through close reading of literary texts 3. To cultivate appreciation of language as an artistic medium and to help them understand the importance of forms, elements and style that shape literary works 4. To enable students to understand that literature is an expression of human values within a historical and social context 					
Course Outcomes:					
After completion of the course, learners would be able to:					
CO1: to situate the socio-cultural context of the works of literature					
CO2: develop the abilities to write clearly, coherently, and effectively about various genres of literatures					
CO3: to develop ability to critically appreciate various works of literature					
CO4: to have increased sensitivity towards nature and fellow human beings					
Outline of Syllabus: (per session plan)					
Module	Description				No of Hours
1	Terms				16
2	Short Stories				16
3	Novel				16
	Total				48

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Unit	Topic	No. of Hours/Credits
Module 1	Terms Section A - Elements of Novel and Short Story: Plot, Character, Setting, Narrative, Theme and Point of View Section B - Types of Novel: Bildungsroman, Picaresque, Epistolary, Stream-of-Consciousness, Novel of Social Reality, Psychological Novel, Historical Novel, Science Fiction, Gothic Novel and Graphic Novel	16 hours 1 credit
Module 2	Short Stories <ul style="list-style-type: none"> • O' Henry: 'The Last Leaf' • H. H. Munro: 'The Open Window' • Oscar Wilde: 'The Nightingale and the Rose' • Edgar Allen Poe: 'The Tell-tale Heart' • Katherine Mansfield: 'The Doll's House' • Kate Chopin: 'The Story of an Hour' 	16 hours 1.5 credits
Module 3	Novel Chitra Banarjee Divakaruni's <i>The Palace of Illusions</i>	16 hours 1.5 credits

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Program: B.A. (2020-21)				Semester: II	
Course: Introduction to Literature				Course Code: UAMAENG201	
Teaching Scheme			Evaluation Scheme		
Lecture (Hours per week)	Practical (Hours per week)	Tutori al (Hours per week)	Credit	Continuous Assessment (CA) (Marks - 25)	Semester End Examinations (SEE) (Marks- 75 in Question Paper)
4	-	-	3	25	75

Outline of Syllabus: (per session plan)		
Module	Description	No of Hours
1	Terms	16
2	Poetry	16
3	Drama	16
	Total	48

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Unit	Topic	No. of Hours/Credits
Module 1	Terms Section A - Types of Verse: Lyric, Elegy, Dramatic Monologue, Sonnet, Ballad, Epic, Satire, Ode Section B - Types of Drama: Tragedy, Comedy, Farce, Melodrama, Verse Drama, Historical	16 hours 1 credit
Module 2	Poems <ul style="list-style-type: none"> • Sonnet – William Shakespeare: ‘Sonnet I: From fairest creature we desire increase’ • Satire – Nissim Ezekiel: ‘Goodbye Party for Miss. Pushpa T.S.’ • Ode – John Keats: ‘Ode to Grecian Urn’ • Ballad – Vikram Seth: ‘The Frog and the Nightingale’ • Dramatic Monologue – Robert Browning: ‘The Last Ride’ • Lyric – Robert Frost: ‘Stopping by the Woods on a Snowy Evening’ 	16 hours 1.5 credits
Module 3	Drama Girish Karnad’s <i>Tughlaq</i>	16 hours 1.5 credits

Suggested Readings

1. Abrams, M.H. Glossary of Literary Terms. India, Macmillan Publishers, 2000. Albert, E. History of English Literature, India, Oxford University Press, 2009. Athenian Society. Drama, Its History, England, Nabu Press, 2012.
2. Auger, Peter. The Anthem Glossary of Literary Terms and Theory, India, Anthem Press, 2011.
3. Brooks, Cleanth and Warren, Robert Penn. Understanding Fiction, Printice Hall. Bennett, Andrew and Nicholas Royle. Introduction to Literature Criticism and Theory. Great Britain: Pearson Education Limited, 2004.
4. Cavanagh, Dermot Alan Gillis, Michelle Keown, James Loxley and Randall Stevenson (Ed). The Edinburgh Introduction to Studying Literature. Edinburgh: Edinburgh University Press, 2010.
5. Chakrabarti, Piyas. Anthem Dictionary of Literary Terms and Theory. Delhi: Anthem Press, 2006.

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6. Edmond Gore and Alexander Holmes. What is Poetry? England, Nabu Press, 2010.
Ford, Boris. The Pelican Guide to English Literature, Volume I to X
7. Forster , E M. Aspects of the Novel,(1954) London: Rosetta Books, 2002.
8. Fowler, Roger. (Ed.). A Dictionary of Modern Critical Terms. (Rev.Ed.) London: Routledge & Kegan Paul, 1987.
9. Gibson Arthur. What is Literature, Peter Lang Pub Inc, 2007.
10. Hudson, W.H., 2011, An Outline History of English Literature, India, G K Publishers Pvt. Ltd
11. McKeon, Michael. Theory of the Novel: A Historical Approach. Baltimore : John Hopkins University Press, 2000.
12. Prasad, B. . Background of the Study of English Literature, Chennai, Macmillan, 1999.
13. Rees, R.J. English Literature : An Introduction to Foreign Readers, New Delhi: Macmillan, 1982.