

**Rayat Shikshan Sanstha's
Yashavantrao Chavan Institute of Science,
Satara (Autonomous)
Lead College,
Karmaveer Bhaurao Patil University, Satara**

Department of English

Ability Enhancement Course

English for Communication

Syllabus

w.e.f. 2024

(NEP 2020)

1. **TITLE** : English for Communication
2. **YEAR OF IMPLEMENTATION** : 2024-2025
3. **CLASS** : B.Sc. II
4. **DURATION** : One Year
5. **MEDIUM OF INSTRUCTION** : English

Division of Teaching:- 4 Units= 30 Contact hours (2 Credit)

<h1>English For Communication</h1>		
Course Code : B*TAEC 1 English for communication Paper I		
Course Objectives: Students should be able to ...		
<ol style="list-style-type: none"> 1. understand basics of communication. 2. study the reading strategies for fast reading. 3. learn the note making and note taking skills. 4. know the comprehension skills. 		
Credits (2)	Title	No. of hours (30)
Unit I	Introduction to Communication Skills	8
	1.1 Definition 1.2 Process of communication 1.3 Elements 1.4 Types of communication 1.5 Barriers of communication 1.6 Good communication gateways: 7c's of communication	
Unit II	Reading Skills	8
	2.1 Definition 2.2 Scheming and scanning techniques, 2.3 Effective strategies for reading 2.4 Reading material: 2.4.1 Tree by Kalpana Chitnis 2.4.2 Facebook is making us miserable by Daniel Gulati	
Unit III	Writing Skills	7
	3.1 Writing process 3.2 Note Making 3.2 Note Taking	
Unit IV	Comprehension Skills	7
	4.1 Definition, 4.2 Types, 4.3 Strategies 4.4 Summarising 4.5 Paragraphs for Comprehension	

Course Outcomes:

After completion of the course the students will be able to:

1. apply techniques to improve communication.
2. use the reading strategies for fast reading.
3. identify the note making and note taking skills.
4. enhance the comprehension skills.

References:

1. Aggarwal Shalini, *Essential Communication Skills*, Ane Books Pvt. Ltd. New Delhi, first edition 2009
2. Dutt P. Kiramani, Rajeevan Geetha, *Basic Communication Skills*, Cambridge University Press India Pvt. Ltd. New Delhi, 2007 First, reprint 2010
3. Kumar Sanjay, Pushp Lata, *Communication Skills*, Oxford University Press, New Delhi , 2018 First Edition
4. Inthira S.R. and Saraswath V. *Enrich Your English*, OUP, New Delhi 1997.
5. Lester Mark, Tata MC Grew, *Handbook of English Grammar and Usage*, Hill Publishing Company: New Delhi ,2018
6. Pearson, *Business English, Language, Literature and Creativity*, Orient Blackswan, 2013.
7. Thomson and Marlinet, *A Practical English Grammar*, OUP ,New Delhi 1960
8. Turton, N.D. and Heaton J.B., *Longman Dictionary of Common Errors*, Longman, 1998.
9. Wood John East, *Oxford Practice Grammar*. O.U.P-1999- Second Edition

Division of Teaching :- 4 Units= 30 Contact hours (2 Credit)

Course Code: B*TAEC 3 English for Communication Paper II**Course Objectives:**

Students should be able to ...

1. learn the language skills
2. understand expansion of an idea
3. study the various methods of professional communication
4. explore the strategies for effective conversation

Credits (2)	Title	No. of hours (30)
Unit I	Language Skills	7
	1.1 Word building 1.2 Grammar 1.3 Language and style	
Unit II	Expansion of an Idea	7
	2.2 Definition, 2.3 Sentence building 2.4 Paragraph writing 2.5 Expansion of an idea	
Unit III	Professional Communication	8

	3.1 Definition 3.2 Professional communication 3.3 Report writing 3.4 Letter writing	
Unit IV	Conversation Skills	8
	4.1 Art of conversation 4.2 Manners and Etiquettes 4.3 Telephonic communication 4.4 Professional conversation	

Course outcomes:

Students will be able to....

1. identify the language skills
2. expand an idea
3. use the various methods for effective professional communication
4. analyse the strategies for effective conversation

References:

- Sanjay Kumar and Pushp Latha. *Communication Skills* New Delhi: OUP, 2012.
- Farhathullah, T.M. *English for Business Communication* , Bangalore: Prism Publishers, 2009
- Bikram K Das *Functional Grammar and Spoken and Written Communication in English*. Kolkata: Orient Blackswan, 2011.
- Kiranmai Dutt, P et al. *A Course in Communication Skills*. New Delhi: CUP India , 2011.
- Krishnaswamy, N. *Modern English – A Book of Grammar, Vocabulary and Usage* New Delhi: Macmillan India Pvt. Ltd, 2000.

Internet resources:

1. <https://www.linkedin.com/pulse/5-ai-tools-change-way-you-communicate-james-lusk/>
2. <https://www.grammarly.com/business/learn/ai-tools-for-business/>
3. <https://pakwired.com/5-business-communication-ai-tools/>
4. <https://timesofindia.indiatimes.com/blogs/voices/what-are-the-benefits-of-implementing-ai-based-communication-tools-for-your-business/>

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Department of English

Modern Indian Languages Course

Syllabus

w.e.f. 2024

(NEP 2020)

1. **TITLE** : Modern Indian Languages
2. **YEAR OF IMPLEMENTATION** : 2024-2025
3. **CLASS** : B.Sc. II
4. **DURATION** : One Year
5. **MEDIUM OF INSTRUCTION** : English

Division of Teaching:- 4 Units= 30 Contact hours (2 Credit)

English Translation of Literature in Modern Indian Languages- Paper I

Course Code : B*TAEC 2

Course Objectives:

Students should be able to ...

1. understand the basics of Indian languages
2. explore the history of modern Indian languages
3. learn the literature in modern Indian languages
4. study the role of translation in literature in modern Indian languages

Credits (2)	Title	No. of hours (30)
Unit I	Introduction to Indian Languages	8
	1.1 Definition 1.2 Language families 1.3 Writing system	
Unit II	Modern Indian Languages	8
	2.1 Definition 2.2 Modern Indian Languages	
Unit III	Literature in Modern Indian Languages	7
	2.1 Definition 2.2 Features of literature in Modern Indian languages 2.3 Trends in literature in Modern Indian Languages	
Unit IV	Role of English translation in literature in Modern Indian languages	7
	4.1 Concept of translation 4.2 Types 4.3 Challenges of translation 4.4 Translation and literature in Modern Indian Languages	

Course Outcomes:

After completion of the course the students will be able to:

- comprehend the basics of Indian languages
- analyse the history of modern Indian languages
- identify the literature in modern Indian languages
- distinguish the role of translation in literature in modern Indian languages

References:

1. Banarjee Gangadhar, *Translation and Re –Translation*, Books Way, Kolkatta 2020
2. Dr. Hossain Akram, *Modern Indian Writing in English Translation* Kalyani University, Semester - V
3. Iyengar K. R. Srinivasa, *Indian Writing in English*, Sterling Publications Private Limited, 2019
4. Peggy Mohan, *Wanderers, Kings, Merchants: The Story of India through its Languages*, Penguin Random House India , 2021
5. Kapase Dhananjay, *MODERN INDIAN WRITING IN ENGLISH TRANSLATION: A Multilingual Anthology (Worldview Critical Editions)*, Worldview Publications, 2016
6. Mukherjee Sujit, *Modern Indian Language in English Translation*, Sahitya Academy, New Delhi, 1972

Division of Teaching:- 4 Units= 30 Contact hours (2 Credit)

Course Code: B*TAEC-4 English Translation of Literature in Modern Indian Languages - Paper II

Course Objectives:

Students should be able to ...

1. understand the non-fiction in Modern Indian Languages
2. explore the poetry in Modern Indian Languages.
3. learn the short story in Modern Indian Languages.
4. study the drama in Modern Indian Languages.

Credits (2)	Title	No. of hours (30)
Unit I	Non-fiction in Modern Indian Languages	7
	1.1 Introduction 1.2 Trends 1.3 Literary text	
Unit II	Poetry in Modern Indian Languages	7
	2.1- Introduction 2.2- Trends 2.3- Five poems by Amruta Pritam	
Unit III	Short story in Modern Indian Languages	8
	3.1-Introduction 3.2-Trends 3.3-Gold from the grave- Anna Bhau Sathe	
Unit IV	Drama in Modern Indian languages	8
	4.1-Introduction 4.2- Trends	

Course outcomes:

Students will be able to....

1. comprehend the non-fiction in Modern Indian Languages
2. analyse the poetry in Modern Indian Languages.
3. Identify the short story in Modern Indian Languages.
4. distinguish the drama in Modern Indian Languages.

References:

1. Amrita Pritam-A Discussion of Her Five Poems, Poemhunter.com-The World's Poetry Archive, 2012.
2. Karand Girish, Hayavadana, Oxford University Press,1975.
3. Karand Girish, Three Plays: Naga-Mandala; Hayavadana; Tughlaq. Oxford University Press, 1996. ISBN 0-19-563765-8.
4. Kapase Dhananjay, MODERN INDIAN WRITING IN ENGLISH TRANSLATION: A Multilingual Anthology (Worldview Critical Editions), Worldview Publications, 2016
5. Mukherjee Sujit, *Modern Indian Language in English Translation*, Sahitya Academy, New Delhi, 1972

Internet sources :

- <https://www.writersworkshopindia.com>
<https://www.poemhunter.com>
<https://www.insaneowl.com>