

AC-20/05/2025

Item No.- 5.45 (N)

Sem-IV 5(a)

As Per NEP 2020

University of Mumbai



Syllabus for Basket of AEC	
Board of Studies in English	
UG First Year B.sc Programme	
Semester	IV
Title of Paper	Credits
Introduction to Communication Skills in English II	2
From the Academic Year	2025-2026

Sr. No.	Heading	Particulars
1	Description of the course: Including but Not limited to:	Introduction to Communication Skills in English II Effective academic communication skills are essential for success in scholarly pursuits. In the academic realm, proficiency extends beyond verbal articulation to encompass precise and coherent written expression. Students are not only required to engage in thoughtful discussions and articulate complex ideas verbally but must also demonstrate their understanding through well-crafted written assignments, and presentations. Academic communication involves the mastery of scholarly conventions, such as adherence to academic writing styles, and the ability to engage in dialogue with peers and scholars. It encompasses the skillful navigation of academic discourse, fostering an environment where ideas are shared, challenged, and refined. Developing strong academic communication skills empower individuals to contribute meaningfully to intellectual conversations, enriching both their academic journey and the broader scholarly community. This course with its 30:20 pattern will also help in accomplishing this goal. The course is aimed at honing their cognitive, analytical, linguistic and creative skills. It is hoped that by the end of the academic year, the learners will have developed confidence in using the English language both for oral and written communication as well as develop interest in enhancing these skills later on.
2	Vertical:	AEC (Ability Enhancement Course)
3	Type:	Theory
4	Credit:	2 credits (1credit=15Hours for Theory in a semester)
5	Hours Allotted:	30 Hours
6	Marks Allotted:	50 Marks
7	Course Objectives:	1. To cultivate a comprehensive understanding of English Usage in Communication 2. To enhance reading proficiency with a diverse range of written texts with different genres and styles of written communication. 3. To help learners with better comprehension of a variety of oral texts by inculcating listening skills through practical exercises. 4. To train learners in group discussion and interview skills 5. To provide practical experience in formal and creative writing.

8 Course Outcomes:

At the end of the course the learner is able to:

- Demonstrate an understanding of English Usage in Communication
- Exhibit the ability to Read a variety of written text using subskills such as analyzing and interpreting text.
- Show competence in comprehending a variety of oral texts.
- Actively participate in group discussion, and research and prepare for the interview effectively
- Display advanced formal (email writing, report writing) and creative writing skills.

9 Modules: -

Module1:(15 Lectures)

A) English Usage in Communication

- Appropriacy in the Use of English
- Distinction between American English and British English
- Indianism and Indian English
- Elevator Pitch
- Modes and Types of Interview

B) Enhancing Reading Competencies:

- Augmenting active vocabulary
- Understanding relations between parts of a text
- Understanding concepts and arguments,
- Developing skills in analysis and interpretation
- Rewriting a passage from a defined perspective
- Reading critically (presenting a reasoned argument that evaluates and analyses what you have read)

A variety of passages of 200-250 words may be taken such as extracts from academic texts literary texts, magazines, newspapers, reports, documents. The passages should have complex text type, function and lexis. The learners may be encouraged to gather meaning contextually or by referring to offline and online sources such as dictionary, thesaurus, and encyclopedia.

C) Listening Skills

- Predicting content and guessing meaning
- Making inferences from the audio-visual text
- Listening for opinion/argument/counter-arguments etc.

	• Taking notes A variety of relevant audio/visual texts as samples may be drawn from various sources. Listening skills in English should be developed through various activities along with the practice done while teaching in the class.
	Module2: (15 Lectures)
	A. Group Discussion • Formal and informal discussion • Elements of group discussion • Using appropriate language: Initiating, seeking and giving opinions, suggesting, responding to a suggestion, agreeing, disagreeing, interrupting, requesting, clarifying, summing up • Types of discussion: Giving and sharing opinions of a given topic, making decisions, problem solving (case study) B. Interview Skills • Attending an Interview (Job/Entrance): Researching the organization, reviewing career-profile and your bio-data, preparing for standard questions, Responding to questions • Analyzing Interviews Students can be tested on forming actual interview frameworks including questions. Teachers must form the groups and conduct actual interviews involving full strength of students. C. Writing Skills: • Emails: applying for admission, accepting and joining (academic institution), Cancelling admission, registering a complaint • Report Writing: Activity/Event report, Academic Report • Creative Writing: Personal Essay, Memoir, Short Speech on the given occasion/ event, Story writing
10	Text Books: N.A.
11	References: • Bellare, Nirmala. <i>Reading & Study Strategies</i>. Books. 1 and 2. Oxford University Press, 1997, 1998 • Bellare, Nirmala. <i>Easy Steps to Summary Writing and Note-Making</i>. Amazon Kindle Edition, 2020 • Comfort, Jeremy, et al. <i>Speaking Effectively: Developing Speaking Skills for Business English</i>. Cambridge University Press, 1994.

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- Raman, Meenakshi, and Singh, Prakash. *Business Communication*. India, Oxford University Press, 2006.
- Richards, Jack C., and Chuck Sandy. *Passages Level 2 Student's Book*. Cambridge University Press, 2014.
- Sadanand, Kamlesh & S. Punitha. *Spoken English: A Foundation Course*. (Part 1 & 2). Orient Blackswan. 2009.
- Sasikumar, V., et al. *A Course in Listening & Speaking I*. 2005. Cambridge University Press India Pvt. Ltd. (under the Foundation Books Imprint), 2010
- Savage, Alice, et al *Effective Academic Writing*. Oxford: OUP, 2005
- Sethi, J. *Standard English and Indian usage: Vocabulary and grammar*. PHI Learning Pvt. Ltd., 2011.
- Taylor, Grant. *English Conversation Practice*. 1967. Tata McGraw-Hill, 2013
- Turton, Nigel D. *A B C of Common Grammatical Errors*. 1995. Macmillan India Ltd., 1996
- Vas, Gratian. *English Grammar for Everyone*. Mumbai, Shree Book Centre, 2015
- Watson, T. *Reading Comprehension Skills and Strategies: Level 6*. Saddleback Educational Publishing, 2002

Web link Resources:

1. A rendezvous with Simi Garewal: Ratan Tata:

<https://www.youtube.com/watch?v=ozetTgOHu78&t=510s> Here Ratan Tata discusses his personal life, his expectations, his experience as a CEO of Tata and sons.

2. A rendezvous with Simi Garewal: Kiran Bedi: <https://youtu.be/vX2NyKvEAXQ> In this video, Kiran Bedi shares her daring adventures, her field, her passion for career with Simi Garewal.

3. In Conversation: Rajiv Mehrotra with J.R.D.Tata: <https://youtu.be/68otfg601HI> J. R. D. Tata discloses his dream of India, his experiences with Pandit Nehru, Mahatma Gandhi, Sardar Patel and his contribution to modern India.

4. The Tharoor Guide To Indian English: <https://youtu.be/NsyI9LIXbFM> Shashi Tharoor talks of new words like “defenstrate”, “brinjol”; talks about Indian English, ethnicity and so on.

5. Dr. A.P.J Abdul Kalam on Discovery, invention and innovation: <https://youtu.be/9CKCfiX3u00> Dr. Kalam addresses IIT Delhi students.

6. Malala Yousafzai’s speech on the occasion of her Nobel Peace Prize (2014) on education: <https://youtu.be/c2DHZlkUI6s>

7. Kailash Satyarthi’s speech on the occasion of Nobel Peace Prize(2014) on the innocence of children; he gives voice to voiceless in his speech: https://youtu.be/wt0LSCEuc_M

8. Speech by Mr. Ratan Tata: <https://youtu.be/m7-tKX7aZXM>

9. “I Have a Dream” speech by Martin Luther King Jr. HD (subtitled) <https://www.youtube.com/watch?v=vP4iY1TtS3s> “I Have a Dream” is a public speech that was delivered by American civil rights activist Martin Luther King Jr. during the March on Washington for Jobs and Freedom on August 28, 1963, in which he called for civil and economic rights and an end to racism in the United States.

10. Speech by Emma Watson on Gender Equality : <https://youtu.be/nIwU-9ZTTJc> 11. Imaginative science video: Could humans live in underwater cities?

<https://youtu.be/GUGtU7li1yk>

12. A conversation about household appliances: <https://youtu.be/rAPl0fSborU> 13. Video on psychology: Why do we dream? <https://youtu.be/2W85Dwxx218>

14. Video on space: Solar system 101: <https://youtu.be/libKVRa01L8>

15. Video on evolution: How Apocalypses paved the way for Humans <https://youtu.be/libKVRa01L8> 16. Video on biology: Why Bats Aren't as Scary as You Think https://youtu.be/D6e_qh3YRPs

17. Video on social media: What is a social media influencer? <https://youtu.be/39A3og7enz8>

18. Tips on communication (TED Talk): The Secrets of Learning a New Language https://youtu.be/o_XVt5rdpFY

	19. Expressing opinions: If Cinderella Were a Guy: https://youtu.be/p4OyCNctKXg 20. Telling stories without words: Partly Cloudy https://youtu.be/ix13P9NqBjo 21. Telling stories without words: Tree of Unity https://youtu.be/sAo41Gyl6hY 17 22. Bonding over the Radio: A special storytelling series by the much loved author Ruskin Bond: akashvani air https://youtu.be/oxf60BIR2Q4 https://youtu.be/ISX7rUOJOms https://youtu.be/rrC_s0XPXKI https://youtu.be/FUML3q1ncF0 https://youtu.be/3by_ninqRzg 23. Video on the English language: Where did English come from? https://youtu.be/YEaSxhcns7Y 24. Video on biology: The science of skin colour: https://youtu.be/r4c2NT4naQ 25. Video on advertising: The Science of Persuasion https://youtu.be/cFdCzN7RYbw 26. "The Happy Prince" Oscar Wilde Michael Mills Classic Animated Short 1974 https://www.youtube.com/watch?v=q3RZh1yaqxM Learners may be encouraged to watch animated stories such as this one and questions asked later on.	
12	Internal Continuous Assessment: 40%	Semester End Examination: 60%
13	Continuous Evaluation through: - Performance in activities on Module 2 A & B during lectures: (10 marks) The class may be divided into batches to participate in Group Discussion and mock interview by creating formal schedule for the same before the semester End Examination. - Participation in classes during lectures: (05 marks) (Learners' response during the teaching and the tasks involving Listening skills (Module 1 C) will be assessed) - Overall attendance in lectures (05 marks) (Percentage of learners' attendance in class to be considered)	
14	Format of Question Paper: for the final examination Q.1. Short Notes on Module 1 A (2 out of 4) 10 Marks Q.2. Unseen Passage (200-250 words) (Module 1 B) 10 Marks Q.3 Writing Skills on Module 2 C – Writing an email or a Report or Creative Writing 10 Marks	

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