

Sudhagad Education Society's  
 Sheth J.N. Paliwala Commerce College, Science & Arts College Pali, Dist – Raigad  
 Department of English  
 Syllabus Planning 2023-24  
 Prof. Dr. Jalindar Ajinath Kalkute  
**Class-F.Y.B.A Subject:English**  
**Semester I**

Unit	Topics/Subtopics	Lectures Allotted	Lectures Available	Duration of Lectures	Remark
I	<b>Introduction to communication skills</b> <ul style="list-style-type: none"> <li>•English as An international language and varieties of English</li> <li>•Significance and Ways of effective communication in English</li> <li>•Listening for Academic and professional Development</li> <li>•Formal and Informal communication in spoken English</li> <li>•Reading for Different purposes</li> <li>•Features of Effective Writing Skills</li> <li>•Study Skills in English</li> </ul>	(15L)	(15L)	July	Completed

II	<b>Developing Comprehension Skills in English</b> <p><b>A. Reading skills</b></p> <ul style="list-style-type: none"> <li>•Scanning a text for information</li> <li>• skimming a passage to look for Main Ideas, Understanding Text Type</li> <li>•Guessing Meaning of An Expression(word/Phrase/Clause)</li> <li>•Building Inference Skills</li> <li>•Understanding Language Structure (such as Subject verb Agreement, voice, Direct and Reported speech)</li> <li>•Note Making</li> <li>• summarising</li> </ul> <p><b>B. Listening Skills</b></p> <ul style="list-style-type: none"> <li>•listening for Main Ideas/Gist</li> <li>• listening for Detail</li> <li>•Listening for Text Organisation Features</li> <li>•Listening for Tone, Accent, Style and Register</li> <li>•Predicting Content and guessing Meaning</li> </ul>	15L	15L	August	Completed
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	<ul style="list-style-type: none"> <li>• Making Inferences from the Audio- Visual Text</li> <li>• Listening for Opinion/Argument/Counter-Arguments, etc</li> <li>• Taking Notes</li> </ul>				
III	<p><b>Speaking skills in English</b></p> <p><b>A. Public Speaking English</b></p> <ul style="list-style-type: none"> <li>• Introduction</li> <li>• Characteristics of An Effective Speech</li> <li>• Analysis of Model Speeches</li> <li>• Drafting and Presenting a speech in Formal and Informal Gatherings</li> </ul> <p><b>B. Conversation in English</b></p> <ul style="list-style-type: none"> <li>• opening a Conversation</li> <li>• Introducing oneself in various contexts</li> <li>• Introducing Others Formally and Informally</li> <li>• building a Conversation</li> <li>• Leaving and Closing a Conversation</li> <li>• conversation in Group in Various situations</li> </ul> <p><b>C . Speaking at An Event</b></p> <ul style="list-style-type: none"> <li>• Anchoring/ compering An Event</li> <li>• Introducing Guests/Speakers/Dignitaries</li> <li>• Proposing a Vote of Thanks</li> </ul>	15L	15L	September	Completed

IV	<p><b>Formal Writing Skills</b></p> <p><b>• A . Letters</b></p> <ul style="list-style-type: none"> <li>• Job Applications with Biodata (solicited and unsolicited)</li> <li>• RTI Application</li> <li>• Applications for Duplicate Documents(I-cards/Marksheet, etc</li> </ul> <p><b>B .E-mails</b></p> <ul style="list-style-type: none"> <li>• Job Acceptance and Joining</li> <li>• Resignation</li> <li>• Complaints</li> <li>• Request for References</li> <li>• Request for Sponsorship</li> </ul>	15L	15L	October	Completed
	<b>Total</b>	60	60		

Principal

**Sudhagad Education Society's**  
**Sheth J.N. Paliwala Commerce College, Science & Arts College Pali, Dist – Raigad**  
**NAAC ACCREDITED 'B'GRADE**  
**(Affiliated to University of Mumbai)**  
**ACADEMIC YEAR - 2023-24**  
**Department of English**  
**Syllabus Planning 2023-24**  
**Prof. Dr. Jalindar Ajinath Kalkute**

**Class-F.Y.B.A**

**Subject:English (Semester II)**

<b>Unit</b>	<b>Topics/Subtopics</b>	<b>Lectures Allotted</b>	<b>Lectures Available</b>	<b>Duration of Lectures</b>	<b>Remark</b>
I	English Usage in Communication •Distinction between American English and British English • Indianism and Indian English • Appropriacy in the Use of English •Non-verbal Communication •Elevator Pitch •Information and Communication Technology and Use of English • Modes and Types of Interview • Principles of Creative Writing	(15L)	(15L)	Dec.	Completed

II	Enhancing Reading Competencies • Augmenting active vocabulary •Understanding relations between parts of a text •Transferring information (Verbal to Non-Verbal) •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)	15L	15L	Jan.	Completed
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III	<ul style="list-style-type: none"> <li>• Advanced Oral Communication Skills</li> <li>A. Presentation skills: (Formal presentations and skits) <ul style="list-style-type: none"> <li>• Planning and structuring</li> <li>• Opening and closing a presentation</li> <li>• Use of body language</li> <li>• Use of technology in making a presentation</li> <li>• Drafting a skit (Not to be tested in theory exam)</li> <li>• Reading of a skit</li> <li>• Presenting a skit</li> </ul> </li> <li>B. Group Discussion <ul style="list-style-type: none"> <li>• Formal and informal discussion</li> <li>• Elements of group discussion</li> <li>• Using appropriate language: Initiating, seeking and giving opinions, suggesting, responding to a suggestion, agreeing, disagreeing, interrupting, requesting, clarifying, summing up</li> <li>• Types of discussion:</li> </ul> </li> <li>C. Interview Skills <ol style="list-style-type: none"> <li>1. Interviewing others <ul style="list-style-type: none"> <li>• Researching the interviewee (writer, social worker, entrepreneur, actor etc.)</li> <li>• Preparing questions</li> <li>• Conducting interview</li> </ul> </li> <li>2. Attending an Interview (Job/Entrance) <ul style="list-style-type: none"> <li>• Researching the organization</li> <li>• Reviewing job-profile and your bio-data/CV</li> <li>• Preparing for standard questions</li> <li>• Responding to questions</li> <li>• Preparing your questions to ask to the interviewer/s</li> </ul> </li> <li>3. Analyzing Interviews</li> </ol> </li> </ul>	15L	15L	Feb.	Completed
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IV	<p>Advanced Writing Skills</p> <p>A. Report Writing:</p> <ul style="list-style-type: none"> <li>• News report</li> <li>• Activity/Event report</li> </ul> <p>B. Creative Writing:</p> <ul style="list-style-type: none"> <li>• Personal Essay</li> <li>• Memoir</li> <li>• Short Speech on the given occasion/ event</li> <li>• Story writing</li> </ul>	15L	15L	March	Completed
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	<p>Tutorial Activities:</p> <ul style="list-style-type: none"> <li>•Dialogue-writing exercises</li> <li>•Writing skits and presenting them</li> <li>•Giving speeches</li> <li>• Group discussions</li> <li>•Mock Interviews</li> <li>•Development of stories, passages from hints given, in about 200-250 words</li> <li>•Report writing tasks</li> </ul>				
	<b>Total</b>	60	60		

Principal