

Anekant Education Society's
**Tuljaram Chaturchand College of Arts, Science and Commerce,
Baramati**

Autonomous

Course Structure for S.Y.B.A Functional English Paper –IV

Semester	Paper Code	Title of Paper	No. of Credits
I	ENG FE 2306	Oral Communication in English	3

SYLLABUS (CBCS) FOR S.Y.B.A FUNCTIONAL ENGLISH PAPER IV

(w.e. from June 2020)

Academic Year 2020-2021

Class : S.Y.B.A. (Semester-III)

Paper Code: ENG FE 2306

Paper : Functional English Paper IV

Title of Paper: Oral Communication in English: Intermediate and Key Competency

Modules

Credits: 3 : No. of lectures: 48

Learning Objectives:

1. To develop business etiquettes among the students
2. To introduce them to the corporate experiences and situations so that they understand the importance and utility of English Language
3. To develop linguistic competence and communicative skills among the students
4. To develop oral skills among the students so that their employability enhances and becomes the medium of their livelihood and personality

Learning Outcomes:

1. It educates students in both the artistry and utility of the English language through the study of basic language skills
2. It assists students in the development of intellectual flexibility and creativity through spoken language

Topics/Contents

A) Oral Communication in English

(Lectures 36)

I -Non-Verbal Communication

II - How to Present Unpleasant News

II- Learning to Say 'NO'

IV- Talking in different situations: Formal and Informal

V-Compeering/anchoring in a programme

VI-Role Playing

VII- Debating

B-Key Competency Modules:

(Lectures 12)

I-Self Actualization

II-Public relations/Personality Development Theory and practice

III-Logical Thinking, Reasoning, Analytical Ability

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Course Structure for S.Y.B.A Functional English Paper –IV

Semester	Paper Code	Title of Paper	No. of Credits
I	ENG FE 2406	Oral Communication in English	3

**SYLLABUS (CBCS) FOR S.Y.B.A FUNCTIONAL ENGLISH PAPER IV
(w.e. from June 2020)**

Academic Year 2020-2021

Class : S.Y.B.A. (Semester-III)

Paper Code: ENG FE 2406

Paper : Functional English Paper IV

Title of Paper: Oral Communication in English: Intermediate and Key Competency

Modules

Credits: 3 : No. of lectures: 48

Learning Objectives:

1. To develop business etiquettes among the students
2. To introduce them to the corporate experiences and situations so that they understand the importance and utility of English Language
3. To develop linguistic competence and communicative skills among the students
4. To develop oral skills among the students so that their employability enhances and becomes the medium of their livelihood and personality

Learning Outcomes:

1. It educates students in both the artistry and utility of the English language through the study of basic language skills
2. It assists students in the development of intellectual flexibility and creativity through spoken language

Topics/Contents

A: Oral Communication in English

(Lectures 36)

I-Group Discussion

II-Panel Interview

III-Interviewing

IV-Commencement Speeches given at a Graduation Ceremony

V-English Language Skills (Speaking and Reading)

VI-Talking in Large Gathering

VII-Seven C's of Effective Communication

B: Key Competency Modules:

(Lectures 12)

I-Creative Thinking (**Recommended unit**)

II-Health and Diet

III-Basic Human Values, Individual and Society

Question paper pattern will be given in due course of time.

References:

The ACE of Soft Skills-Gopalswamy Ramesh (Pearson)

Teaching and Learning English-M.L.Tickoo (Orient Blackswan)

Fundamental Considerations in Language Testing-Bachman L.F (Oxford University Press)

Attitudes and Motivation in Second Language Learning-Gardner R and Lambert W.E (Oxford University Press)

Radio Programme Production-M. Neelamalar (PHL Learning PVT LTD)

Master the Group Discussion and Personal Interview-Sheetal Desarda (Unicorn Publication LTD)

Professional Ethics and Human Values-Naagarazan R.S (New Age International Publishers)

Interview Skills that Win the Job- Michael Spiropoulos

Enhancing Soft Skills-Dipali Biswas (SPD Publications)

Communication and Soft –Skill Development-Ashwini Deshpande (Bookganga Publ)