

SYLLABUS (CBCS as per NEP-2020) for F.Y.B.A

Name of the Programme: B. A. English

Programme Code: UAENG

Class :F.Y.B.A

Semester:I

Course Type : VSC

Course Name:Effective Communication and Personality Development- I

Course Code: ENG-121-VSC

Number of Lectures:30

No. of Credits:02

A) Course Objectives:

- 1: To polish students towards professional circles
2. To enable students analyse and create technical documents and communications
3. To develop positive personality traits
4. To inculcate the habit of regular reading and writing
5. To create a basic awareness about the professional and inter professional communications
- 6: To inculcate the habit creative and professional listening
- 7: To develop the linguistic competence

B) Course Outcomes:

1. It will help to develop knowledge, skills, and judgment around human communication
2. It will enable to inculcate communication competencies such as self exposure, conflict management, group communication etc
3. Students will be able to understand and evaluate key communication approaches used in interdisciplinary
- 4) Students will be able to communicate effectively orally and in writing
- 5) Students will be able to develop entrepreneur skills
- 6: Students will be able to write expository texts using the conventions of Standard English
- 7: It will help students to speak clearly, effectively and appropriately in a public forum for a variety of audiences and purposes

TOPICS/ CONTENTS:

UNIT 1: Introduction: Aspects of Communication

(4 Lectures)

1. Understanding the Communication Cycle
2. The Objectives of Communication and Attitude Analysis
3. Channels
4. Barriers

UNIT 2: Writing Letters (Formal and Informal) (6 Lectures)

1. Acknowledgment
2. Adjustment
3. Complaint
4. Correspondence
5. Covering/ A Job Application Letter

UNIT 3: E-mail Writing (3 Lectures)

UNIT 4: Preparing a Resume (3 Lectures)

UNIT 5: Preparing Agendas and Writing Minutes for Meeting (3 Lectures)

UNIT 6: Attitude (11 Lectures)

1. Pride, Passion and Process
2. Vision
3. Personal Accountability
4. Teamwork and You
5. Leadership Skills
6. The Art of Time Management

References:

1. *English Language skills for Academic Purposes*: Charul Jain, Yunus Karbhari
2. *The Art of Effective Communication*: Surekha Dangwal
3. *Failing Forward: Turning Mistakes into Stepping Stones for Success*: John C Maxwell
4. *The Magic of Thinking Big*: David Schwartz
5. *Atomic Habits*: James Clear

Mapping of Programme Outcomes with Course Outcomes

Class: FYBA (SEM II)

Subject: English

Course: Effective Communication and Personality Development- I Course Code: ENG-121-VSC

Weightage: 1= weak or low relation, 2= moderate or partial relation, 3= strong or direct relation

	Programme Outcomes (Pos)							
Course Outcomes	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8

CO1	2			3				
CO2					2			2
CO3				3		2		
CO4				3	3			
CO5	2				2			
CO6	2							2
CO7				2				2

Justification for the mapping

PO1: Research-Related Skills

CO1: This course will take students into the most formal of all writing, thus, enabling them to acquire the basic skills to go through any research writing in the future.

CO5: The syllabus will introduce students with the professional writing practices, thus, transmitting them with research-related skills.

CO6: The course will help students to organize their ideas coherently while they learn to write coherently and with precision, thus, girding them with research-related skills.

PO4: Disciplinary Knowledge

CO1: This course will lead the students into very formal writing, thus, imparting much required disciplinary knowledge that they need the most.

CO3: The course will sharpen the basic principles of writing of students, thus, definitely increasing the knowledge of the discipline.

CO4: The syllabus will equip students with writing job applications, and basics of letter writing, thus, imparting disciplinary knowledge.

CO7: The course will develop descriptive and analytical skills of students based on verbal inputs, which is a huge part of the disciplinary knowledge.

PO5: Personal and Professional Competence

CO2: Learning writing skills will enable the students to spot mistakes in writing and do editing by themselves, thus, transforming them for better in their personal and professional life.

CO4. The syllabus will equip students with writing job applications, and basics of letter writing, which will give the personal and professional competence.

CO5: The syllabus will introduce students with the professional writing practices, thus, transmitting them with personal and professional competence.

PO6: Self Directed and Lifelong Learning

CO3: The course will sharpen the basics principles of writing of students, which in its course will reshape the students into self-directed and thirsty lifelong learners.

PO8: Critical Thinking and Problem Solving

CO2: The syllabus will enable students to spot mistakes in writing and do editing by themselves, thus, enabling them acquire critical thinking and problem-solving skills.

CO6: The course will help students to organize their ideas coherently while they learn to write coherently, thus, acquiring critical thinking and problem-solving skills.

CO7: The syllabus will develop descriptive and analytical skills of students based on verbal inputs, which in turn, will further develop critical thinking and problem solving skills.

