



Savitribai Phule Pune University, Pune

(Formerly University of Pune)

Syllabus Structure

First Year Bachelor of Science (FYBSC)

Subject – English

(Semester I & II)

Choice Based Credit System Syllabus

NEP 2020

2024

Class: F. Y. B. Sc.
Subject: English
Ability Enhancement Course
Prescribed Text: *Professional Communication Skills*
(Board of Editors) Orient BlackSwan, 2024

Course outcomes:

- CO-1 Read and understand texts in English
- CO-2 Enrich and use vocabulary effectively
- CO-3 Understand and Develop Communicative Competence
- CO-4 Use body language in different situations
- CO-5 Acquaint with digital platforms and technology
- CO-6 Write letter, notice, agenda, minutes and blog

Semester – I

Vertical	Ability Enhancement Course
Course Code	ENG101
Course Title	Professional Communication Skills
Credit	2
Total Hours	30 hours

Unit No.	Topic	Allotted Lectures (L)
1.	Basic Language Skills: A) Grammar 1. Sentence Structures/Patterns 2. Subject - Verb agreement 3. Tenses	10

Unit No.	Topic	Allotted Lectures (L)
2.	<p>B) Vocabulary :</p> <ol style="list-style-type: none"> 1. Synonyms and Antonyms 2. Homonyms 3. One-word substitutes 4. Idioms 5. Suffixes and prefixes 6. Collocations. 	10
3.	<p>C) Speaking for Different Purpose:</p> <p>a) Meeting and Greeting People</p> <ol style="list-style-type: none"> 1. Introducing your Self 2. Introducing People to One another 3. Apologies and Responses 4. Agreeing and Disagreeing 5. General Speaking Strategies <p>b) Group Discussion, Interview and Interviewing Skills</p> <ol style="list-style-type: none"> 1. Initiating a Group Discussion 2. Continuing a Group Discussion 3. Concluding Group Discussion 4. Preparing for an Interview 5. Facing an Interview 6. Interviewing Techniques <p>c) Presentation Skills</p> <ol style="list-style-type: none"> 1. Kinds of Presentation 2. Structuring Content 3. Visual Aids 4. The Language of Presentations 5. Making a Presentation 	10

Semester – II

Vertical	AEC
Course Code	ENG101
Course Title	Professional Communication Skills
Credit	2
Total Hours	30 hours

Unit No.	Topic	Allotted Lectures (L)
1.	<p>Forms of Writing:</p> <ol style="list-style-type: none"> 1. Letter Writing 2. Writing Resume 3. Report Writing 4. Notice/ Agenda and Minutes 5. Email 6. Blog Writing 	10
2.	<p>Soft Skills</p> <p>a) Introduction to Soft Skills</p> <ol style="list-style-type: none"> 1. Definitions and Nature 2. Soft Skill vs Hard Skill 3. Importance of Soft Skill 4. Types of Soft Skill <p>b) Soft Skills in Career Prospects</p> <ol style="list-style-type: none"> 1. Role of Soft Skills in Professional Success 2. Time and Stress Management 3. Decision Making and Moral values 4. Leadership Skills and Team Building 5. Negotiation Skills and Etiquettes 	10
3.	<p>Business Communication:</p> <ol style="list-style-type: none"> 1. Nature and Importance of Business Communication 2. Process of Communication 3. Types of Communication 4. Channels of Communication 5. Digital Communication 	10

Examination Pattern	
(FOR BOTH SEMESTER I & II)	
F. Y. B. Sc. English	
Ability Enhancement Course	
Prescribed Text: <i>Professional Communication Skills</i> (Board of Editors) Orient BlackSwan, 2024	
For 2 Credits Course- Theory Total Marks: 50	
Semester End Exam Total Marks- 35 (Minimum Marks 14 for passing)	
Internal Assessment Total Marks: 15	
a. Semester End Exam Question Paper Pattern Total Marks 35 (Minimum Marks 14 for passing)	
Time (2 Hours), 2 Credit Course, Marks (35)	
Q.1 Answer the following questions on unit one (any two out of four)	Marks – 10
Q.2 Answer the following questions on unit two (any two out of four)	Marks – 10
Q.3 Answer the following questions on unit three (any three out of five)	Marks – 15
b. Internal Assessment Pattern Total Marks: 15	
Tutorial	Marks – 10
Home assignment /Oral examination/ Students seminar/ presentation	Marks – 05

References

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- Amos, Julie-Ann. *Handling Tough Job Interviews*. Mumbai: Jaico Publishing, 2004.
- Barret Grant. *Perfect English Grammar: The Indispensable Guide to Excellent Writing and Speaking*. Fall River Press, 2016
- Monippally, Matthukutty, M. *Business Communication Strategies*. New Delhi: Tata McGraw-Hill Publishing Company Ltd., 2001.
- Neuliep, James W. *Intercultural Communication: A Contextual Approach*. Boston: Houghton Mifflin Co., 2003.
- Prasad, H. M. *How to Prepare for Group Discussion and Interview*. New Delhi: Tata McGraw-Hill Publishing Company Limited, 2001.
- Pease, Allan. *Body Language*. Delhi: Sudha Publications, 1998
- Raman, Meenakshi & Sangeeta Sharma. *Technical Communication: Principles and Practice*. Second Edition. New Delhi: Oxford University Press, 2011.
- Raymond Murphy. *Essential Grammar in Use with Answers: A Self-Study Reference and Practice Book for Elementary Learners of English*. Cambridge University Press, 2015
- Seely, John. *Writing Reports*. New York: Oxford University Press, 2002.
- Sharma, R. C. & Krishna Mohan. *Business Correspondence and Report Writing: Third Edition*. New Delhi: Tata McGraw-Hill Publishing company Limited, 2007.
- Thill, John V. & Courtland L. Bovée, *Excellence in Business Communication*, 10th edition. Boston : Pearson, 2013.
- Thorpe, Edgar & Showick Thorpe. *Winning at Interviews*. 2nd Edition. Delhi: Dorling Kindersley, 2006.