



**INDIRA KALA SANGIT VISHWAVIDYALAYA,
KHAIRAGARH**

Department of English

Syllabus for Semester Course under CBCS Pattern

B.P.A./ BFA (Semester IV)

ENGLISH LANGUAGE AND COMMUNICATION SKILLS

Indira Kala Sangit Vishwavidyalaya, Khairagarh

B.P.A./ BFA IV Semester

Course Outcome

This carrier oriented course is offered to the students of BPA/ BFA/ B.Voc. studying IV semester. The course duly emphasizes upon the skills of listening, speaking, reading writing that enable the students to develop an overall understanding of practices of English language and communication skills. The course has been interlinked with the language lab facility available in the department that lets the student practice the skills being taught in classroom. It is expected that the course will cater the needs of professional requirements of students in their future carrier.

ENGLISH LANGUAGE AND COMMUNICATION SKILLS

Credit – 02

M.M. 100

Internal Marks: 30

External Marks: 70

Unit I Introduction to Communication Skills, Effective Communication Skills. And Pronunciation.

Unit II Common errors in Grammar and Spelling

Unit III **Life Skills:**

1. Effective Writing
2. Email Etiquettes and Writing
3. Resume Writing
4. Personal Appearance and Hygiene
5. Telephone Etiquettes
6. Time Management
7. Letter Writing Skills
8. Interview Skills

Unit IV **Situational English:**

1. At Bank
2. At Post office
3. At Airport
4. At Restaurant
5. Greeting and Meeting People, etc.

Unit V Preparing Power Point Presentation and presentation Skills, Group Discussion, Book and Film Review

Note: Testing and Grading: The assessment will be made through internal test, final test, presentations, assignments, class room observation and viva voce examination.

Books Recommended:

1. Communication Skills Handbook, 4th Edition. Jane summers, Brett Smith.
2. A Manual for English Language Communication Skills Laboratories by Sudha Rani.
3. English at the Workplace Part I and II by Delhi University.