



**Indira Kala Sangit Vishwavidyalaya, Khairagarh,
Chhattisgarh 491881**

Department of English

Syllabus for Annual Course under CBCS Pattern

**B.P.A. / B.F.A II Year
ENGLISH LANGUAGE AND COMMUNICATION SKILLS**

B.P.A. / B.F.A II Year
ENGLISH LANGUAGE AND COMMUNICATION SKILLS

Course Outcome

This career oriented course is offered to the students of BPA/ BFA studying in II year. The course duly emphasizes upon the skills of listening, speaking, reading and writing that enables 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 career.

B.P.A. / B.F.A. II Year
FOUNDATION COURSE
ENGLISH LANGUAGE AND COMMUNICATION SKILLS

Credit – 02

M.M. 100

Internal Marks: 30

External Marks: 70

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|-----------------|---|----|-----------------|
| UNIT I | Short answer questions (6 short answer questions of 5 mark each FROM Unit- I, II, III, VI). | 30 | 40 MARKS |
| | 10 Objective type questions from prescribed chapters | 10 | |
| UNIT II | Unseen Passage/ Summary Paraphrasing or Translation passage (Hindi to English or Vice versa) | | 10 MARKS |
| UNIT III | Email Writing | 05 | 20 MARKS |
| | Letter + Resume | 10 | |
| | Book / Film Review | 05 | |

The question paper for BPA/BFA II Year English Language shall comprise the following units:

UNIT I

Introduction:

- Communication Skills
- Theory of Communication
- Types and modes of Communication
- Effective Communication/ Mis- Communication
- Barriers and Strategies
- Pronunciation

UNIT II

Language of Communication:

- Verbal and Non-verbal (Spoken and Written)
- Personal, Social and Business
- Intra-personal, Inter-personal and Group communication

UNIT III

Speaking Skills:

- Dialogue
- Group Discussion
- Interview
- Public Speech
- Role Play/Extempore Presentation

UNIT IV

Reading and Understanding:

- Close Reading
- Comprehension, Analysis and Interpretation
- Summary Paraphrasing
- Translation (from Indian language to English and vice-versa)
- Literary/Knowledge Texts

UNIT V

Writing Skills

- Effective Writing
- Email Etiquettes and Writing
- Resume Writing
- Letter Writing Skills
- Book Review/ Film Review

UNIT VI

Soft Skills and Situational English:

- Greeting and Meeting People, etc.
- Personal Appearance and Hygiene
- Telephone Etiquettes
- Time Management
- Interview Skills
- Preparing Power Point Presentation and presentation Skills
- At Bank
- At Post office
- At Airport
- At Restaurant