

SEVA MANDAL EDUCATION SOCIETY'S SMT MMP SHAH WOMEN'S COLLEGE OF
ARTS AND COMMERCE (AUTONOMOUS)

Smt. Parmeshwari Devi Gordhandas Garodia Educational Complex 338,
RA Kidwai Road, Matunga, Mumbai 400019

*NAAC Reaccredited *

UGC Status: College with Potential for Excellence

Adjudged The Best College (2017-18) by SNDT Women's University

Institutional Vision

Empowerment of Women through Quality Education to make them Competent, Self-reliant and
Responsible Homemakers, Professionals and Citizens

Institutional Mission

Education for a living and for making a better living

Institution Objectives

All round personality development of students

Training students to be responsible citizens with awareness-raising programs and activities

To make higher education more relevant, need based and skill based

To lay foundation for progressive and prosperous future of the students

Programme: BCom- Core Component (CC)

Medium: English Medium

Paper: C.C. English (H.L.)

Paper Title: Starting with English Paper I

Semester: I

Subject Code:

Year of Implementation: June 2019

Title of the Paper	L	Cr	P/T	D (EE)	EE	IE	TM
Starting with English	04	04	00	2.5 Hrs	75	25	100

#L=Lecture, Cr=Credits, P/T=Practical/Tutorials, D=External Exam Duration, EE=External Examination, IE=Internal Examination, TM=Total Marks

Course Objectives:

1. Focus on improving students' reading, writing, listening and speaking skills in English.
2. Make students read thematically related literary texts to make them informed about issues and utilise the literary texts to improve students' vocabulary; and also their ability to skim and scan written material.
3. To understand the importance of effective communication in business by learning about the theory of business communication and also improve written language by writing letters of enquiry and reply to enquires.
4. Prepare students to listen to spoken English with the help of information and communication technology (ICT).
5. Teach students to speak English required for routine daily conversations, combining it with training in listening to similar talks.
6. Specifically focus on grammar topics to improve writing and speaking skills.

Learner Outcomes:

At the end of Semester I, students would be able to acquire the following competencies:

1. Reading of short imaginative texts to learn new words and acquire information about themes.
2. Apply business communication strategies and principles to prepare effective communication for business situations.

3. Writing grammatically correct sentences to communicate through business letters.
4. Understanding of spoken English and ability to converse in English about routine matter.

Module	Module Specific Objectives	Content	Weightage	Instruction Time	Credits	Evaluation	
						IE Weightage	EE Weightage
I: Reading Comprehension and Vocabulary Enhancement	To inform about issues and utilize the literary texts to improve students' vocabulary; and, also their ability to skim and scan written material	<p>Selected two short fictions from <i>Imaging the Other</i>, Ed. Sara Rai, Katha-1999.</p> <ol style="list-style-type: none"> 1. 'The Stove', Premendra Mitra 2. 'Theresa's Man', Damodar Mauzo <p style="text-align: center;">OR</p> <p>Selected story from <i>Feluda – Satyajit Ray</i>, Trans. Gopa Majumdar, Penguin Evergreens, Penguin Books, India, 2011.</p> <ol style="list-style-type: none"> 1. 'Kailash Chowdhury's Jewel' <p style="text-align: center;">OR</p> <p>Selected two short fiction from <i>Indian Short Stories(1900-2000)</i> – Ed. E.V. Sahitya Akademi, , New Delhi, 2000.</p>	25	20	1	5	20

		<p>2. 'The Shroud', Premchand</p> <p>3. 'In the Flood', Thakazhi Sivasankara Pillai</p> <p>The teacher may select any one section from the recommended titles. The teacher is expected to make a glossary of words with their meanings relevant to the story.</p>					
II: Business Communication	To understand the importance of effective communication in business. To introduce student to the theory of Business Communication	The student is introduced to the objectives and process of business communication; parts of business letters and layouts of business letters. Also the theory of enquiry letters and reply to enquiries will be introduced to the students.	25	10	1	5	20
III: Business Letter Writing	To apply understanding of Business Communication through letter writing	<p>The teacher must instruct students in writing business related enquiry letters and reply to enquiries.</p> <p>(Instruction: The teacher must make the students send the above letters as an email, once they learn to write it in the structure of a conventional letter. This will make the</p>	25	10	1	5	20

		students familiar with the process of sending emails and the interface of popular email services.)					
IV: Listening and Speaking Skills; Understanding Grammar	To prepare students to listen to spoken English, to speak English required for routine daily conversations and also focus on grammar topics to improve writing and speaking skills	<ol style="list-style-type: none"> 1. The teacher can read out from news or feature articles in the class and then question students to test their comprehension. 2. The teacher is expected to use podcasts or any other online resource for improving listening skills. 3. For conversation practice the teacher should make students speak sentences in chorus, and then move on to longer dialogues and role plays. 4. Grammar Modules to be covered in the semester: verbs of 'to be'; tenses; active and passive voice; specific use of 'want-somebody-to', 'it-takes-(time) to do' and 'get' (as in get married, get dressed, get back, get home and so on.) 	25	20	1	5	20

Evaluation Scheme:

A. Internal Examination: 25 Marks

1. The internal testing should be continual and spread over the semester.
2. Students' acquisition of grammar should be evaluated for 10 marks through worksheets.
3. Speaking and listening skill should be evaluated for 15 marks.

B. External Examination: 75 Marks

The pattern of the written exam would be as follows:

1. A. Comprehension passage from the stories taught in class. The questions about the passage should test skills to find out data, interpret information and write a personal response. (Marks 15)
B. Objective questions about the short stories. The questions should aim to check the students' familiarity with the text. (Marks 05)
2. A. Business Communication Theory. (Marks 15)
B. Layouts of Business Letters. (Marks 05)
3. Enquiry and Reply to Enquiry. Give a choice of two topics each, student will attempt one from each part. (Marks 15)
4. Grammar. (Marks 20)

References:

A. Essential Reading:

1. Murphy, Raymond, *Essential English Grammar*. Cambridge University Press. 1998.
2. Doctor and Doctor. *Principles and Practice of Business Communication*. Sheth Publishers Pvt. Ltd. 2003.
3. Rai, Sara.ed. *Imaging the Other*, Katha-1999.
4. Ray, Satyajit. Trans. Gopa Majumdar. *Feluda – Satyajit Ray*, Penguin Evergreens, Penguin Books, India, 2011.
5. *Indian Short Stories(1900-2000)* – Ed. E.V. Sahitya Akademi, , New Delhi, 2000.

B. Additional Reading:

1. *Practical English Usage*. Michael Swan. Oxford University Press. 2017
2. *Oxford English Grammar Course*. Michael Swan, Catherine Walter. Oxford. 2012
3. *English Conversation Practice*. Grant Taylor. Macgraw Hill Education. 2001.
4. *Navneet Speakwell English*. Navneet. Navneet Publications. 2017.
5. *Communication Skills*. Sanjay Kumar, Pushp Lata. Oxford University Press.
6. *Effortless English*. AJ Hoge. LLC. 2014
7. *Business Communication: Skill Building Approach*. Sanjeev Dhawan. Pearl Books. 2010.
8. *Essentials of Business Communication*. N.C Jain and Saakshi. Aitbs Publishers, India. 2012.
