



BACHELOR OF SOCIAL WORK

B.S.W. – I SEMESTER

Course Code	UA01ABSW51	Title of the Course	COMMUNICATIVE ENGLISH
Total Credits of the Course	3	Hours per Week	3

Course Objectives:	<ol style="list-style-type: none">1. To develop communicative competence.2. To impart knowledge of the technicalities of proper pronunciation, structure, appropriate use and style of English Language.3. To develop English writing and speaking skills.
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Course Content		
Unit	Description	Weightage* (%)
1.	Communication & Grammar Skills <ul style="list-style-type: none">• Language and Communication• Differences between Speech and Writing and Distinct Features of Writing• Use of Tense, Prepositions and Adverbs, Adjectives, Voice change• Proverbs, Vocabulary and Idioms	25%
2.	English for Special and Technical Purpose <ul style="list-style-type: none">• Letters, Circulars and Memos• Resume Writing• Email: Features and functions• Minutes of Meeting	25%
3.	Writing Skills <ul style="list-style-type: none">• Writing Skills• Types of Writing: Descriptive, Narrative, Expository and Analytical• Paragraphs, Comprehensive and Content writing• Writing Field Work Reports & Annual Reports	25%
4.	Spoken English <ul style="list-style-type: none">• Basics of Communication Skills• Public Speaking Skills and Etiquettes• Voice, Accent and Presentation Skills• Group discussion and interview skills	25%





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Syllabus with effect from the Academic Year 2021-2022

Teaching-Learning Methodology	Interactive lectures & expert sessions Individual presentations Question answer Debate Collateral readings	Self-study assignments Group presentations Guided group discussions Peer assisted learning Assignments
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Evaluation Pattern		
Sr. No.	Details of the Evaluation	Weightage
1.	Internal Written examination Q.1 Answer in detail (Any 2 out of 4) (10 marks each, total 20 marks) Q.2 Write Short Notes (Any 2 out of 3) (5 marks each, total 10 marks)	20%
2.	Internal Continuous Comprehensive Evaluation (Quizzes / Presentations / Seminars / Workshops / Webinars / Class Assignments / Attendance / Class participation / Online tests / Home Assignment / Timeliness of submissions / Etc.)	10%
3.	University External Examination Q.1 Answer in detail (Any 6 out of 9) (10 marks each, total 60 marks) Q.2 Write Short Notes (Any 2 out of 4) (5 marks each, total 10 marks)	70%

Course Outcomes: Having completed this course, the learner will be able to
<ol style="list-style-type: none"> 1. The learner will be able to understand the technicalities of proper pronunciation, structure, appropriate use and style of English Language 2. The learner will be able to develop English writing and speaking skills.

Suggested References:	
Sr. No.	References
	<ol style="list-style-type: none"> 1. Adair, John. (2003), Effective Communication. London: Pan Macmillan Ltd. 2. Ajmani, J. C.(2012), Good English: Getting it Right. New Delhi: Rupa Publications. 3. Amos, Julie-Ann.(2004), Handling Tough Job Interviews. Mumbai: Jaico Publishing. 4. Bonet, Diana.(2004), The Business of Listening: Third Edition. New Delhi: Viva Books. 5. Bovee, Courtland L, John V. Thill and Barbara E. Schatzman. (2010), Business Communication Today: Tenth Edition. New Jersey: Prentice Hall.





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<ol style="list-style-type: none">7. Brown, Michele and Gyles Brandreth.(1994), How to Interview and be Interviewed. London: Sheldon Press.8. Carnegie, Dale.(1997) The Quick and Easy Way to Effective Speaking. New York: Pocket Books.9. Collins, Patrick. (2009), Speak with Power and Confidence. New York: Sterling.10. Guffey, Mary Ellen.(2000), Essentials of Business Writing. Ohio: South Western College11. Thill, John V. and Courtland L. Bovée, (2013), Excellence in Business Communication, 10th edition. Boston: Pearson.12. Wren and Martin, (1998), English Grammer and Composition, S. Chand Publication, New Delhi

On-line resources to be used if available as reference material

On-line Resources

<ol style="list-style-type: none">1. BBC English Learning App (Android) https://play.google.com/store/apps/details?id=uk.co.bbc.learningenglish&hl=en_IN&gl=US2. https://www.bbc.co.uk/learningenglish/3. Quest App (Android) https://play.google.com/store/apps/details?id=com.questalliance.myquest&hl=en_IN&gl=US

