

SAURASHTRA UNIVERSITY



Re-Accredited Grade 'A' by NAAC

FACULTY OF ARTS

Board of Studies in English

Draft Syllabus

Foundation Course in English

Bachelor of Social Work

Semester I to VI

(THREE YEAR FULL TIME COURSE)

(AS PER C.B.C.S.)

IN FORCE FROM JUNE-2019

SAURASHTRA UNIVERSITY

RAJKOT – 360 005 (GUJARAT)

Website: www.saurashtrauniversity.edu

FACULTY OF ARTS			
Syllabus			
Subject :	Bachelor of Social Work		
Course (Paper) No.	01	Name:	Communication skills-1
Course (Paper) Unique Code	Core		
External Exam Time Duration	02:30 Hours		

Name of Program	Semester	Course Group	Credit	Internal Mark	External Mark	Practical Viva mark	Total marks
		Foundation/ Core/ Elective-1/ Elective-2/ Practical/ Project					
Bachelor of Social Work	01	Core	4	30	70	-	100

Course Objective:

- To strengthen the written and spoken English proficiency of the students.
- To encourage learners in working with variety of groups by improving communication skills.

Course Contents:

UNIT	UNIT TITLE	DESCRIPTION	TEACHING METHOD	MARK
1	Concepts and fundamentals of communication	➤ Introduction, meaning, importance, types, Process of communication.	Lecture	15
2	Written Communication	➤ Objectives, Merits and demerits, planning and preparing. ➤ Basic Principles, Style, The Role of Technical Writing.	Lecture And Group Discussion	15
3	Oral Communications	➤ Meaning & Purpose, Principles, Advantages, Disadvantages, Styles of oral communication.	Lecture And Group Discussion	15
4	Non-verbal communications	Sign language, Body language, Paralanguage, Space, surrounding , time, Silence	Lecture And Group Discussion	15
5	Grammar	Tenses:Present,Past,Future	Lecture And Group Discussion	10

Reference Books:

1. English for Students of Science, Ed. A. Roy & P.L Sharma Pub: Orient Longman.
2. KavitaTyagi and Padma Misra, "Advanced Technical Communication", PHI, 2011
3. P.D.Chaturvedi and MukeshChaturvedi, "Business Communication Concepts, Cases and Applications", Pearson, second edition.
4. Rayudu, "C.S- Communication", Himalaya Publishing House, 1994.
5. AshaKaul, " BusinessCommunication", PHI, second edition.
6. Raymond Murphy, "Essential English Grammar: A self study reference and practice for book elementary students of English", Cambridge University Press, second edition.
7. Manalo, E. &Fermin, V. 2007). Technical and Report Writing. ECC Graphi cs. Quezon City
8. KavitaTyagi and Padma Misra. "Basic Technical Communication", PHI, 2011.
9. Herta A Murphy, Herbert W Hildebrandt and Jane P Thomas, "Effective Business

Semester End Examination:

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|--|----|
| Q.-1 Attempt any one: (One out of two) | 10 |
| Q.-2 Attempt any one: (One out of two) | 10 |
| Q.-3 Attempt any one: (One out of two) | 10 |
| Q.-4 (A) Attempt any one: (One out of two) | 10 |
| Q.-4 (B) Attempt any one: (One out of two) | 10 |
| Q.-5 Short note: (Four out of five) | 20 |

FACULTY OF ARTS			
Syllabus			
Subject :	Bachelor of Social Work		
Course (Paper) No.	07	Name:	Communication skills-2
Course (Paper) Unique Code	Core		
External Exam Time Duration	02:30 Hours		

Name of Program	Semester	Course Group	Credit	Internal Mark	External Mark	Practical Viva mark	Total marks
		Foundation/ Core/ Elective-1/ Elective-2/ Practical/ Project					
Bachelor of Social Work	02	Core	4	30	70	-	100

Course Objective:

- To strengthen the written and spoken English proficiency of the students.
- To encourage learners in working with variety of groups by improving communication skills.

Course Contents:

UNIT	UNIT TITLE	DESCRIPTION	TEACHING METHOD	MARK
1	Reading Skill	➤ Reading Purpose, Process, Tactics, Models Strategies, Idea, Tone and Intention, Techniques	Lecture And Group Discussion	15
2	Speaking Skill	➤ Speaking-Effective Speaking, Idea of Space and time in public speaking, tone of voice, body language, tips of using Visuals, Describing Trends	Lecture And Group Discussion	15
3	Group Discussion	➤ Group Discussion - introduction, purpose, Relevance, process, strategies, tips for effective Participation and moderating group discussion	Lecture And Group Discussion	15
4	Dialogue Writing	➤ Purpose, guidelines, conversation at various places and situation	Lecture And Group Discussion	15
5	Modal Auxiliaries	➤ Shall, Will, Can, Could, May, Might ,Would, Should, Must, Ought to, used to, need	Lecture And Group Discussion	10

Reference Books:

1. English for Students of Science, Ed. A. Roy & P.L Sharma Pub: Orient Longman.
2. KavitaTyagi and Padma Misra, "Advanced Technical Communication", PHI, 2011
3. P.D.Chaturvedi and MukeshChaturvedi, "Business Communication Concepts, Cases and Applications", Pearson, second edition.
4. Rayudu, "C.S- Communication", Himalaya Publishing House, 1994.
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6. Raymond Murphy, "Essential English Grammar: A self study reference and practice book for elementary students of English", Cambridge University Press, second edition.
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9. Herta A Murphy, Herbert W Hildebrandt and Jane P Thomas, "Effective Business Communication .McGraw Hill.seventh edition.

Semester End Examination:

Q.-1 Attempt any one: (One out of two)	10
Q.-2 Attempt any one: (One out of two)	10
Q.-3 Attempt any one: (One out of two)	10
Q.-4 (A) Attempt any one: (One out of two)	10
Q.-4 (B) Attempt any one: (One out of two)	10
Q.-5 Short note: (Four out of five)	20

FACULTY OF ARTS			
Syllabus			
Subject :	Bachelor of Social Work		
Course (Paper) No.	13	Name:	Communication skills-3
Course (Paper) Unique Code	Core		
External Exam Time Duration	02:30 Hours		

Name of Program	Semester	Course Group	Credit	Internal Mark	External Mark	Practical Viva mark	Total marks
		Foundation/ Core/ Elective-1/ Elective-2/ Practical/ Project					
Bachelor of Social Work	03	Core	4	30	70	-	100

Course Objective:

- To strengthen the written and spoken English proficiency of the students.
- To encourage learners in working with variety of groups by improving communication skills.

Course Contents:

UNIT	UNIT TITLE	DESCRIPTION	TEACHING METHOD	MARK
1	Listening Skills	➤ Art of listening, Meaning, nature, process, types, importance, Principles, Barriers	Lecture And Group Discussion	20
2	Interpersonal Communication	➤ Group Personality, Brain Storming, Meetings, Seminar, Conference	Lecture And Group Discussion	15
3	Presentation skills	➤ Objectives, Data, collection, Preparing an outline, Using visual aids, Advantages and Disadvantages	Lecture And Group Discussion	15
4	Personal letters	➤ Good and bad news, invitation, congratulation, advice	Lecture And Group Discussion	10
5	Grammar	➤ Active - passive voice	Lecture And Group Discussion	10

Reference Books:

1. English for Students of Science, Ed. A. Roy & P.L Sharma Pub: Orient Longman.
2. KavitaTyagi and Padma Misra, "Advanced Technical Communication", PHI, 2011
3. P.D.Chaturvedi and MukeshChaturvedi, "Business Communication Concepts, Cases and Applications", Pearson, second edition.
4. Rayudu, "C.S- Communication", Himalaya Publishing House, 1994.
5. AshaKaul, " BusinessCommunication", PHI, second edition.
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7. Manalo, E. & Fermin, V. (2007). Technical and Report Writing. ECC Graphics. Quezon City
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Semester End Examination:

- | | |
|--|----|
| Q.-1 Attempt any one: (One out of two) | 10 |
| Q.-2 Attempt any one: (One out of two) | 10 |
| Q.-3 Attempt any one: (One out of two) | 10 |
| Q.-4 (A) Attempt any one: (One out of two) | 10 |
| Q.-4 (B) Attempt any one: (One out of two) | 10 |
| Q.-5 Short note: (Four out of five) | 20 |

FACULTY OF ARTS			
Syllabus			
Subject :	Bachelor of Social Work		
Course (Paper) No.	20	Name:	Communication Skills-4
Course (Paper) Unique Code	Core		
External Exam Time Duration	02:30 Hours		

Name of Program	Semester	Course Group	Credit	Internal Mark	External Mark	Practical Viva mark	Total marks
		Foundation/ Core/ Elective-1/ Elective-2/ Practical/ Project					
Bachelor of Social Work	04	Core	4	30	70	-	100

Course Objective:

- To strengthen the written and spoken English proficiency of the students.
- To encourage learners in working with variety of groups by improving communication skills.

Course Contents:

UNIT	UNIT TITLE	DESCRIPTION	TEACHING METHOD	MARK
1	Self-development and communication	➤ Nature of attitude, Influence of attitude, Attitude-meaning and nature, Factors that shape attitude Types, Positive attitude and Negative attitude	Lecture And Group Discussion	20
2	Internal Communication	➤ Agenda, Notice of a meeting, Minutes of a meeting, Office circular, Memorandum	Lecture And Group Discussion	20
3	Job application	➤ Introduction, format, Curriculum vitae/resume	Lecture Group Discussion	10
4	Comprehensions	➤ Comprehension of a paragraph	Lecture And Group Discussion	10
5	Grammar	➤ Direct indirect speech	Lecture And Group Discussion	10

Reference Books:

1. English for Students of Science, Ed. A. Roy & P.L Sharma Pub: Orient Longman.
2. KavitaTyagi and Padma Misra, "Advanced Technical Communication", PHI, 2011
3. P.D.Chaturvedi and MukeshChaturvedi, "Business Communication Concepts, Cases and Applications", Pearson, second edition.
4. Rayudu, "C.S- Communication", Himalaya Publishing House, 1994.
5. AshaKaul, " BusinessCommunication", PHI, second edition.
6. Raymond Murphy, "Essential English Grammar: A self study reference and practice book for elementary students of English", Cambridge University Press, second edition.
7. Manalo, E. & Fermin, V. (2007). Technical and Report Writing. ECC Graphics. Quezon City
8. KavitaTyagi and Padma Misra. "Basic Technical Communication", PHI, 2011.
9. Herta A Murphy, Herbert W Hildebrandt and Jane P Thomas, "Effective Business Communication .McGraw Hill.seventh edition.

Semester End Examination:

Q.-1 Attempt any one: (One out of two)	10
Q.-2 Attempt any one: (One out of two)	10
Q.-3 Attempt any one: (One out of two)	10
Q.-4 (A) Attempt any one: (One out of two)	10
Q.-4 (B) Attempt any one: (One out of two)	10
Q.-5 Short note: (Four out of five)	20

FACULTY OF ARTS			
Syllabus			
Subject :	Bachelor of Social Work		
Course (Paper) No.	27	Name:	Communication Skill-5
Course (Paper) Unique Code	Core		
External Exam Time Duration	02:30 Hours		

Name of Program	Sem ester	Course Group	Credit	Internal Mark	External Mark	Practical Viva mark	Total marks
		Foundation/ Core/ Elective-1/ Elective-2/ Practical/ Project					
Bachelor of Social Work	05	Core	4	30	70	-	100

Course Objective:

- To strengthen the written and spoken English proficiency of the students.
- To encourage learners in working with variety of groups by improving communication skills.

Course Contents:

UNIT	UNIT TITLE	DESCRIPTION	TEACHING METHOD	MARK
1	Official letters	➤ Introduction, Inward structure, various official letters	Lecture And Group Discussion	10
2	Report	➤ Meaning & Definition, Business report, Academic, report, Format of report, Drafting the report, Layout of the report, Essential requirement of good report	Lecture And Group Discussion	10
3	Interview	➤ Art of interviewing, Types of interview, structure, guidelines for interviewer, guidelines for interviewee	Lecture And Group Discussion	20
4	Questionnaire	➤ Introduction, meaning, definition, Format, objectives, types	Lecture And Group Discussion	10
5	Modern communication	➤ Professional skills, Modern tools, Fax. E-Mail, Video-Conferencing, Web-writing, advantages and disadvantages	Lecture And Group Discussion	20

Reference Books:

1. English for Students of Science, Ed. A. Roy & P.L Sharma Pub: Orient Longman.
2. KavitaTyagi and Padma Misra, "Advanced Technical Communication", PHI, 2011
3. P.D.Chaturvedi and MukeshChaturvedi, "Business Communication Concepts, Cases and Applications", Pearson, second edition.
4. Rayudu, "C.S- Communication", Himalaya Publishing House, 1994.
5. AshaKaul, " BusinessCommunication", PHI, second edition.
6. Raymond Murphy, "Essential English Grammar: A self-study reference and practice book for elementary students of English", Cambridge University Press, second edition.
7. Manalo, E. & Fermin, V. (2007). Technical and Report Writing. ECC Graphics. Quezon City
8. KavitaTyagi and Padma Misra. "Basic Technical Communication", PHI, 2011.
9. Herta A Murphy, Herbert W Hildebrandt and Jane P Thomas, "Effective Business Communication .McGraw Hill.seventh edition.

Semester End Examination:

Q.-1 Attempt any one: (One out of two)	10
Q.-2 Attempt any one: (One out of two)	10
Q.-3 Attempt any one: (One out of two)	10
Q.-4 (A) Attempt any one: (One out of two)	10
Q.-4 (B) Attempt any one: (One out of two)	10
Q.-5 Short note: (Four out of five)	20

FACULTY OF ARTS			
Syllabus			
Subject :	Bachelor of Social Work		
Course (Paper) No.	34	Name:	Communication Skill-6
Course (Paper) Unique Code	Core		
External Exam Time Duration	02:30 Hours		

Name of Program	Sem ester	Course Group	Credit	Internal Mark	External Mark	Practical Viva mark	Total marks
		Foundation/ Core/ Elective-1/ Elective-2/ Practical/ Project					
Bachelor of Social Work	06	Core	4	30	70	-	100

Course Objective:

- To strengthen the written and spoken English proficiency of the students.
- To encourage learners in working with variety of groups by improving communication skills.

Course Contents:

UNIT	UNIT TITLE	DESCRIPTION	TEACHING METHOD	MARK
1	Business letters	➤ Introduction, structure, inquiry letter, order letter, complaint letter, Collection letter	Lecture Group Discussion	20
2	Press release	➤ Introduction, structure, various press release	Lecture Group Discussion	15
3	Advertisements	➤ Introduction, function, structure, various, Advertisements	Lecture Group Discussion	15
4	Data interpretation	➤ Introduction, process, table and graph	Lecture Group Discussion	10
5	Writing	➤ writing Summary of a paragraph	Lecture Group Discussion	10

Reference Books:

1. English for Students of Science, Ed. A. Roy & P.L Sharma Pub: Orient Longman.
2. KavitaTyagi and Padma Misra, "Advanced Technical Communication", PHI, 2011
3. P.D.Chaturvedi and MukeshChaturvedi, "Business Communication Concepts, Cases and Applications", Pearson, second edition.
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8. KavitaTyagi and Padma Misra. "Basic Technical Communication", PHI, 2011.
9. Herta A Murphy, Herbert W Hildebrandt and Jane P Thomas, "Effective Business Communication .McGraw Hill.seventh edition.

Semester End Examination:

Q.-1 Attempt any one: (One out of two)	10
Q.-2 Attempt any one: (One out of two)	10
Q.-3 Attempt any one: (One out of two)	10
Q.-4 (A) Attempt any one: (One out of two)	10
Q.-4 (B) Attempt any one: (One out of two)	10
Q.-5 Short note: (Four out of five)	20