

B.Voc Syllabus : Subject-English

Title : ENGLISH LANGUAGE PROFICIENCY – I (I SEMEMSTER)

Credit: 2 Period-2 (Practical Course Work)

UNIT 1: Functional Grammar

Types of Sentences, Time and Tense, Subject-Verb Agreement, Avoid common errors, Word Formation, Word Power, Commonly Used Idioms and Phrases, Vocabulary-Antonyms, Synonyms and Homonyms.

UNIT 2: Communication Skills

Need and importance of communication, Process and Types of Communication, Barriers to communication, Principles of effective communication with respect to formal & informal situations, Modern techniques of communication.

UNIT 3: Listening and Speaking Skills

Building correct Pronunciation/articulation of words & symbols consulting dictionary and developing fluency through practice, situational conversations (Business related dialogues), Various concepts and ways of expressions.

UNIT 4: Inter-Personal skills

Inter-Personal communication, self-assertiveness, managing conflicts, issues and challenges faced in day to day work and life, group discussions and case-study.

UNIT 5: Ethics and Values

Meaning and role in life and business, Business Ethics – The present state of human society, Ethics and morality, Ethics in Practice, Value Crisis in contemporary society. Nature of values: Value Spectrum of a 'good' life. Psychological values: Integrated personality; mental health, Communication/Team talk dynamics.

B.Voc Syllabus : Subject-English

Title : ENGLISH LANGUAGE PROFICIENCY – II (II SEMEMSTER)

Credit: 2 Period-2 (Practical Course Work)

UNIT 1: Reading Comprehension

(a) Purpose and techniques of reading (b) Reading rate (c) Reasons for poor comprehension (d) Ways of improving comprehension skills; practice exercises with different texts.

UNIT 2: Listening & Speaking Activities

Starting and developing a conversation – (i) Meeting and greeting; (ii) Descriptions of current and past events (iii) Reporting (iv) Making and responding to requests (v) facing a job interview.

UNIT 3: Reading & Writing Activities – Official Letters

Comprehending and Writing the following: (a) Letters for enquiry. (b) Letters for placing orders (c) Letter of Complaint-defective supply, short supply and delay in supply (d) Job applications to Govt. departments and Private concerns (e) Goodwill Letters.

UNIT 4: Reading & Writing Activities – Other forms of Official Communication

Comprehending and Writing different forms of Official Communication-Circulars, office memo, notifications and reminders.

UNIT 5: Reading & Writing Activities – Trade Reference

Comprehending and Writing the following – Tenders, Quotations; correspondence with Banks and Post Office; applications for opening and closing bank a/c; cheque-books facility, overdraft facility, transfer & standing instructions.