

# **Saurashtra University**

**Board of Studies in English**  
**Draft Syllabus**  
**Bachelor of Science (B. Sc.)**  
**Foundation Course in English**  
**(Semester I to IV)**

**In effect from 2019 onwards**

## B. Sc. Semester – 1

Saurashtra University								
English								
Syllabus (Effective from June 2019 onwards)								
Subject		English		Semester		01		
Course Title		Scientific and Technical Communication Skill -1		Course Credit		05		
Category		Foundation Course		Course No.		01		
Course Code		Foundation Course						
Semester End Exam		Regular students		2:30 Hours (Theory)		70 Marks		
				Practical (Viva Voce)		35 Marks		
Program	Semester	Category	Credit	Theory		Practical/ Viva		Total Marks
B. Sc.	01	Foundation Course	05	Internal	30	Internal	15	150
				External	70	External	35	
				Credit – 3		Credit – 2		

### Internal Assessment: Assignment/ presentation/MCQ test

#### Course objectives:

- To strengthen students' competence in English
- To strengthen students' four basic language skills.
- To hone students' interpersonal communication skills

Unit	Course Content	Teaching hours
1	<b>Basics of Technical Communication</b> Introduction, Importance of Technical Communication, General and Technical Communication, Objectives and Characteristics of Technical Communication, Process of Communication, Levels of Communication, Flow of Communication, Visual Aids in Technical Communication.	14
2	<b>Barriers to Communication</b> Introduction, Noise, Classification of Barriers, <b>Non-verbal Communication</b> Introduction, Kinesics, Proxemics, Chronemics, Correlating Verbal and Non-verbal Communication, Cross-cultural Variations	14
3	<b>Active Listening</b> Introduction, Reasons for Poor Listening, Traits of a Good Listener, Listening Modes, Types of Listening, Barriers to Effective Listening, Listening for General Content and Specific Information	07
4	Grammar Component Tenses, Concord	10

### Semester end examination

Question No.	Details	Options	Marks
1	Essay type question (Unit – 1)	½	14
2	Essay type question (Unit – 1 and 2)	½	14
3	Essay type question (Unit – 2)	½	14
4	Short notes (Unit – 3)	2/4	14
5	(A) Objective type (Tenses)	7/7	07

	(B) Objective type (Concord)	7/7	07
		<b>Total marks</b>	<b>70</b>

There shall be a batch of 20 students for practical. Each batch will have two practical sessions of one hour each.

### Practical

Practical 1: Activities related to unit 1

Practical 2: Activities related to unit 2

Practical 3: Personal information (• ask for personal information • introduce family and close friends • tell the time/day etc. • ask the time/day) Describe places and things • give information, as part of a simple explanation • give single-step directions and instructions • make requests—ask for directions • Express likes and dislikes • express feelings • express wishes • express views • agree and disagree • apologise • express a preference • express thanks • greet • respond to greetings • make comparative questions • narrate events in the past • give factual accounts • ask about past events • express certainty about the future • ask about future events • express opinions about future possibilities Describe health and symptoms

Practical 4: drilling of sentences based on Tenses, active –passive, common errors in English

**Book:** Meenakshi Raman and Sangeeta Sharma, *Technical Communication: Principles and Practice, Third Edition (with CD)*, Oxford University Press, 2015

### Further Reading: (for all semesters)

1. Kavita Tyagi and Padma Misra , *Advanced Technical Communication*, PHI, 2011  
P.D.Chaturvedi and Mukesh Chaturvedi, *Business Communication – Concepts, Cases and Applications*, Pearson, second edition.
2. Rayudu, C.S- *Communication*, Himalaya Publishing House, 1994.
3. Asha Kaul , *Business Communication*, PHI, second edition.
4. Raymond Murphy, *Essential English Grammar- A self study reference and practice book for elementary students of English*, Cambridge University Press, second edition.
5. Manalo, E. & Fermin, V. (2007). *Technical and Report Writing*. ECC Graphics. Quezon City.
6. Kavita Tyagi and Padma Misra , *Basic Technical Communication*, PHI, 2011.

## B. Sc. Semester – 2

Saurashtra University English Syllabus (Effective from June 2019 onwards)								
Subject		English			Semester		02	
Course Title		Scientific and Technical Communication Skill -2			Course Credit		05	
Category		Foundation Course			Course No.		02	
Course Code		Foundation Course						
Semester End Exam		Regular students			2:30 Hours (Theory)		70 Marks	
					Practical (Viva Voce)		35 Marks	
Program	Semester	Category	Credit	Theory		Practical/ Viva		Total Marks
B. Sc.	02	Foundation Course	05	Internal	30	Internal	15	150
				External	70	External	35	
				Credit – 3		Credit – 2		

### Internal Assessment: Assignment/ presentation/MCQ test

#### Course objectives:

- To strengthen students' competence in English
- To strengthen students' four basic language skills.
- To hone students' interpersonal communication skills

Unit	Course Content	Teaching hours
1	Reading Skill & Comprehension Purpose, process, strategies, Techniques Questions based on assigned Passages	08
2	Group Discussion / Interview Introduction, Purpose, group discussion as a part of selection process, evolution components- knowledge, communication skills, group behaviour & leadership potential, Tips for Effective group discussion. Introduction, Types of interview, Interview Styles, preparation for interview , Structure, Guidelines or tips for Interviewee	20
3	Job Application Introduction, Resume – Appearance and Elements, Application writing for jobs	07
4	Grammar Component Modal Auxiliaries Homonyms & Homophones (See Appendix-1 for List of Homonyms and Homophones)	10

### Semester end examination

Question No.	Details	Options	Marks
1	Essay type question (Unit – 1)	1/2	14
2	Essay type question (Unit – 2)	1/2	14
3	Essay type question (Unit – 2)	1/2	14
4	Short notes (Unit – 3)	2/4	14
5	(C) Objective type (Modal Auxiliaries) (D) Objective type (Homonyms &	10/10	10

	Homophones)	4/4	04
		<b>Total marks</b>	<b>70</b>

There shall be a batch of 20 students for practical. Each batch will have two practical sessions of one hour each.

**Practical :**Practical 1: Activities related to unit 1 (Reading Comprehension: reading of small Passages level 1 and level 2 vocabulary (based on inference, comparison, main idea, troubling words, words meaning from context, drawing conclusions, antonym, synonym, blanks of appropriate verbs, adjectives etc with MCQs)

Practical 2: Activities related to unit 2 (Group discussion, mock interview)

Practical 3: Speaking Practice on the following Based on **Modal Auxiliaries:**

ask about people's feelings, opinions, interests, wishes, hopes • respond to questions about preference • ask for clarification and explanation • respond to requests for clarification • respond to requests for explanations • respond for requests for directions • express likes and dislikes with reasons, and cause and effect • express views, with reasons, and cause and effect warnings • express possession • ask about possession • offer • insist politely • persuade

Practical 4: drilling of sentences based on modal auxiliaries, , common errors in English

**Book:**Meenakshi Raman and *Technical Communication: Principles and Practice, Third Edition (with CD)* Oxford University Press, 2015

**Further Reading: (for all semesters)**

1. Kavita Tyagi and Padma Misra , *Advanced Technical Communication*, PHI, 2011  
P.D.Chaturvedi and Mukesh Chaturvedi, *Business Communication – Concepts, Cases and Applications*, Pearson, second edition.
2. Rayudu, *C.S- Communication*, Himalaya Publishing House, 1994.
3. Asha Kaul , *Business Communication*, PHI, second edition.
4. Raymond Murphy, *Essential English Grammar- A self study reference and practice book for elementary students of English*, Cambridge University Press, second edition.
5. Manalo, E. & Fermin, V. (2007). *Technical and Report Writing*. ECC Graphics. Quezon City.
6. Kavita Tyagi and Padma Misra , *Basic Technical Communication*, PHI, 2011.

**B. Sc. Semester – 3**

Saurashtra University

English

Syllabus (Effective from June 2019 onwards)

Subject	English			Semester	03			
Course Title	Scientific and Technical Communication Skill -3			Course Credit	05			
Category	Foundation Course			Course No.	03			
Course Code	Foundation Course							
Semester End Exam	Regular students			2:30 Hours (Theory)		70 Marks		
				Practical (Viva Voce)		35 Marks		
Program	Semester	Category	Credit	Theory		Practical/ Viva		Total Marks
B. Sc.	03	Foundation Course	05	Internal	30	Internal	15	150
				External	70	External	35	
				Credit – 3		Credit – 2		

**Internal Assessment: Assignment/ presentation/MCQ test****Course objectives:**

- To strengthen students' competence in English
- To strengthen students' four basic language skills.
- To hone students' interpersonal communication skills

Unit	Course Content	Teaching hours
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	12
2	Internal Communication Agenda, Notice of a meeting, Office circular, Memorandum-Format of a memo- Drafting of a memo,	12
3	Presentation Skills Introduction, purpose, analyzing audience and locale, organizing content ,Preparing an outline, four modes of delivery (Extemporaneous, Manuscript, Impromptu, memorization) Using Visual aids, Advantages and Disadvantages, Seminar, Conference	14
4	Grammar Component Prepositions Conjunctions	07

**Semester end examination**

Question No.	Details	Options	Marks
1	Essay type question (Unit – 1)	1/2	14
2	Essay type question (Unit – 2)	1/2	14
3	Essay type question (Unit – 3)	1/2	14
4	Short notes (Unit – 1, 2, 3)	2/4	14
5	(A) Prepositions	07/07	07
	(B) Conjunctions	07/07	07

There shall be a batch of 20 students for practical. Each batch will have two practical sessions of one hour each.

### **Practical**

Practical 1: Activities related to unit 1

Practical 2: Activities related to unit 2 (Office meetings, proceedings etc)

Practical 3: Activities related to unit 3 (Presentations)

Practical 4: drilling of sentences based on prepositions and conjunctions, common errors in English

### **Books:**

1. J. P. Parikh, Anshu Survee and et al., *Business Communication*, Orient Black Swan, 2011
2. Krishna Mohan and Meera Banerji, *Developing Communication Skills*, Macmillan, second edition, 2009

### **Further Reading: (for all semesters)**

1. Kavita Tyagi and Padma Misra , *Advanced Technical Communication*, PHI, 2011  
P.D.Chaturvedi and Mukesh Chaturvedi, *Business Communication – Concepts, Cases and Applications*, Pearson, second edition.
2. Rayudu, *C.S- Communication*, Himalaya Publishing House, 1994.
3. Asha Kaul , *Business Communication*, PHI, second edition.
4. Raymond Murphy, *Essential English Grammar- A self study reference and practice book for elementary students of English*, Cambridge University Press, second edition.
5. Manalo, E. & Fermin, V. (2007). *Technical and Report Writing*. ECC Graphics. Quezon City.
6. Kavita Tyagi and Padma Misra , *Basic Technical Communication*, PHI, 2011.

## B. Sc. Semester – 4

Saurashtra University Faculty of Arts English Syllabus (Effective from June 2019 onwards)								
Subject		English			Semester		04	
Course Title		Scientific and Technical Communication Skill -4			Course Credit		05	
Category		Foundation Course			Course No.		04	
Course Code		Foundation Course						
Semester End Exam		Regular students			2:30 Hours (Theory) Practical (Viva Voce)		70 Marks 35 Marks	
Program	Semester	Category	Credit	Theory		Practical/ Viva		Total Marks
B. Sc.	04	Foundation Course	05	Internal	30	Internal	15	150
				External	70	External	35	
				Credit – 3		Credit – 2		

### Internal Assessment: Assignment/ presentation/MCQ test

#### Course objectives:

- To strengthen students' competence in English
- To strengthen students' four basic language skills.
- To hone students' interpersonal communication skills

Unit	Course Content	Teaching hours
1	Business Correspondence Purpose, layout and forms of business letter, qualities of a business letter E-Communication Impact of Technology on Communication, Computer media- Computer network, The Internet, Worldwide Web, E- Mail, Nettiquette, Computer Technology and Recent Concepts in Business- video Conferencing, E- money transactions, E-banking	10
2	Business Letters Enquiries and their reply, Order and Their Execution, Complaint and their Adjustments, Sales letters	18
3	Report Report writing on business related issues Meaning and definition, characteristics of good report, preparing and organizing report , Layout of the Report, Types of business report	07
4	Grammar Components Active Passive Voice Vocabulary (See Appendix-2, Phrasal Verbs for Work and Business)	10

## Semester end examination

Question No.	Details	Options	Marks
1	Essay type question (Unit – 1)	½	14
2	Essay type question (Unit – 2)	½	14
3	Essay type question (Unit – 2)	½	14
4	Essay type Question/Short notes (Unit 3)	2/4	14
5	(A) Objective Type (Active Passive Voice)	8/8	08
	(B) Objective Type (Vocabulary)	6/6	06
<b>Total marks</b>			<b>70</b>

There shall be a batch of 20 students for practical. Each batch will have two practical sessions of one hour each.

### Practical

Practical 1: Activities related to unit 1

Practical 2: Activities related to unit 2

Practical 3: Activities related to unit 3

Practical 4: Drilling of active-passive voice and vocabulary

### Books

1. J. P. Parikh, Anshu Surve and et al., *Business Communication*, Orient Black Swan, 2011
2. Krishna Mohan and Meera Banerji, *Developing Communication Skills*, Macmillan, second edition, 2009

### **Further Reading: (for all semesters)**

1. Kavita Tyagi and Padma Misra , *Advanced Technical Communication*, PHI, 2011  
P.D.Chaturvedi and Mukesh Chaturvedi, *Business Communication – Concepts, Cases and Applications*, Pearson, second edition.
2. Rayudu, *C.S- Communication*, Himalaya Publishing House, 1994.
3. Asha Kaul , *Business Communication*, PHI, second edition.
4. Raymond Murphy, *Essential English Grammar- A self study reference and practice book for elementary students of English*, Cambridge University Press, second edition.
5. Manalo, E. & Fermin, V. (2007). *Technical and Report Writing*. ECC Graphics. Quezon City.

**Appendix-1 (Semester-2)**

**Appendix 1**

**List of Homonyms (words with multiple meanings)**

1. address	32. current	63. frizzle	94. gross
2. arm	33. crane	64. frog	95. grouse
3. bank	34. deck	65. fry	96. gull
4. bark	35. down	66. fudge	97. hack
5. base	36. duck	67. funny	98. hail
6. bat	37. dust	68. furrier	99. halt
7. beam	38. entrance	69. frog	100. hatch
8. beams	39. even	70. fuzz	101. haze
9. bear	40. exact	71. gab	102. hide
10. board	41. fair	72. gad	103. hind
11. bolt	42. fall	73. gaff	104. hinder
12. bore	43. fat	74. gage	105. hip
13. bow	44. fathom	75. gale	106. hold
14. box	45. fawn	76. gall	107. hood
15. bustier	46. file	77. gauntlet	108. host
16. cabinet	47. fine	78. general	109. hue
17. can	48. fire	79. gig	110. husky
18. cast	49. firm	80. gill	111. inferior
19. chair	50. flat	81. gin	112. insult
20. check	51. fly	82. glass	113. iron
21. chicken	52. fold	83. gloss	114. jade
22. chip	53. forearms	84. glossy	115. jag
23. circular	54. former	85. glower	116. jam
24. clear	55. forte	86. gob	117. jar
25. cleave	56. found	87. goose	118. jay
26. close	57. founder	88. gore	119. jeer
27. club	58. frank	89. graft	120. jerk
28. command	59. fret	90. grave	121. jet
29. content	60. frieze	91. graves	122. jetty
30. cool	61. fritter	92. graze	123. jib
31. cordial	62. frizz	93. groom	124. jumper

125. junk	144. lies	163. quarry	182. stalk
126. journey	145. line	164. reign	183. stall
127. just	146. man	165. remote	184. stud
128. ken	147. match	166. reticule	185. suit
129. key	148. mead	167. right	186. tank
130. kind	149. mean	168. rocket	187. tear
131. know	150. mole	169. rose	188. tender
132. lap	151. murder	170. row	189. tie
133. lark	152. nail	171. saw	190. tire
134. last	153. object	172. scale	191. trivial
135. lead	154. objective	173. second	192. tongue
136. leading	155. park	174. serve	193. trunk
137. learned	156. peddle	175. set	194. valence
138. left	157. pile	176. shower	195. wave
139. letter	158. pitcher	177. sign	196. watch
140. light	159. play	178. sink	197. well
141. long	160. plaque	179. sow	198. wind
142. lower	161. pole	180. space	199. wound
143. lying	162. pound	181. spring	200. yard

### List of Homophones

1. One, won	25. Hare, hair	48. We're, weir	72. Night, knight
2. Two, to, too	26. Bear, bare	49. Him, hymn	73. Sew, sow, so
3. Four, for	27. Deer, dear	50. He'll, heel, heal	74. Pause, paws, pours, pores
4. Eight, ate	28. Gorilla, guerrilla	51. He'd, heed	75. Wrap, rap
5. Steak, stake	29. Sole, soul	52. It's, its	76. Wear, where, ware
6. Bean, been	30. Flea, flee	53. Who's, whose	77. Steal, steel
7. Pear, pair	31. Boar, bore	54. What's, watts	78. Write, right, rite
8. Bread, bred	32. Horse, hoarse	55. Which, witch	79. Buy, by, bye
9. Cereal, serial	33. Lynx, links	56. Blue, blew	80. Sell, cell
10. Flour, flower	34. Whale, wail	57. Red, read	81. Hear, here
11. Meat, meet	35. Mare, mayor	58. Greys, graze	82. Break, brake
12. Chilli, chilly	36. Toad, towed, toed	59. Son, sun	83. Affect, effect
13. Mussel, muscle	37. I, eye	60. Aunt, aren't	84. Die, dye
14. Wine, whine	38. I'll, isle, aisle	61. Father, farther	85. Waste, waist
15. Bite, byte	39. You, ewe, yew	62. Root, route	86. Know, no
16. Grate, great	40. You'll, Yule	63. Wood, would	87. Accept, except
17. Berry, bury	41. You're, your	64. Sea, see	88. Wait, weight
18. Currant, current	42. Our, hour	65. Tide, tied	89. Weigh, way, whey
19. Leek, leak	44. They're, their, there Theirs, there's	66. Shore, sure	90. Flew, flu, flue
20. Maize, maze	45. We've, weave	67. Weather, whether	91. Threw, through
21. Thyme, time	46. We'd, weed	68. Mist, missed	92. Male, mail
22. Sauce, source	47. Principal, Principle	69. Dew, due	93. Vain, vein, vane
23. Sweet, suite		70. Reed, read	
24. Mousse, moose		71. Air, heir	

94. Weak, week	96. Bored, board	98. Higher, hire	100. Aloud, allowed
95. Whole, hole	97. Coarse, course	99. Plain, plane	

## Appendix-2

### **Vocabulary List of Phrasal Verbs for work and Business**

Phrasal verbs that are frequently used in business and work contexts:

- |   |   |
|---|---|
| <ol style="list-style-type: none"> <li>1. back up</li> <li>2. bail out</li> <li>3. book up</li> <li>4. bring forward</li> <li>5. bring off.</li> <li>6. burn out.</li> <li>7. call back</li> <li>8. cash in on</li> <li>9. cash up</li> <li>10. close down</li> <li>11. contract out to</li> <li>12. copy in somebody</li> <li>13. draw up</li> <li>14. drum up</li> <li>15. fall through</li> <li>16. fill in for somebody</li> <li>17. get ahead</li> <li>18. hack into</li> <li>19. hire out</li> <li>20. key in</li> <li>21. knuckle down</li> <li>22. lay off</li> <li>23. measure up</li> <li>24. meet up</li> <li>25. note down</li> <li>26. pencil in</li> <li>27. phone up</li> <li>28. pick up</li> </ol> | <ol style="list-style-type: none"> <li>29. pull out of something</li> <li>30. Report Back</li> <li>31. rip off</li> <li>32. run by / past</li> <li>33. sell off</li> <li>34. sell out</li> <li>35. sell up</li> <li>36. shop around</li> <li>37. sign up</li> <li>38. smarten up</li> <li>39. Be snowed under</li> <li>40. stay behind</li> <li>41. Step Down</li> <li>42. step up</li> <li>43. stock up</li> <li>44. Take over (1)</li> <li>45. Take over (2)</li> <li>46. Talk Over</li> <li>47. team up</li> <li>48. wind up</li> <li>49. write off</li> <li>50. write up</li> </ol> |
|---|---|

