

GONDWANA UNIVERSITY, GADCHIROLI

T. Y. B.S.W. Sem- V & VI

## COMMUNICATIVE ENGLISH

For the session 2019-20 and onwards

### Objectives:

1. To enhance the communicative abilities of the learners.
2. To broaden the knowledge of English language of the learners.
3. To make the students self-expressive.
4. To develop writing skills among the learners.
5. To prepare the learners to deal with soft skills.
6. To expand the learners' use of correct and appropriate expressions.

GONDWANA UNIVERSITY, GADCHIROLI

T. Y. B.S.W. Sem.- V

COMMUNICATIVE ENGLISH

For the session 2019-20 and onwards

Contents	Marks Allotted
Unit : I	(19)
1. An Introduction to Communication	
2. Information Transfer	
Unit : II	(19)
1. Interview and Interviewing Skills	
2. Presentations	
Unit : III	(18)
A. Meetings	
B. Notices, Agenda and Minutes	
Unit : IV	(24)
1. Degrees of Comparison	
2. Direct and Indirect Speech	
3. E-Mail Writing	

Scheme of Examination for T. Y. B.S.W. Sem.- V  
Communicative English

Time : 3 Hours

Max. Marks: 80

Que-1. Answer the following questions in about 150 words each. (Any 2 out of 3)  $2 \times 8 = 16$

(Based on Unit- I)

Que-2. Answer the following questions in about 150 words each. (Any 2 out of 3)  $2 \times 8 = 16$

(Based on Unit- II)

Que-3. Answer the following questions in about 150 words each. (Any 2 out of 3)  $2 \times 8 = 16$

(Based on Unit- III)

Que-4. (A) Change the Degree (Based on Unit- IV-1) (Any 4 out of 6)  $4 \times 2 = 08$

(B) Change the narration (Based on Unit- IV-2) (Any 4 out of 6)  $4 \times 2 = 08$

Que-5 (A) E- Mail Writing (with internal choice) (Based on Unit- IV-3) 1 out of 2

$1 \times 8 = 8$

(B) Very short Answer-Questions to be answered in one or two lines each

(Based on Unit- I, II & III)  $4 \times 2 = 8$

The Internal Assessment

20 marks

Attendance- 05 Marks, Assignment- 05 Marks, and Unit Test- 05 Marks and Oral test-05 Marks

**T. Y. B.S.W. Sem.- VI**  
**COMMUNICATIVE ENGLISH**

For the session 2019-20 and onwards

Contents	Marks Allotted
Unit : I	(19)
1. Speeches	
2. Reference Skills	
Unit : II	(19)
1. Business Correspondence-Letters of Inquiry, Order, Interview Call, Appointment,	
Unit : III	(18)
1. Editing Skills	
2. Synthesis of Sentences (Simple / Complex / Compound)	
Unit : IV	(24)
1. Report Writing (Official)	
2. Essay Writing (200 words)	

**Scheme of Examination for T. Y. B. S.W. Sem.- VI**  
**Communicative English**

Time : 3 Hours

Max. Marks: 80

Que-1. (A) Answer the following questions in about 150 words. (Internal Choice) 1X8 = 8  
(Based on Unit- I- Speeches)

(B) Answer the following questions in about 150 words. (Internal Choice) 1X8= 8  
(Based on Unit- I- Reference Skills)

Que-2. (A) Write the following letter- Letter of Inquiry or Letter of Order.  
(Based on Unit- II) 1X8 = 8

(B) Write the following letter- Interview Call Letter or Letter of Appointment.  
(Based on Unit- II) 1X8= 8

Que-3. (A) Explain the following terms (Any 4 out of 6) 4X2 = 8  
(Based on Unit- III- Editing Skills)

(B) Do as directed 4X2 = 08  
(Based on Unit-III- Synthesis of Sentences)

Que-4.(A) Write an official report in 200 words (with internal choice) 1X8 = 8  
(Based on Unit- IV—Report Writing)

(B) Very short answer question based on Unit-I,II,III- 4X2 = 08

Que-5. Write an essay on any one of the following topics in 200 words (1 out of 4)1X16= 16  
(Based on Unit- IV—Essay Writing)

The Internal Assessment 20 marks

Attendance- 05 Marks, Oral Test 05 Marks, Unit test 05 Marks, Assignment 05 marks

Book prescribed for Sem- V & VI-*Synergy: Communication in English and Study Skills*, Board of Editors, Published by Orient BlackSwan

Reference Books:

1. Business Communication- Basic Concepts and Skills, J. P. Parekh & others, Orient BlackSwan.
2. *English Grammar and Composition*, by R. C. Jain, published by Macmillan India Limited.