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 – 360005 (GUJARAT)
Website: www.saurashtrauniversity.edu

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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:

<table>
<thead>
<tr>
<th>UNIT</th>
<th>UNIT TITLE</th>
<th>DESCRIPTION</th>
<th>TEACHING METHOD</th>
<th>MARK</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Concepts and fundamentals of communication</td>
<td>➢ Introduction, meaning, importance, types, Process of communication.</td>
<td>Lecture</td>
<td>15</td>
</tr>
<tr>
<td>2</td>
<td>Written Communication</td>
<td>➢ Objectives, Merits and demerits, planning and preparing.</td>
<td>Lecture And Group Discussion</td>
<td>15</td>
</tr>
</tbody>
</table>
Oral Communications

Meaning & Purpose, Principles, Advantages, Disadvantages, Styles of oral communication.

Lecture And Group Discussion

Non-verbal communications

Sign language, Body language, Paralanguage, Space, surrounding, time, Silence

Lecture And Group Discussion

Grammar

Tenses: Present, Past, Future

Lecture And Group Discussion

Reference Books:


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. 07 Name: Communication skills-2
Course (Paper) Unique Code Core
External Exam Time Duration 02:30 Hours

<table>
<thead>
<tr>
<th>Name of Program</th>
<th>Semester</th>
<th>Course Group</th>
<th>Foundation/ Core/ Elective-1/ Elective-2/ Practical/ Project</th>
<th>Credit</th>
<th>Internal Mark</th>
<th>External Mark</th>
<th>Practical Viva mark</th>
<th>Total marks</th>
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<tbody>
<tr>
<td>Bachelor of Social Work</td>
<td>02</td>
<td>Core</td>
<td>4</td>
<td>30</td>
<td>70</td>
<td>-</td>
<td>100</td>
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</table>

Course Objective:
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</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Reading Skill</td>
<td>➢ Reading Purpose, Process, Tactics, Models Strategies, Idea, Tone and Intention, Techniques</td>
<td>Lecture And Group Discussion</td>
<td>15</td>
</tr>
<tr>
<td>2</td>
<td>Speaking Skill</td>
<td>➢ Speaking-Effective Speaking, Idea of Space and time in public speaking, tone of voice, body language, tips of using Visuals, Describing Trends</td>
<td>Lecture And Group Discussion</td>
<td>15</td>
</tr>
<tr>
<td>3</td>
<td>Group Discussion</td>
<td>➢ Group Discussion - introduction, purpose, Relevance, process, strategies, tips for effective Participation and</td>
<td>Lecture And</td>
<td>15</td>
</tr>
</tbody>
</table>

~ 4 ~
<table>
<thead>
<tr>
<th></th>
<th>moderating group discussion</th>
<th>Group Discussion</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Dialogue Writing</td>
<td>Lecture And Group Discussion</td>
</tr>
<tr>
<td></td>
<td>➢ Purpose, guidelines, conversation at various places and situation</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Modal Auxiliaries</td>
<td>Lecture And Group Discussion</td>
</tr>
<tr>
<td></td>
<td>➢ Shall, Will, Can, Could, May, Might, Would, Should, Must, Ought to, used to, need</td>
<td></td>
</tr>
</tbody>
</table>

**Reference Books:**

**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

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</thead>
<tbody>
<tr>
<td>1</td>
<td>Listening Skills</td>
<td>Art of listening, Meaning, nature, process, types, importance, Principles, Barriers</td>
<td>Lecture And Group Discussion</td>
<td>20</td>
</tr>
<tr>
<td>2</td>
<td>Interpersonal</td>
<td>Group Personality, Brain Storming, Meetings, Seminar, Conference</td>
<td>Lecture And Group Discussion</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td>Communication</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Presentation skills</td>
<td>Objectives, Data, collection, Preparing an outline, Using visual aids, Advantages and Disadvantages</td>
<td>Lecture And And Group Discussion</td>
<td>15</td>
</tr>
</tbody>
</table>
4. Personal letters
   ➢ Good and bad news, invitation, congratulation, advice

5. Grammar
   ➢ Active - passive voice

Reference Books:

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

<table>
<thead>
<tr>
<th>Subject :</th>
<th>Bachelor of Social Work</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course (Paper) No.</td>
<td>20</td>
</tr>
<tr>
<td>Name:</td>
<td>Communication Skills-4</td>
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<tr>
<td>Course (Paper) Unique Code</td>
<td>Core</td>
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<tr>
<td>External Exam Time Duration</td>
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<table>
<thead>
<tr>
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<th>Total marks</th>
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<td>30</td>
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### Course Objective:
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<th>DESCRIPTION</th>
<th>TEACHING METHOD</th>
<th>MARK</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Self-development and communication</td>
<td>Nature of attitude, Influence of attitude, Attitude-meaning and nature, Factors that shape attitude Types, Positive attitude and Negative attitude</td>
<td>Lecture And Group Discussion</td>
<td>20</td>
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<tr>
<td>2</td>
<td>Internal Communication</td>
<td>Agenda, Notice of a meeting, Minutes of a meeting, Office circular, Memorandum</td>
<td>Lecture And Group Discussion</td>
<td>20</td>
</tr>
<tr>
<td>3</td>
<td>Job application</td>
<td>Introduction, format, Curriculum vitae/resume</td>
<td>Lecture Group</td>
<td>10</td>
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<table>
<thead>
<tr>
<th></th>
<th>Comprehensions</th>
<th>Comprehension of a paragraph</th>
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<tbody>
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<td>10</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Grammar</th>
<th>Direct indirect speech</th>
<th>Lecture And Group Discussion</th>
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</thead>
<tbody>
<tr>
<td>5</td>
<td></td>
<td></td>
<td>10</td>
</tr>
</tbody>
</table>

**Reference Books:**

**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

<table>
<thead>
<tr>
<th>Name of Program</th>
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<th>Foundation/ Core/ Elective-1/ Elective-2/ Practical/ Project</th>
<th>Credit</th>
<th>Internal Mark</th>
<th>External Mark</th>
<th>Practical Viva mark</th>
<th>Total marks</th>
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<tbody>
<tr>
<td>Bachelor of Social Work</td>
<td>05</td>
<td>Core</td>
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<td>30</td>
<td>70</td>
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Course Objective:
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<th>MARK</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Official letters</td>
<td>Introduction, Inward structure, various official letters</td>
<td>Lecture And Group Discussion</td>
<td>10</td>
</tr>
<tr>
<td>3</td>
<td>Interview</td>
<td>Art of interviewing, Types of interview, structure, guidelines for interviewer, guidelines for interviewee</td>
<td>Lecture And Group</td>
<td>20</td>
</tr>
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</table>
Table:

<table>
<thead>
<tr>
<th>4</th>
<th>Questionnaire</th>
<th>Discussion</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Introduction, meaning, definition, Format, objectives, types</td>
<td>Lecture And Group Discussion</td>
</tr>
<tr>
<td>5</td>
<td>Modern communication</td>
<td>Professional skills, Modern tools, Fax, E-Mail, Video-Conferencing, Web-writing, advantages and disadvantages</td>
</tr>
</tbody>
</table>

**Reference Books:**


**Semester End Examination:**

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

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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

<table>
<thead>
<tr>
<th>Name of Program</th>
<th>Semester</th>
<th>Course Group</th>
<th>Credit</th>
<th>Internal Mark</th>
<th>External Mark</th>
<th>Practical Viva mark</th>
<th>Total marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor of Social Work</td>
<td>06</td>
<td>Core</td>
<td>4</td>
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<td>70</td>
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<th>MARK</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Business letters</td>
<td>➢ Introduction, structure, inquiry letter, order letter, complaint letter, Collection letter</td>
<td>Lecture Group Discussion</td>
<td>20</td>
</tr>
<tr>
<td>2</td>
<td>Press release</td>
<td>➢ Introduction, structure, various press release</td>
<td>Lecture Group Discussion</td>
<td>15</td>
</tr>
<tr>
<td>3</td>
<td>Advertisements</td>
<td>➢ Introduction, function, structure, various, Advertisements</td>
<td>Lecture Group Discussion</td>
<td>15</td>
</tr>
<tr>
<td>4</td>
<td>Data interpretation</td>
<td>➢ Introduction, process, table and graph</td>
<td>Lecture Group</td>
<td>10</td>
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</tbody>
</table>
Reference Books:

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
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