

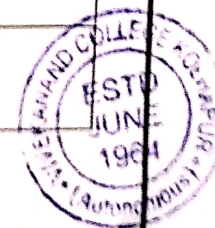
**VIVEKANAND COLLEGE, KOLHAPUR (AUTONOMOUS)**  
**Statement of Syllabus Covered**

Year: 2021-2022


Name of Teacher: Dr. K. D. Tiwade

Department: English

Class & Paper no.	Subject & Paper name	Syllabus Assigned	Syllabus Covered/ Not Covered	Remark
BA III Sem V	<u>English for Communication</u>	<b>Module I:</b> 1. Interview skills 2. The Interview – V. V. John	Covered	
		<b>Module II:</b> 1. Grammar for Competitive Examination 2. The Lottery - Shirley Jackson		
		<b>Module III:</b> 1. Writing skills for Competitive Examination 2. After Twenty Years – O' Henry		
		<b>Module IV:</b> 1. I shall Return to This Bengal – Jibanananda Das 2. Song of Youth – A P J Abdul Kalam 3. The Orphan Girl - Henry Derozio		
BA III Sem VI	<u>English for Communication</u>	<b>Module V:</b> 1. Group discussion 2. The Lighthouse Keeper of Aspinwall – Henry Sienkiewicz	Covered	
		<b>Module VI:</b> 1. Note Making and Note Taking 2. Three Questions – Leo Tolstoy		
		<b>Module VII:</b> 1. Media Writing		

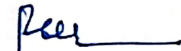


		2. Eight Rupees – Murli Das Melwani	
		<b>Module VIII:</b> 1. The Mystic Drum – Gabriel Okara 2. Two Dead Soldiers – Jean Arasanayagam 3. Bora Ring – Judith Wright	

  
**Dr. K. D. Tiwade**  
 Subject Teacher  
 Head

DEPARTMENT OF ENGLISH  
 VIVEKANAND COLLEGE  
 KOLHAPUR (AUTONOMOUS)



  
**Dr. R. R. Kumbhar**  
 Principal

**PRINCIPAL**  
 Vivekanand College  
 Kolhapur

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Statement of Syllabus Covered

Year: 2021-2022

Name of Teacher: Dr. S. I Maner

Class & Paper no.	Subject & Paper name	Syllabus Assigned	Department: English	
			Syllabus Covered/ Not Covered	Remark
Bio Tech III Sem. V	English for Communication	Module I .A. Interview Skills: 1)Preparation for the Interview 2)Winning strategies of interview, 3)Do's & Don'ts at the time of Interview 4)Preparation before an Interview 5)During the Interview 6) Exercises  B. Enterprise poem by Nissim Ezekel	Covered	
		Module II A. E-Communication : 1Electronic Mail- Creating an email Id, Formal & Informal Email2)Email Discussion Group, Email Pals 3)Blogs-Types of Blog- Personal, professional Blog4)Exercises  B. The Ant & the Grasshopper by William Somerest Mugham	Covered	
		Module III A. English for Competitive Examination : 1) Organizing a paragraph 2) Formal letter Writing 3)Report writing  B. The Look-Out Man prose by Nicolas Bently	Covered	
		Module IV A. Forgetting our own history – Sudha Murthy  B The Butterfly – poem Arun kolatkar  C For Your Lanes My Country – Faiz Ahmad Faiz	Covered	
Bio Tech III Sem. VI	English for Communication	Module V A. Group Discussion  B. Evolution – poem by Sherman Alexie	Covered	
		Module VI A. Note making and Note Taking  B. Gateman's Gift – story by R.K.Narayan	Covered	



	Module VII A. An Introduction to media writing B. Karma – Khushwant Sing	Covered	
	Module VIII A. Bhaurao in America by Barr. P.G.Patil B. The Grass Is Really Like Me by Kiswar Naheed C. The Granny by Tejswini Patil	Covered	

*S. I. Maner*  
 Dr. S. I. Maner  
 Subject Teacher

*K. D. Tiwade*  
 Dr. K. D. Tiwade  
 Head, Dept. of English  
 Head  
 DEPARTMENT OF ENGLISH  
 VIVEKANAND COLLEGE  
 KOLHAPUR (AUTONOMOUS)

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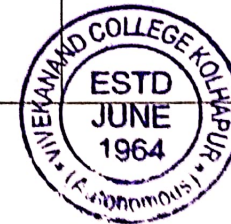
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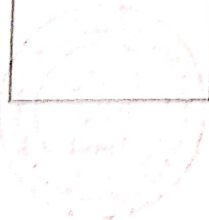
Name of Teacher: Ms. Supriya M. Patil

Department: English


Class & Paper no.	Subject & Paper name	Syllabus Assigned	Syllabus Covered/ Not Covered	Remark
BBA Part I Sem. I	Business Communication	<b>Module I: Introduction to Communication:</b> 1. Basic types of communication- Reading, Writing, Listening, Speaking; 2. Purpose of Communication; Process of Communication 3. Importance of Communication in Business 4. Barriers to Communication; Measures to Overcome the Barriers to Communication.	Covered	
		<b>Module II: Communication Network</b> 1. Scope and Types of Communication Network; 2. Formal and Informal Communication Network; 3. Upward Communication Downward Communication Horizontal Communication; Diagonal Communication; Grapevine.		
		<b>Module III: Writing Memos, Circulars and Notices</b> 1. Memo- Characteristics of a memo, Language and writing style of a memo- Format of a Memo 2. Circulars- Guidelines for writing a circular- Languages and writing style of a circular- Format of a circular 3. Notices- Purpose- Format- Important points to remember while writing a notice 4. <b>Writing Business Letter:</b> Importance of Business Letters; Difference between Personal and Business Letters; Structure and Format of Business Letters; Types of Business Letters.		




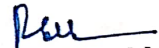
		<p><b>Module IV: Employment Communication –</b>  <b>Resume:</b> Contents of Good Resume; Guidelines for Writing Resume; Different Types of Resumes; Reason for a Cover Letter to Apply for a Job-Format of Cover Letter; Different Types of Cover Letters</p> <p><b>Employment Communication –</b>  <b>Job Interview:</b> Importance and Factors Involving Job Interview; Characteristics of Job Interview; Job Interview Process; Job Interview Techniques- Manners and etiquettes to be maintained during an interview; Sample Questions Commonly asked During Interview</p>		
BBA Part I Sem II	Business Communication	<p><b>Module I: Oral Communication</b>  1. Nature, characteristics, Principles of effective oral communication  2. <b>Speech</b>-prepared speech, public speech and extempore speech  3. Media of Oral communication- face to face communication, teleconferences, press conferences</p>	Covered	
		<p><b>Module II: Seminar, Conferences, Group Discussion and Effective Presentation</b>  1. Seminar- preparing, conducting and organizing seminar conferences  2. Group discussion- opening of topic, discussion, summary, observer's comments  3. Presentation- introduction, purpose of presentation, tools for effective presentation</p>		
		<p><b>Module III: Report Writing</b>  1. Features of Writing a Good Report; Purpose of Report Writing;  2. Difference between Business Report and Engineering Report  3. Characteristics of writing a good report-Importance of communication in report writing;  4. Guidelines for Report Writing; Steps in Report Writing;</p>		



		Structure of Report; Types of Reports and Different Formats.	
		<b>Module IV Application of Communication Skills</b> 1. Group Decision-Making 2. Conflict and Negotiations 3. Customer Care/Customers Relations - Public Relations (Concept, Principles, Do's and Don'ts etc. to be studied for each type).	

  
**Ms. Supriya M. Patil**  
 Subject Teacher

  
**Dr. K. D. Tiwade**  
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