



**KALINGA  
UNIVERSITY**

**SCHEME & SYLLABUS FOR**

# **Bachelor of Vocational Studies (B.Voc.) Spoken English**



Kalinga University, Naya Raipur, Chhattisgarh

**Programme Outcomes (PO):**

- On successful completion of the course, the learners will be able to identify different varieties of English and enhance their linguistic and communicative skills and abilities.
- The learners will be able to analyze socio-political aspects of literary texts.
- It will enhance cultural understanding with the help of different literary works.
- It will enable learners to apply the critical pondering in different forms of literature.
- It will enable learners to imbibe ethical, moral and cultural values through understanding and interpretation of various forms and works of English literature.
- It will enhance learners' employability through the development and learning their linguistic and communicative competence.

# B.VOC IN SPOKEN ENGLISH

Semester-01								
Course Code	Course Title	Credits	L	T	P	Internal Marks	End Semester Exam Marks	Total Marks
<b>BVSE101</b>	Introduction to Speaking Skills	4	4	0	0	30	70	100
<b>BVSE102</b>	Fundamentals of Information Technology	3	3	0	0	30	70	100
<b>BVSE103</b>	Phonology of English	3	3	0	0	30	70	100
<b>BVSE104P</b>	Introduction to Speaking Skills Lab	2	0	0	4	20	30	50
<b>BVSE105P</b>	<b>Industrial Training/On Job Training/Workshop</b>	18	0	0	36	50	150	200
<b>Total</b>		<b>30</b>	<b>10</b>	<b>0</b>	<b>40</b>	<b>160</b>	<b>390</b>	<b>550</b>

Semester-02								
Course Code	Course Title	Credits	L	T	P	Internal Marks	End Semester Exam Marks	Total Marks
<b>BVSE201</b>	Introduction to Reading Skills	4	4	0	0	30	70	100
<b>BVSE202</b>	Environmental Studies	3	3	0	0	30	70	100
<b>BVSE203</b>	English Fluency -I	3	3	0	0	30	70	100
<b>BVSE204P</b>	Introduction to Reading Skills Lab	2	0	0	4	20	30	50
<b>BVSE205P</b>	<b>Industrial Training/On Job Training/Workshop</b>	18	0	0	36	50	150	200
<b>Total</b>		<b>30</b>	<b>10</b>	<b>0</b>	<b>40</b>	<b>160</b>	<b>390</b>	<b>550</b>

Semester-03								
Course Code	Course Title	Credits	L	T	P	Internal Marks	End Semester Exam Marks	Total Marks
<b>BVSE301</b>	Introduction to Listening Skills	4	4	0	0	30	70	100
<b>BVSE302</b>	Pronunciation and Vocabulary	3	3	0	0	30	70	100
<b>BVSE303</b>	English Fluency -II	3	3	0	0	30	70	100
<b>BVSE304P</b>	Introduction to Listening Skills Lab	2	0	0	4	20	30	50
<b>BVSE305P</b>	<b>Industrial Training/On Job Training/Workshop</b>	18	0	0	36	50	150	200
<b>Total</b>		<b>30</b>	<b>10</b>	<b>0</b>	<b>40</b>	<b>160</b>	<b>390</b>	<b>550</b>

Semester-04								
Course Code	Course Title	Credits	L	T	P	Internal Marks	End Semester Exam Marks	Total Marks
<b>BVSE401</b>	Introduction to Writing Skills	4	4	0	0	30	70	100
<b>BVSE402</b>	Business English	3	3	0	0	30	70	100
<b>BVSE403</b>	Public Speaking	3	3	0	0	30	70	100
<b>BVSE404P</b>	Introduction to Writing Skills Lab	2	0	0	4	20	30	50
<b>BVSE405P</b>	<b>Industrial Training/On Job Training/Workshop</b>	18	0	0	36	50	150	200
<b>Total</b>		<b>30</b>	<b>10</b>	<b>0</b>	<b>40</b>	<b>160</b>	<b>390</b>	<b>550</b>

Semester-05								
Course Code	Course Title	Credits	L	T	P	Internal Marks	End Semester Exam Marks	Total Marks
BVSE501	Introduction to Presentation skills	4	4	0	0	30	70	100
BVSE502	Reading Literature and Professional Ethics	3	3	0	0	30	70	100
BVSE503	Organizational Communication	3	3	0	0	30	70	100
BVSE504P	Introduction to Presentation skills Lab	2	0	0	4	20	30	50
BVSE505P	<b>Industrial Training/On Job Training/Workshop</b>	18	0	0	36	50	150	200
<b>Total</b>		<b>30</b>	<b>10</b>	<b>0</b>	<b>40</b>	<b>160</b>	<b>390</b>	<b>550</b>

Semester-06								
Course Code	Course Title	Credits	L	T	P	Internal Marks	End Semester Exam Marks	Total Marks
BVSE601	Soft Skills and Employability Skills	4	4	0	0	30	70	100
BVSE602	Translation Studies	3	3	0	0	30	70	100
BVSE603	Communication Skills	3	3	0	0	30	70	100
BVSE604P	Soft Skills and Employability Skills Lab	2	0	0	4	20	30	50
BVSE605P	<b>Industrial Training/On Job Training/Workshop</b>	18	0	0	36	50	150	200
<b>Total</b>		<b>30</b>	<b>10</b>	<b>0</b>	<b>40</b>	<b>160</b>	<b>390</b>	<b>550</b>

# SEMESTER - 01

# BVSE101

## INTRODUCTION TO SPEAKING SKILLS

### Course Objectives:

- To familiarize learners with the basics of English language – English sounds
- To enable learners to achieve accuracy in pronunciation.
- To enhance intelligibility and neutralization of accent.
- To enable learners to use English language in communication.
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### Course outcomes:

- To demonstrate the familiarity with the English sounds
- To show awareness of the subtle differences and the use English sounds accurately
- To neutralise mother tongue influence and use English intelligibly in conversation
- To use the language effectively for basic communicational purposes

### Unit - 1

08

- The phonology of English - International Phonetic Alphabet [IPA]: consonants, vowels, Diphthongs and Consonant Clusters. Places and manners of articulation of sounds.

### Unit - 2

08

- The syllable and stress patterns: strong and weak forms. Sentence-stress-pause.
- Intonation: patterns of intonation and use of them for reading and speaking purposes

### Unit - 3

07

- Greeting/Introduction/Leave Taking/ Making registers/Granting requests/Refusing requests/ Making Enquiries/Giving information/Giving Directions/ withholding information.
- Describing people, process, procedure, objects/Narrative events. Extending Invitations/Accepting and Declining Invitation.
- Making complaints and suggestion/ Apologizing/Offering Excuses. Negotiating and Persuading People/Expressing Dissent and Caution

### Unit - 4

07

- Offering Emotional Support/Motivating People/Expressing Condolences
- Warning/ Expressing Disapprovals and Displeasure Making Announcement / public addressing.

# BVSE102

## FUNDAMENTALS OF INFORMATION TECHNOLOGY

### Course objective:

- This is a basic course for commerce students to familiarize with computer and its applications in the relevant fields and exposes them to other related courses of IT.

### Course Outcomes:

- Gain a foundational understanding of key IT concepts, including hardware, software, and networks.
- Develop proficiency in using common computer applications, such as word processing and spreadsheet software.
- Explore the ethical and security considerations in IT, emphasizing responsible digital behavior.
- Acquire problem-solving skills by applying IT knowledge to real world scenarios.
- Prepare for further studies in IT or related fields by establishing a strong IT knowledge base.

### Unit - 1

06

- **Computer characteristics:** Speed, storage, accuracy, diligence; digital signals, binary system, ASCII; historic evolution of computers;
- **Classification of computers:** microcomputer, minicomputer, mainframes, supercomputers;
- **Personal computers:** desktop, laptops, palmtop, tablet; hardware & software; von Neumann model.

### Unit - 2

06

- **Hardware:** CPU, memory, input devices, output devices.
- **Memory units:** RAM (SDRAM, DDR RAM, RDRAM etc. feature wise comparison only); ROM-different types: Flash memory;
- **Auxiliary storage:** Magnetic devices, optical devices; floppy, hard disk, memory stick, CD, DVD, CD/DVD-Writer;
- **Input devices** - keyboard, mouse, scanner, speech input devices, digital camera, touch screen voice input, joystick, optical readers, bar code reader;
- **Output devices:** Display device, size and resolution; CRT, LCD, LED;
- **Printers:** Dot-matrix, inkjet, laser; plotters, sound cards & speaker.

### Unit - 3

06

- **Software:** System software, application software; concepts of files and folders, introduction to operating systems, different types of operating systems: single user, multitasking, time-sharing multi-user; booting, POST;
- **Basic features of two GUI operating systems:** Windows & Linux (Basic desk top management); Programming Languages, Compiler, Interpreter, Databases;
- **Application software:** Generic features of word processors, spread sheets and presentation software; generic introduction to latex for scientific typesetting; utilities and their use; computer viruses & protection, free software, open source.

### Unit - 4

06

- **Computer Networks and Internet:** Connecting computers, requirements for a network: server, workstation, switch, router, network operating systems; internet: brief history, world wide web, websites, URL, browsers, search engines, search tips; internet connections: isp, dial-up, cable modem, well, dsl, leased line wireless and Wi-Fi connectivity ; email, email software features (send receive, filter, attach, forward, copy, blind copy); characteristics of web-based systems, web pages, web programming languages.

### Unit - 5

06

- **Information Technology and Society:** Indian IT Act, intellectual property rights, issues. application of information technology in railways, airlines, banking, insurance, inventory control, financial systems, hotel management, education, video games, telephone exchanges, mobile phones, information kiosks, special effects in movies.
- **Programming Concepts & Techniques:** Program concept, characteristics of programme, stages in program development, tips for program designing, programming aids, algorithms, pseudo code, notations, design, flowcharts, symbols, rules, compiler & interpreter. introduction to programming techniques, top-down & bottom-up approach, unstructured, & modular programming, cohesion, coupling, debugging, syntax & logical errors, linking and loading, testing and debugging, documentation.

### References:

- Programming in C, R.S. Salaria, Khanna Publishing House
- Computer Concepts and Programming in C, R.S. Salaria, Khanna Publishing House
- Handbook of Computer Fundamentals, N.S. Gill, Khanna Publishing House

# BVSE103

## PHONOLOGY OF ENGLISH

### Objective:

- To enable the students to acquire phonetic skills required for oral skills.
- To give ear training to students to help them to listen sounds which are not There in their regional languages.
- To acquaint the students with the phonological structure of modern English.
- To orient the students to word accents and speech rhythm and spoken English.

### Unit - 1

08

#### This paper will cover the following components:

- Vowels and consonants
- Syllables and CVC pattern.

### Unit - 2

08

- Rules for word accent.
- Weak forms & strong forms.

### Unit - 3

07

- Accent patterns in connected speech.
- Rising tone, falling tone & intonation.

### Unit - 4

07

- Transcription.
- Pronunciation.

### References:

- Spoken English for India By – R.K. Bansal & J.B.Harrison ( Orient Longman, Mumbai, 2000)
- An English Phonetic Reader By R.K. Bansal & Cive Brsneet (Orient Longman, Mumbai, 1976)
- Better English Pronunciation By J.D.O. Connor. (Universal Book Stall, New Delhi, 1992)
- Spoken English By V. Sasikumar & P.V.Dhamija (Tata Mc Grow Hill, New Delhi, 2001)
- A Book of Structure and Function of Madern English By. Prof. Sarita Bobade – Mane (Phadake Prakashan, Kolhapur, 2006)
- Oxford, Advanced Learner’s Dictionary of Current English By. A.S. Hornby ( Oxford University Press, Calcutta Fourth Edition, 1989).
- Better Spoken English By. S. Chaudhary ( Vikas Publishing House, New Delhi, 2004)
- A Textbook of English Phonetics For Indian Students By. T. Balsubramaniam (Macmillan, New Delhi, 1999).

# BVSE104P

## INTRODUCTION TO SPEAKING SKILLS LAB

- Telling a story in the Present, Past or Future Tense.
- Interaction with Doctor, Stranger, Teacher, Neighbour and Police officer.
- Describing an imaginary character/situation.

**BVSE105P**  
**INDUSTRIAL TRAINING/ON JOB TRAINING/  
WORKSHOP**

# SEMESTER - 02

# BVSE201

## INTRODUCTION TO READING SKILLS

### Course Outcome:

- Upon the completion of the course, the students are expected to have enhanced their reading skills in English.

### Course Objectives:

- Students will be able to explain the importance of reading skills.
- Students will be able to define different types of reading skills.
- Students will be able to apply different strategies to enhance their reading skills.
- Students will be able to read and comprehend different types of texts.

### Unit - 1

15

#### Introduction to Reading Skills:

- Importance of reading skills
- Types of reading skills
- Strategies to enhance reading skills

### Unit - 2

15

#### Developing Reading Skills:

- Reading Comprehension: Prose and Poetry
- General Reading: Newspaper
- Academic Reading: Book

### References:

- Doff, A. (2014). B1 pre-intermediate coursebook English unlimited, special edition. Cambridge University Press.
- Doff, A. (2014). B1 plus intermediate coursebook English unlimited, special edition. Cambridge University Press.
- Ludlow, R. & Panton, F. (1995). The essence of effective communications. Prentice Hall of India Pvt. Ltd.

# BVSE202

## ENVIRONMENTAL STUDIES

### Course Outcomes:

- Master core concepts and methods from ecological and physical sciences and their application in environmental problem solving.
- Appreciate the ethical, cross-cultural, and historical context of environmental issues and the links between human and natural systems.
- Apply systems concepts and methodologies to analyze and understand interactions between social and environmental processes.
- Reflect critically about their roles and identities as citizens, consumers and environmental actors in a complex, interconnected world.
- Master core concepts and methods from economic, political, and social analysis as they pertain to the design and evaluation of environmental policies and institutions.

### Unit - 1

06

#### Introduction to Environmental Studies:

- Multidisciplinary nature of environmental studies, Scope and importance; concept of sustainability and sustainable development.

#### Ecosystems:

- What is an ecosystem? Structure and function of the ecosystem;
- **Energy flow in an ecosystem:** food chains, food webs and ecological succession.
- **Case studies of the following ecosystems:** Forest ecosystem, grassland ecosystem, desert ecosystem, aquatic ecosystems (ponds, streams, lakes, rivers, oceans, estuaries)

### Unit - 2

06

#### Natural Resources:

- **Renewable and Non--renewable Resources:** Land resources and land use change; Land degradation, soil erosion and desertification.
- **Deforestation:** Causes and impacts due to mining, dam building on environment, forests, biodiversity and tribal populations.
- **Water:** Use and over--exploitation of surface and ground water, floods, droughts, conflicts over water (international & inter--state).
- **Energy resources:** Renewable and non-renewable energy sources, use of alternate energy sources, growing energy needs, case studies.

### Unit - 3

06

#### **Biodiversity and Conservation:**

- **Levels of biological diversity:** genetic, species and ecosystem diversity; Biogeographic zones of India; Biodiversity patterns and global biodiversity hot spots, India as a mega-biodiversity nation; Endangered and endemic species of India
- **Threats to biodiversity:** Habitat loss, poaching of wildlife, man-wildlife conflicts, biological invasions;
- **Conservation of biodiversity:** In-situ and Ex-situ conservation of biodiversity.
- **Ecosystem and biodiversity services:** Ecological, economic, social, ethical, aesthetic and Informational value.

### Unit - 4

06

#### **Environmental Pollution:**

- Types, causes, effects and controls; Air, water, soil and noise pollution, Nuclear hazards and human health risks
- **Solid waste management:** Control measures of urban and industrial waste. Pollution case studies.

#### **Environmental Policies & Practices:**

- Climate change, global warming, ozone layer depletion, acid rain and impacts on human communities and agriculture
- **Environment Laws:** Environment Protection Act; Air (Prevention & Control of Pollution) Act; Water (Prevention and control of Pollution) Act; Wildlife Protection Act; Forest Conservation Act. International agreements: Montreal and Kyoto protocols and Convention on Biological Diversity (CBD).
- Nature reserves, tribal populations and rights, and human wildlife conflicts in Indian context.

### Unit - 5

06

#### **Human Communities and the Environment:**

- **Human population growth:** Impacts on environment, human health and welfare. Resettlement and rehabilitation of project affected persons; case studies.
- **Disaster management:** floods, earthquake, cyclones and landslides.
- **Environmental movements:** Chipko, Silent valley, Bishnois of Rajasthan.
- **Environmental ethics:** Role of Indian and other religions and cultures in environmental conservation. Environmental communication and public awareness, case studies (e.g., CNG vehicles in Delhi).

### References:

- Carson, R. 2002. *Silent Spring*. Houghton Mifflin Harcourt.
- Gadgil, M., & Guha, R. 1993. *This Fissured Land: An Ecological History of India*. Univ. of California Press.
- Gleeson, B. and Low, N. (eds.) 1999. *Global Ethics and Environment*, London, Routledge.
- Gleick, P. H. 1993. *Water in Crisis*. Pacific Institute for Studies in Dev., Environment & Security. Stockholm Env. Institute, Oxford Univ. Press.
- Groom, Martha J., Gary K. Meffe, and Carl Ronald Carroll. *Principles of Conservation Biology*. Sunderland: Sinauer Associates, 2006.
- Grumbine, R. Edward, and Pandit, M.K. 2013. Threats from India's Himalaya dams. *Science*, 339: 36--37.
- McCully, P. 1996. *Rivers no more: the environmental effects of dams*(pp. 29--64). Zed Books.
- McNeill, John R. 2000. *Something New Under the Sun: An Environmental History of the Twentieth Century*.
- Odum, E.P., Odum, H.T. & Andrews, J. 1971. *Fundamentals of Ecology*. Philadelphia: Saunders.
- Pepper, I.L., Gerba, C.P. & Brusseau, M.L. 2011. *Environmental and Pollution Science*. Academic Press.
- Rao, M.N. & Datta, A.K. 1987. *Waste Water Treatment*. Oxford and IBH Publishing Co. Pvt. Ltd.
- Raven, P.H., Hassenzahl, D.M. & Berg, L.R. 2012. *Environment*. 8th edition. John Wiley & Sons.
- Rosencranz, A., Divan, S., & Noble, M. L. 2001. *Environmental law and policy in India*. Tripathi 1992.
- Sengupta, R. 2003. *Ecology and economics: An approach to sustainable development*. OUP.
- Singh, J.S., Singh, S.P. and Gupta, S.R. 2014. *Ecology, Environmental Science and Conservation*. S. Chand Publishing, New Delhi.
- Sodhi, N.S., Gibson, L. & Raven, P.H. (eds). 2013. *Conservation Biology: Voices from the Tropics*. John Wiley & Sons.
- Thapar, V. 1998. *Land of the Tiger: A Natural History of the Indian Subcontinent*.
- Warren, C. E. 1971. *Biology and Water Pollution Control*. WB Saunders.
- Wilson, E. O. 2006. *The Creation: An appeal to save life on earth*. New York: Norton.
- World Commission on Environment and Development. 1987. *Our Common Future*. Oxford University Press.

# BVSE203

## ENGLISH FLUENCY - I

### Course objectives:

- This course is intended for students who possess basic grammatical and vocabulary skills in English but may not be able to effectively communicate in their everyday contexts.
- The course aims to equip them with skills that will help them interact with people around their personal, institutional and social spaces.

### Unit - 1

10

#### In the domestic sphere:

- Diary
- Modifiers, Prepositions, Conjunctions
- Write a diary entry and convert it into a blog post
- Convert a transcript/ script/ piece of dialogue into a diary entry/ blog post

### Unit - 2

10

#### In the University:

- Introducing oneself -- Note-making
- Pronunciation Intonation – Nouns, Verbs, Articles
- Blog writing:
  - a) Introduce yourselves as individuals and as groups -- group discussion exercise Take notes on your fellow students' introductions.
  - b) Introduce characters from the text you are reading via posters

### Unit - 3

10

#### In public places:

- CV Job applications
- Tenses and concord
- Write the CV of a fictional character
- Write the perfect job application for your dream job

### References:

- Morgan, Esther. 'The Lost Word', New Writing. ed. Penelope Lively and George Szirtes, Picador India, 2001.
- Sharma, Natasha. Squiggle Gets Stuck: All About Muddled Sentences. India: Penguin Books Limited, 2016.
- Ghose, Premola. Tales of Historic Delhi. Zubaan, 2011.
- Chakrabarti, Nirendranath. 'Amalkanti', The Oxford Anthology of Modern Indian Poetry. ed. Vinay Dharwadkar and A.K. Ramanujan, India: Oxford University Press, 1994.
- Anand, S., et al. Bhimayana: Incidents in the Life of Bhimrao Ramji Ambedkar. India: Navayana Pub, 2011. pp 60-71

# BVSE204P

## INTRODUCTION TO READING SKILLS LAB

- Reading multiple-choice questions on short text.
- Matching descriptions of people to short texts. Matching statements to information given in a graph or graphs.
- Reading a longer text and deciding whether the statements about the text are right or wrong or if the information is not given.
- Read a longer text and answer multiple-choice questions. Do a multiple choice task.
- Read short texts and fill in a form using information from the texts.

**BVSE205P**  
**INDUSTRIAL TRAINING/ON JOB TRAINING/  
WORKSHOP**

# SEMESTER - 03

# BVSE301

## INTRODUCTION TO LISTENING SKILLS

### Course Objectives:

- Students will be able to explain the importance of listening skills.
- Students will be able to define different types of listening skills.
- Students will be able to apply different strategies to enhance their listening skills.
- Students will be able to demonstrate effective listening skills in different contexts.

### Course Outcome:

- Upon the completion of the course, the students are expected to have enhanced their listening skills in English.

### Unit - 1

15

#### Introduction to Listening Skills:

- Importance of listening skills
- Types of listening skills
- Strategies to enhance listening skills

### Unit - 2

15

#### Developing Listening Skills

- Listening for specific information and main ideas
- Listening for inferences and critical evaluation
- Listening to informative talks, persuasive speeches, and panel discussions

### References:

- Abrahams, D. J. (2017). Communication beginnings: An introductory listening and speaking text for English language learners.
- Doff, A. (2014). B1 pre-intermediate coursebook English unlimited, special edition. Cambridge University Press.
- Doff, A. (2014). B1 plus intermediate coursebook English unlimited, special edition. Cambridge University Press.
- Ludlow, R. & Panton, F. (1995). The essence of effective communications. Prentice Hall of India Pvt. Ltd.

# BVSE302

## PRONUNCIATION AND VOCABULARY

### Unit - 1

15

- Pronunciation refers to the way in which a word or language is spoken. It involves the correct articulation of sounds, stress, intonation, and rhythm. Correct pronunciation is important for effective communication in English, as it helps to ensure that the listener understands what is being said.
- **Here are some key areas of pronunciation to focus on:**
  - **Sounds:** English has 44 distinct sounds, which are formed by different combinations of the mouth, lips, and tongue. It is important to learn the correct pronunciation of each sound and practice producing them accurately.
  - **Stress:** English is a stress-timed language, which means that stressed syllables in words are pronounced more prominently and with greater length than unstressed syllables. It is important to learn the rules for stress placement in words and practice using stress to convey meaning and emphasis.
  - **Intonation:** Intonation refers to the rise and fall of the voice when speaking. English has a specific pattern of intonation, which helps to convey meaning and emotion. It is important to learn the correct intonation patterns for different types of sentences, such as questions, statements, and exclamations.
  - **Rhythm:** English has a specific rhythm, which is based on the alternation of stressed and unstressed syllables. It is important to practice producing the correct rhythm in sentences and phrases to ensure that they sound natural and fluent.
  - To improve your pronunciation skills, it is important to listen carefully to native English speakers, practice speaking aloud, and receive feedback from a teacher or language coach. You can also use pronunciation apps or online resources to practice specific sounds or intonation patterns. With practice and dedication, you can improve your English pronunciation and communicate more effectively in English-speaking environments.

**Unit - 2**

- Vocabulary refers to the words and phrases used in a language. It is an important component of spoken English, as having a rich vocabulary allows for greater precision and nuance in communication.
- **Here are some tips for improving your English vocabulary:**
  - **Read widely:** Reading books, newspapers, and magazines in English is a great way to expose yourself to new words and phrases. Make a habit of looking up unfamiliar words in a dictionary and making note of their meanings and usage.
  - **Listen to English media:** Listening to English music, podcasts, and radio shows can also help you to expand your vocabulary. Pay attention to the words and phrases used in these sources, and try to use them in your own conversations.
  - **Use flashcards:** Creating flashcards with new vocabulary words and their definitions can help you to memorize them more easily. You can carry these flashcards with you and review them whenever you have spare time.
  - **Practice with a friend:** Practicing your vocabulary with a friend who is also learning English can be a fun and effective way to improve. You can quiz each other on new words, and practice using them in sentences and conversations.
  - **Use vocabulary apps:** There are many apps available for smartphones and tablets that can help you to improve your English vocabulary. These apps often use games and quizzes to make learning more fun and engaging.
  - **Keep a vocabulary journal:** Keeping a journal of new vocabulary words and phrases can help you to track your progress and review words you have learned in the past. You can also use this journal to practice using new words in your own writing.
  - Improving your vocabulary takes time and practice, but by incorporating these strategies into your daily routine, you can make steady progress and become a more confident and effective English speaker.

# BVSE303

## ENGLISH FLUENCY – II

### Course objectives:

- This course is intended for students who possess basic grammatical and vocabulary skills in English but may not be able to effectively communicate in their everyday contexts.
- The course aims to equip them with skills that will help them interact with people around their personal, institutional and social spaces.

### Unit - 1

10

#### In the State:

- Research -- Filing an FIR, making an RTI request, submitting a consumer complaint
- Active & Passive voice; idioms
- Find out what the procedure is for making a complaint about trees being cut in your neighborhood.
- Draft a formal letter requesting information about the disbursement of funds collected by a residents' welfare association

### Unit - 2

10

#### Interface with Technology:

- Book/film reviews
- Punctuation
- Write a review of a text you have read in class.
- Record a collaborative spoken-word review of the latest film your group have all seen

### Unit - 3

10

#### Self-Representation:

- Introducing oneself, giving and seeking information.
- Introduce characters from the texts you are reading.
- Creating a profile for social media.
- Creating a professional profile of oneself.
- Dialogue writing, Paragraph writing – Brainstorming, planning/outline rough drafts, editing.
- Intercultural Communication

### References:

- Sendak, Maurice. Where the Wild Things Are. UK: Random House, 2000.
- <https://rtionline.gov.in/>
- [www.jaagore.com/know-your-police/procedure-of-filing-fir](http://www.jaagore.com/know-your-police/procedure-of-filing-fir)
- [www.consumercomplaints.in/municipal-corporation-of-delhi-b100274](http://www.consumercomplaints.in/municipal-corporation-of-delhi-b100274)
- Kennedy, Elizabeth. "Breakdown and Review of 'Where the Wild Things Are'." Thought Co. Posted 3rd July, 2019.
- <https://www.thoughtco.com/where-the-wild-things-are-maurice-sendak-626391> Accessed 1st June, 2022
- Brown, Dan. Angels & Demons. UK: Pocket Books, 2000.
- Angels & Demons. dir. Ron Howard, 2009.
- "To Jyotiba, From Savitribai Phule: These Aren't Love Letters, But Tell You What Love Is All About", Scroll.In. Posted 14th February, 2016.
- EC (1262)-18.08.2022
- <https://scroll.in/article/801848/to-jyotiba-from-savitribai-phule-these-arent-love-letters-butellyou-what-love-is-all-about> Accessed on 1st June 2022
- Sharma, Natasha. Squiggle Takes a Walk: All About Punctuation. Penguin/Young Zubaan and Puffin, 2014.
- Lorde, Audre. 'The Transformation of Silence into Language and Action', Sister Outsider. NY: Random House, 1984. pp 40-44
- Haroun and the Sea of Stories: Salman Rushdie. New Delhi: Penguin Books, 1991. pp 15-23

# BVSE304P

## INTRODUCTION TO LISTENING SKILLS LAB

- Listening to multiple-choice questions on short conversations or monologues
- Listening for completing notes based on a conversation and a monologue
- Listening to multiple-choice questions on a longer conversation or interview.
- Watching short documentaries and making notes
- Listening to TV news channels and taking notes.
- Listening to songs and writing down the lyrics
- The student should be able to listen to a text read aloud in normal speed with focus on intonation.
- After listening the student can fill-in-blanks, choose a suitable title, make a summary, supply required information and be able to answer comprehension questions from the passage read aloud.

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# SEMESTER - 04

# BVSE401

## INTRODUCTION TO WRITING SKILLS

### Course Objectives:

- To train the students about the academic writing
- To familiarize the basics and advanced academic presentations
- To introduce to reference skills, taking notes, referring and documenting data and materials
- To develop critical thinking and sharpen their accuracy in writing

### Course outcomes:

- To understand the mechanism of different modes of general and academic writing.
- To make professional presentation.
- To demonstrate the reference skills, taking notes, referring and documenting data and materials.
- To show higher level of critical thinking and sharpen their accuracy in writing.

### Unit - 1

08

- **Writing as a skill:** Mechanism of writing – words and sentences - paragraph as a unit of structuring a whole text – combining different sources – functional use of writing – personal, academic and business writing – creative writing
- **Writing process:** Planning a text – finding materials - drafting – revising – editing - finalizing the draft; Computer as an aid – key board skills - word processing - desk top publishing

### Unit - 2

08

- **Writing models:** Essays - précis - expansion of ideas – dialogue;
- **Letter writing** – personal letters, formal letters - CV; Surveys – questionnaire; e-mail writing– fax - job application - report writing.

### Unit - 3

07

- **Presentation as a skill** - elements of presentation strategies – audience – objectives – medium – key ideas - structuring the material - organizing content - audio-visual aids – handouts

### Unit - 4

07

- **Use of power point** - clarity of presentation - non-verbal communication - seminar paper presentation and discussion.
- **Advertisements** - USP - Slogans - Product details - contact details

# BVSE402

## BUSINESS ENGLISH

### Course Objectives:

- To introduce the learners to the use of English language in business contexts
- To familiarize them with the differences and similarities in the spoken and written expressions.
- To train the students in verbal and nonverbal expressions in business situations
- To install employable skills among the students

### Course Outcomes:

- To use English language in business contexts
- To show familiarity with the differences and similarities in the spoken and written expressions.
- To use verbal and nonverbal expressions in business situations.
- To demonstrate language skills in workplaces

### Unit - 1

08

- **Introduction to Business English-** face to face, telephonic communication, video conference, correspondences Job interviews, press meets, business meets, business launches

### Unit - 2

08

- **Business Etiquette-** strong interpersonal and etiquette skills, communication skills, behaviour, mannerisms, dressing, postures, plans, and working for completion, deadlines, sincerity and friendly attitude, greetings, punctuality, dignity, civility, courtesies

### Unit - 3

07

- **Business Meetings:** Memo writing for meetings, procedures of conducting meeting, writing minutes, business presentations
- **Writing Business letters-** order, request, follow up, cancellation, enquiry, adjustment, compliant, acknowledgement, resignation, reporting letter

### Unit - 4

07

- **Business Projects:** Projects writing, Advertisements, teleconference and video conferencing

# BVSE403

## PUBLIC SPEAKING

### Course Objective:

- This paper aims to impart communication skills to students for public speaking and interaction with the general public.

### Course Outcome:

- The course will enable the students to overcome the fear of public speaking and enhance their confidence to gain practical experience in effective public speaking.

### Unit - 1

10

- **Public Speaking:** Meaning and Significance.
- **Types of Public Speaking:** Media, Corporate and Political.

### Unit - 2

10

- **Art of Public Speaking:** Language, Etiquettes and Communication Skills.
- **Techniques of Public Speaking:** Audience Applause Technique, Practice with a mini-audience, Practice in front of camera, Soft Sale Storytelling Strategy.

### Unit - 3

10

- **Tools for Public Speaking:** Vocal delivery, Body language, Audio Visual aids.
- **Effective Speaking:** Presentation

### References:

- Davidson, Jeff, The Complete Guide to Public Speaking, Breathing Space Institute, 2003
- DiSanza, J. R., & Legge, N. J, Business and professional communication: Plans, processes, and performance (3rd ed.). Needham Heights, MA: Allyn & Bacon, 2005.
- Goleman, Daniel, Working with Emotional Intelligence, London: Banton Books, 1998
- Hall, Calvin S, et.al., Theories of Personality, New Delhi: Wiley, rpt.2011
- Hamilton, C, Essentials of public speaking (5th ed.). Belmont, CA: Wadsworth Cengage Learning, 2012
- Holtz, Shel, Corporate Conversations, New Delhi: PHI.2007
- King, Dale, Effective Communication Skills: The Nine-Keys Guidebook for Developing the Art of Persuasion through Public Speaking, Social Intelligence, Verbal Dexterity, Charisma and Eloquence, Hamatea Publishing Studio, 2020
- Kumar, Sanjay and Pushp Lata, Communication Skills, New Delhi: OUP, 2011

# BVSE404P

## INTRODUCTION TO WRITING SKILLS LAB

- Diary Writing
- Paragraph Writing
- Summary/Note making
- Formal and Informal Letter Writing
- CV/ Resume Writing
- Report Writing
- Interview/Feature Article
- Notice Writing

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**INDUSTRIAL TRAINING/ON JOB TRAINING/  
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# SEMESTER - 05

# BVSE501

## INTRODUCTION TO PRESENTATION SKILLS

### Unit - 1

08

Presentation skills refer to the ability to effectively communicate ideas, concepts, and information to an audience. Here are some tips for improving your presentation skills:

- **Know your audience:** Before you start preparing your presentation, think about who your audience is and what they are interested in. Tailor your presentation to their needs and interests.
- **Prepare thoroughly:** Take the time to prepare your presentation in advance. Create an outline or a storyboard, and rehearse your presentation several times.

### Unit - 2

08

- **Use visuals:** Visual aids, such as slides, charts, and graphs, can help to reinforce your message and keep your audience engaged. Make sure your visuals are clear and easy to understand.
- **Engage your audience:** Try to involve your audience in your presentation. Ask questions, encourage discussion, and use interactive elements, such as polls or quizzes.

### Unit - 3

07

- **Speak clearly and confidently:** Speak clearly and confidently, and try to maintain eye contact with your audience. Use a clear and concise speaking style, and avoid using jargon or technical terms that your audience may not understand.
- **Control your nerves:** Nervousness is common when giving a presentation, but there are techniques you can use to control it. Take deep breaths, practice relaxation techniques, and visualize yourself giving a successful presentation.

### Unit - 4

07

- **Handle questions effectively:** Be prepared to handle questions from your audience. Listen carefully to the question, repeat it back if necessary, and provide a clear and concise answer.
- Improving your presentation skills takes practice, but by incorporating these strategies into your preparation and delivery, you can become a more confident and effective presenter.

# BVSE502

## READING LITERATURE AND PROFESSIONAL ETHICS

### Course Objectives:

- To introduce students to serious literature for a better understanding of human values
- To familiarize the complexes and challenges in life
- To train students in Interpretation of verbal expressions in poetry
- To familiarize narrative genre of literature

### Course Outcomes:

- To demonstrate the ability to analyze, both verbally and in writing, a text by applying various approaches the theme, plot, character, setting, etc
- To demonstrate the ability to use research to support original textual interpretations
- To demonstrate the ability, both verbally and in writing, to relate texts with historical time periods and/or specific historical events; and
- To demonstrate the ability to recognize and understand major literary movements.

### Unit - 1

08

- **Novel:** Apprentice by Arun Joshi

### Unit - 2

08

- “Resolution and Independence ” by William Wordsworth
- “Death of a Bird” by A D Hope

### Unit - 3

07

- “The Collar” by John Donne
- “My Last Duchess” by Robert Browning
- “The Road Not Taken” by Robert Frost

### Unit - 4

07

- “The Love Song of J. Alfred Prufrock” by T.S. Eliot
- “Ode on a Grecian Urn” by John Keats

# BVSE503

## ORGANIZATIONAL COMMUNICATION

### Course Objectives:

- To understand the complexity of the communication process and its various components.
- To develop effective listening and oral skills for interpersonal and group communication.
- To develop effective writing skills for clear, concise, and persuasive communication.
- To understand the role of technology in organizational communication, including electronic media and video conferencing.
- To learn how to overcome barriers to communication and develop strategies for effective communication.

### Course Outcomes:

After completion of this course, students will be able to:

- Students will be able to articulate the communication process and its various components, including objectives, principles, and media of communication.
- Students will demonstrate effective listening and oral skills, including the ability to comprehend instructions and speak confidently in interpersonal and group settings.
- Students will be able to write effectively in a clear, concise, and persuasive manner, including personnel correspondence and job application letters.
- Students will understand the role of technology in organizational communication, including electronic media, video conferencing, and public relations.
- Students will be able to identify and overcome barriers to communication, including physical, semantic, socio-cultural, and psychological barriers, and develop strategies for effective communication.

### Unit - 1

08

- What is Communication (An introduction)
- The Communication Process (communication cycle)
- Objectives of communication (types)
- Principles of Communication Media of communication (oral, written, audio, audiovisual, face to face)
- Types of communication (Downward, upward, horizontal, grapevine, consensus)
- Barriers to communication

### Unit - 2

08

- Methods and Mode of verbal communication
- Characteristics of Verbal Communication
- Characteristics of Non-verbal Communication
- Landline, Wireless and Cellular Phones
- Facsimile Communication [Fax]
- Computers and E- communication
- Video and Satellite Conferencing

**Unit - 3**

**07**

- Personnel Correspondence
- Statement of Purpose
- Job Application Letter and Resume
- Letter of Acceptance of Job Offer, Letter of Resignation
- Letter of Appointment, Promotion and Termination, Letter of Recommendation.

**Unit - 4**

**07**

- Conferences and Public Relations
- Meaning and Importance of Conference
- Organizing a Conference
- Modern Methods: Video and Tele – Conferencing
- PR- Meaning
- Functions of PR Department
- External and Internal Measures of PR
- Problems in Communication /Barriers to Communication
- Physical/ Semantic/Language / Socio-Cultural / Psychological / Barriers
- Ways to Overcome these Barriers

**References:**

- Adair, John. Effective Communication. London: Pan Macmillan Ltd., 2003.
- Ajmani, J. C. Good English: Getting it Right. New Delhi: Rupa Publications, 2012.
- Amos, Julie-Ann. Handling Tough Job Interviews. Mumbai: Jaico Publishing, 2004.

# BVSE504P

## INTRODUCTION TO PRESENTATION SKILLS LAB

- Improving your presentation skills takes practice, but by incorporating the theory strategies into your preparation and delivery, you can become a more confident and effective presenter.

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# SEMESTER - 06

# BVSE601

## SOFT SKILLS AND EMPLOYABILITY SKILLS

### Course Objectives:

- Develop a self-assessment framework to identify strengths, interests, values, and career aspirations.
- Create a compelling resume and cover letter that effectively showcases qualifications and experiences.
- Understand the job search process and utilize various job search strategies.
- Understand the key components of effective communication in the workplace, including verbal and nonverbal aspects.
- Recognize and adapt communication styles to navigate cross cultural interactions and overcome language barriers.
- Enhance interview skills, including preparation, communication, and effective storytelling.

### Course Outcomes:

- The participants have a solid foundation in language skills for job success and apply the language skills learned throughout the course in real-world professional scenario.
- The participants are enabled themselves to effectively communicate, engage with others, and present themselves professionally.
- The participants can demonstrate an understanding of cross-cultural communication and adapt communication styles to diverse audiences.

### Unit - 1

15

#### Effective Communication:

- **Importance of effective communication at the workplace:**
  - a) Components of Effective Communication
  - b) Principles of Communication
- **Oral Communication:**
  - a) Inter-personal Communication
  - b) Face-to-face Communication (Nature and Importance)
  - c) Accent and Pronunciation, Tone and Intonation, Clarity
  - d) Speaking Skills: Expressive Style, Directive Style, Problem-solving Style, and MetaStyle)
- **Non-verbal Communication:**
  - a) Kinesics
  - b) Proxemics
  - c) Chronemics
  - d) Haptics
  - e) Oculesics
  - f) Paralinguistics

## Unit - 2

### Cross Cultural Communication:

- **Concept of Cross-cultural Communication**
- **Barriers of cross-cultural Communication**
  - a) Language
  - b) Appearance
  - c) Cultural
  - d) Ethical
  - e) Non-verbal
  - f) Ethnocentrism
- **Overcoming Cross Cultural Barriers**
  - a) Cultural awareness
  - b) Active listening
  - c) Contextual Understanding
  - d) Flexibility and Adaptability

### References:

- Enhancing Soft Skills: Prof. Dipali Biswas
- Communication Skills for Effective Management: Dr. Anjali Ghanekar
- Communication Skills: Nageshwar Rao and Das
- What Color Is Your Parachute? Richard N. Bolles
- The 7 Habits of Highly Effective People: Stephen R. Covey
- Cracking the Coding Interview: Gayle Laakmann McDowell
- How to Win Friends and Influence People: Dale Carnegie
- Mindset: The New Psychology of Success: Carol S. Dweck

# BVSE602

## TRANSLATION STUDIES

**Course Objective:**

- To acquaint the students with theories of Translation.

**Unit - 1**

08

- Introduction to Translation Theories
- Recent Translation Theories

**Unit - 2**

08

- History of Translation

**Unit - 3**

07

- Key concepts in Translation Studies

**Unit - 4**

07

- Problems of Translation

**References:**

- A Handbook of Translation Studies, B. K. Das, Atlantic, 2008.

# BVSE603

## COMMUNICATION SKILLS

### Course Objective:

- The purpose of this course is to introduce students to the theory, fundamentals and tools of communication and to develop in them vital communication skills which should be integral to personal, social and professional interactions. One of the critical links among human beings and an important thread that binds society together is the ability to share thoughts, emotions and ideas through various means of communication: both verbal and non-verbal. In the context of rapid globalization and increasing recognition of social and cultural pluralities, the significance of clear and effective communication has substantially enhanced.

### Course outcomes:

- The purpose of this course is to introduce students to the theory, fundamentals and tools of communication
- To develop vital communication skills which should be integral to personal, social and professional interactions.
- One of the critical links between human beings.
- An important thread that binds society together is the ability to share thoughts, emotions and ideas through various means of communication: both verbal and non-verbal.
- In the context of rapid globalization and increasing recognition of social and cultural pluralities, the significance of clear and effective communication has substantially enhanced.

### Unit - 1

06

- **Introduction:** Theory of communication, types and modes of communication, mediums and channels of communication, barriers to communication, English as a global language, the lingua franca, social influences on English

### Unit - 2

06

- **Language of Communication:** Verbal and non-verbal (spoken and written) personal, social and business barriers and strategies intra-personal, inter-personal and group communication, varieties of English, language, accent, dialect, colloquialism, historical influences on English

### Unit - 3

06

- **Speaking Skills:** Monologue, dialogue, group discussion, effective communication/mis-communication, interview, public speech, regional influences on English, convergence and divergence, linguistic imperialism

### Unit - 4

06

- **Reading and Understanding:** Close reading, reading analysis of a text - audience and purpose, content and theme, tone and mood, stylistic devices, structure comprehension- analysis and interpretation, translation (from Indian language to English and vice-versa) literary/knowledge texts

**Unit - 5**

**06**

- **Writing Skills:** Documenting report writing making notes letter writing, writing tabloids, diary entry, open letters, essays, newsletter and magazine articles, skits, short stories, impersonating characters it will enhance language of communication, various speaking skills such as personal communication, social interactions and communication in professional situations such as interviews, group discussions and office environments, important reading skills as well as writing skills such as report writing, note taking etc. while, to an extent, the art of communication is natural to all living beings, in today's world of complexities, it has also acquired some elements of science. it is hoped that after studying this course, students will find a difference in their personal and professional interactions.

**References:**

1. Fluency in English - Part II, Oxford University Press, 2006.
2. Business English, Pearson, 2008.
3. Language, Literature and Creativity, Orient Blackswan, 2013.
4. Language through Literature (forthcoming) ed. Dr. Gauri Mishra, Dr. Ranjana Kaul, Dr. Brati Biswas

# BVSE604P

## SOFT SKILLS AND EMPLOY ABILITY SKILLS LAB

- Basics of Conversation (self-introduction, seeking the introduction of others, greetings, expressing likes and dislikes, etc).
- Situational Conversation (At a shopping mall, Hospital, Bank, Railway station, etc)
- Role play (enactment of characters from any story, drama, etc)

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# KALINGA UNIVERSITY

KALINGA UNIVERSITY, KOTNI , NEAR MANTRALAYA, NAYA RAIPUR - 492101, CHHATTISGARH

CALL: +91-9907252100