

SEVA MANDAL EDUCATION SOCIETY'S  
**DR. BHANUBEN MAHENDRA NANAVATI COLLEGE OF HOME SCIENCE**  
 (AUTONOMOUS)  
 NAAC Re-accredited 'A+' Grade with CGPA 3.69 / 4 (3<sup>rd</sup> Cycle)  
 UGC Status: College with Potential for Excellence  
**BEST COLLEGE AWARD 2016-17: Adjudged by S.N.D.T. Women's University**  
 338, R.A. Kidwai Road, Matunga, Mumbai – 400019

**PROGRAMME: Bachelor of Home-Science and Bachelors in Computer Applications**

**Department of English (Foundation Courses)**

**Semester I**

**Course Title: Remedial English I**

**Course Credit: 1(30 Hours)**

**Course Description:**

To equip the students with the required listening and verbal skills in English for everyday communication and Professional requirements..

Target group: For students who are weak in the language

**Learning Outcomes:**

The student will learn how to

- Understand and use correct grammar consciously
- Have a conversation in proper English
- Be confident while interacting in general
- Be able to frame sentences correctly
- Improve speaking and writing skills

Code	Course	TC	Th C	Pr C	Int M	Ext M	Total
	<b>Remedial English I</b>	1	-	1	25	0	25

Module	Objective	Content	Evaluation
<b>1 Grammar</b>	The student will be able to understand and complete the activities based on the module. They will be able to	-Word Order -Parts of Speech <ul style="list-style-type: none"> <li>• Noun</li> <li>• Pronoun</li> </ul>	Worksheets  Language lab Vocabulary gamification

	use basic grammar consciously.	<ul style="list-style-type: none"> <li>• Verb</li> <li>• Adjective</li> <li>• Adverb</li> <li>• Conjunction</li> <li>• Preposition</li> <li>• Interjection</li> </ul> <p>-Articles -Basic Sentence Structure -Common errors in English -Punctuation (Will teach grammar with various gamifications)</p>	
<b>2 Enhancing basic listening and speaking Skills</b>	The student will be able to understand and speak basic English	<p>-Words (Pronunciation) -Everyday English Phrases -Situational Conversations (Listen and Repeat)</p>	<p>Language lab – Role play</p> <p>Daily English Conversation in class</p>

<b>20 hours of Teaching    +    10 hours of Practice in the language lab    =    30 hours</b>
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#### EVALUATION:

<b>Evaluation</b>	<b>Details</b>  <b>( * please give details of assessment in terms of Unit test/ Project/ quiz /or other assignments and marks allotted for it)</b>	<b>Marks</b>
Internal	<p>Lang. lab activities    -    10</p> <p>Vocabulary Gamification    -    10</p> <p>Daily conversation class    -    5</p>	25
	<b>Total marks</b>	<b>25</b>

## **References:**

IMS. IMS Communication Skills Builder. Second ed., IMS, 2008

Dev, Anjana Neira., et al. Creative Writing: a Beginners Manual. Pearson, 2009.

Maruf, Sitara. *Easy-to-Learn English Grammar and Punctuation, Part 1 of 2: A Step-by-Step Guide for a Strong English Foundation (Volume 1)*. CreateSpace Independent Publishing Platform, 2014.

Rocci, Andrea, and Louis de Saussure. Verbal Communication. De Gruyter Mouton, 2016

Barrett, Grant. *Perfect English Grammar: The Indispensable Guide to Excellent Writing and Speaking*. 1st ed., Zephyros Press, 2016.

## **List of worksheets**

GbR, Lingo4you. "Prepositions." *English Prepositions - English Grammar*, [www.ego4u.com/en/cram-up/grammar/prepositions](http://www.ego4u.com/en/cram-up/grammar/prepositions).

<https://www.ego4u.com/en/cram-up/grammar/prepositions>

"Articles a, an & The." *Article Worksheets: a, an, the | K5 Learning*, [www.k5learning.com/free-grammar-worksheets/second-grade-2/parts-speech/a-an-the](http://www.k5learning.com/free-grammar-worksheets/second-grade-2/parts-speech/a-an-the).

<https://www.k5learning.com/free-grammar-worksheets/second-grade-2/parts-speech/a-an-the>  
<http://www.espressoenglish.net/wp-content/uploads/2012/02/Free-English-Grammar-eBook-Beginner.pdf>

"ESL Kids Lesson Plans, Flashcards, Worksheets, Songs, Classroom Readers, Crafts & Games." *ESL KidStuff*, [www.eslkidstuff.com/worksheets.html](http://www.eslkidstuff.com/worksheets.html).

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**Semester II**  
**Subject-Human Physiology**

Code No.	Course	Total Credit	Theory Credit	Practical Credit	Internal Marks	External Marks	Total Marks
9202	Human Physiology	4	3	1	25	75	100

**EVALUATION:**

- 1) **Internal** : Theory 15 marks + Practical 10 marks = **25 marks**
- 2) **External** : Theory 50 marks + Practical 25 marks = **75 marks**
- 3) **Total** : Internal 25 + External 75 = **100 marks**

**Human Physiology Theory**

**Module No-1**

**INTRODUCTION**-General terms- Anatomy, physiology, symmetrical arrangement, anatomical position, Median plane / lateral plane, internal/ external, superficial /deep, superior/ inferior, anterior/posterior, Basic human tissues, Introduction to human skeleton, Structure of bone and cartilage, Classification of various types of muscle.

**BLOOD AND LYMPHATIC SYSTEM**-Physical characteristics of blood, Blood volume, composition of plasma and functions of plasma protein, RBC formation and functions, Information about anaemia and thalassemia, Blood groups, their importance, Rh-incompatibility, WBC- types, functions, importance of CBC, Platelets and mechanism of coagulation, Lymph and lymphatic system, spleen and its functions.

**HEART**-Its structure and circulation of blood, Cardiac cycle, Information about hypertension & ischemic heart disease

**RESPIRATORY SYSTEM**-Respiratory organs-nose, sinuses, larynx, trachea, bronchi lung brief structure and functions, Mechanism of respiration, factors affecting efficacy of respiration, Various lung volumes and capacities, Common diseases- TB, asthma, bronchitis, cough, pneumonia sinusitis.

**GASTRO INTESTINAL SYSTEM**-Oral cavity, tonsils, pharynx, Oesophagus, stomach small and large intestine - brief structure and functions, Liver, gall bladder, pancreas structure and functions, Common disorders- Dental caries, vomiting, diarrhoea, constipation, Hyperacidity, diabetes.

**Module No-2**

**EXCRETORY SYSTEM**-Structure and function of organs of urinary system (in brief), Mechanism of urine formation, Common diseases- urinary tract infection and renal stones, Structure and function of skin, Regulation of body temperature, Common disorders - acne dandruff and burns.

**NERVOUS SYSTEM**-Classification of nervous system, Structure and functions of different parts of brain, spinal, cord and reflex action, Eye - structure and mechanism of vision, Common problems- conjunctivitis, cataract, Ear - structure and mechanism of hearing, Common problems- deafness, vertigo, motion sickness

### **Module No-3**

**ENDOCRINE SYSTEM**-Listing of endocrine glands and their location, Functions of pituitary, thyroid, parathyroid and adrenal

**REPRODUCTIVE SYSTEM**-Female reproductive system-Structure, Menstrual cycle, Fertilization, Breast- Structure, function, importance of breast hygiene and breast feeding, Physiological changes in pregnancy, Importance of ante-natal care.

**MALE REPRODUCTIVE SYSTEM**-Structure, Sex education, Contraception and infertility Sexually transmitted diseases-syphilis, Gonorrhoea, AIDS

### **Module No-4**

#### **Human Physiology Practical**

- 1) Study of human skeleton and identification of bones.
- 2) Estimation of haemoglobin
- 3) Estimation of blood groups,
- 4) Demonstration of peripheral blood smears-Importance of complete blood count
- 5) Measurement of pulse rate and blood pressure.
- 6) Discussion of normal components of urine. Test for abnormal components like sugar, albumin and acetone and discussion on diseases in which they are found.
- 7) First aid-Definition, aims, qualities of first aider, contents of first aid box, Different types of bandages and bandaging techniques, **Wounds**-Classification, dressing and management of haemorrhage- basic principles and discussion about bleeding from various parts of body, **Fracture**-Types, symptoms, management, Sprain and dislocation, **First aid for**- foreign bodies in eye, ear, nose, skin, **First aid for** - fainting, burns, heat stroke, asthma, convulsions, electric shock and heart attack, **First aid for** - common poisoning, dog bite, snake bite, bee-sting and scorpion bite, **Basic principles of home nursing**- Measuring body temperature, steam inhalation, body sponging, taking care of bed ridden patient and enema,
- 8) Cardio pulmonary resuscitation

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**APPROVED SYLLABUS UNDER AUTONOMY**

**PROGRAMME: B.Sc. in Home Science (Intermediate)**

**Department of English**

**Semester II**

**Course Title: Intermediate English Communication Skills (2)**

**Course Description:**

To equip the student with required written and oral communication skills for everyday and professional communication

Target group: Students who have studied in English medium of communication at school level.

**Learning Outcomes:**

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The student will learn how to -

1. Prepare and deliver an effective presentation
2. Write an application for a job with an effective resume
3. Develop skills of critical reading and literary appreciation
4. Develop effective writing skills

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45 lectures + 15 tutorials

Code	Course	TC	Th C	Pr C	Int M	Ext M	Total
	<b>English II (Intermediate)</b>	4	3	1	50	50	100

Module No.	Objective	Content	Evaluation
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1 <b><u>Presentation Skills</u></b>	<p>The learner will be able to-</p> <ul style="list-style-type: none"> <li>• <b>understand</b> the different techniques of presentations</li> <li>• <b>understand</b> the concept of sequencing of presentations</li> <li>• be equipped with the required vocabulary and correct use of grammar</li> <li>• be <b>competent</b> enough to give an effective presentation</li> </ul>	<ol style="list-style-type: none"> <li>1. Structure of a presentation</li> <li>2. Sequencing</li> <li>3. Commonly used verbs</li> <li>4. Use of signaling, signposting, and listing techniques</li> <li>5. Using audio visual aids to explain the structure and delivery of effective presentation skills (TEDx Talks, Videos in DLM software etc.) viz. body, language, voice modulation and other verbal/nonverbal skills</li> </ol>	<b>Assignments:</b> Presentation on a given topic (5)
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Module No.	Objective	Content	Evaluation
2. <b><u>Job Application</u></b>	- The students will <b>learn</b> competent communication skills required for a job application process	<ol style="list-style-type: none"> <li>1. Email format/email etiquette</li> <li>2. Requesting letter of Recommendation</li> <li>3. Letter of application for a summer internship</li> <li>4. One-page resume</li> <li>5. Appearing for an online interview</li> </ol>	One-page resume (10)

Module No.	Objective	Content	Evaluation
3 <b><u>Reading Skills and Literary Appreciation</u></b>	<p>The students will <b>learn</b> -</p> <ul style="list-style-type: none"> <li>• Critical reading skills</li> <li>• develop skills of literary appreciation</li> <li>• enhance their descriptive writing skills</li> <li>• enrich their vocabulary</li> </ul>	<p>The following 'short stories</p> <p>“Death of a Hero” by Jay Nimbkar</p> <p>“The Girl” by Mrunal Pandey</p> <p>“The Zamindar of Palipuram” by Sujatha Balasubramaniam</p> <p>2-3 poems on cross cutting issues related to gender and environment</p>	<b>Written test (15)</b> <ol style="list-style-type: none"> <li>1. Questions on expressing personal responses</li> <li>2. Character sketches</li> <li>3. Vocabulary enhancement exercises</li> </ol>

Module No.	Objective	Content	Evaluation
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4. <b><u>Writing Skills for Descriptive and Creative writing</u></b>	The students will <b>learn</b> how to express themselves in a descriptive and creative manner with enhanced vocabulary	Book Review of a novel	Written review and presentation of the same (10)
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**In addition, students will have to complete 5 hours of attendance per semester in the language lab**

#### **EVALUATION:**

<b>Evaluation</b>	<b>Details ( * please give details of assessment in terms of Unit test/ Project/ quiz /or other assignments and marks allotted for it)</b>	<b>Marks</b>
Internal	1.Presentation - 5 2.One-page resume - 10 3.Comprehension - 15 4.Review - 10	50
External	<b>Written examination</b>	<b>50</b>
	<b>Total marks</b>	<b>100</b>



**PROGRAMME: B.Sc. in Home Science (Basic)**

**Department of English**

**Semester II**

**Course Title: Basic English Communication Skills (2)**

**Course Description:**

To equip the student with required written and oral communication skills for everyday and professional communication

Target group: Students who have studied in school in medium of education other than English

**Learning Outcomes:**

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The student will learn how to

Improve their vocabulary to enhance their fluency in English

Read with correct pronunciation and modulation while simultaneously comprehending passages in English

Develop written communication skills for everyday and professional communication

Code	Course	TC	Th C	Pr C	Int M	Ext M	Total
	<b>English II (Basic)</b>	4	3	1	50	50	100

Module No.	Objective	Content	Evaluation
1 <b><u>Presentation Skills</u></b>	The learners will be able to - <ul style="list-style-type: none"> <li>• use appropriate technical words, tense and linking devices</li> <li>• adopt different techniques of presentations be competent enough to give an effective presentation in English</li> </ul>	<ol style="list-style-type: none"> <li>1. Structure of a presentation</li> <li>2. How to prepare the outline of a presentation</li> <li>3. Commonly used verbs and connectors</li> <li>4. Use of signaling, signposting, and listing techniques</li> <li>5. Use various examples to explain the structure of the presentation skills [TEDx Talks, Videos in DLM software (Language lab) etc.]</li> <li>6. Suggestions to improve the body language and voice modulation.</li> </ol>	Preparing outline of presentation  Presentation on given topic (10) /  Stage wise Presentation evaluation

Module No.	Objective	Content	Evaluation
2	The learners will be competent in communication	<ol style="list-style-type: none"> <li>1. Letter of application</li> <li>2. Cover letter</li> <li>3. One-page resume</li> <li>4. Email format/email etiquette</li> </ol>	Email submitted (5) OR

<b><u>Writing skills/ Job Application</u></b>	required for a job application process		Cover letter /email correspondence (5)  Letter of application apply for a summer internship (10) OR One-page resume (10)
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Module No.	Objective	Content	Evaluation
3 <b><u>Reading and Comprehension Skills</u></b>	The learner will learn how to - <ul style="list-style-type: none"> <li>• read with emphasis on fluency, tone and voice modulation</li> <li>• enhance their vocabulary</li> <li>• express themselves creatively be able to connect the narrative to the larger society and their lives</li> </ul>	Developing Reading and Writing Skills <ul style="list-style-type: none"> <li>• Based on Select Short Stories from Yuva Katha Series 4 (Mrinal Pandey's Girls)</li> <li>• Chitra Devkurni's Victory Song (Chapter 2 and Chapter 10)</li> </ul> <ol style="list-style-type: none"> <li>1. Comprehension Skills</li> <li>2. Reading a passage with fluency, tone, modulation, fluency</li> <li>3. Personal responses to the prescribed stories</li> <li>4. Vocabulary building</li> <li>5. Expressing ideas creatively</li> </ol>	<b>(15)</b> Comprehension Skills (10)  Reading a passage with - fluency, tone, modulation (5)  Personal responses to the prescribed stories (10)  Present a skit on one of the stories (5)

Module No.	Objective	Content	Evaluation
4 <b><u>Visual, Verbal and written interpretation of data</u></b>	The learner will be able to- <ul style="list-style-type: none"> <li>• Accurately describe objects, and images</li> <li>• Learn how to use appropriate vocabulary while interpreting visual data such as graphs etc.</li> </ul>	<ol style="list-style-type: none"> <li>1. Visual to verbal communication</li> <li>2. Written interpretation of pictures, charts, and graphs etc.</li> <li>3. Describing objects</li> </ol>	<b>Assignments</b> can be on based on  Visual to verbal/written interpretation of data (5)

**Compulsory attendance in Language lab for at least 10 hours in a semester (5 marks)**

**EVALUATION:**

<b>Evaluation</b>	<b>Details</b> <b>(* please give details of</b> <b>assessment in terms of</b> <b>Unit test/ Project/ quiz /or</b> <b>other assignments and</b> <b>marks allotted for it)</b>	<b>Marks</b>
Internal	1.Presentation - 10 2.Letter writing/ Resume - 15 3.Comprehension - 15 4.Written Interpretation of Data - 5 5.Language lab - 5	50
External	<b>Written examination</b>	<b>50</b>
	<b>Total marks</b>	<b>100</b>

**REFERENCE BOOKS:****Prescribed Texts:** (Lower Level English)

Keerti Ramachandran. 1996 (rpt 2010). Yuvakatha Vol 4. Katha Books: New Delhi.

Divakaruni, C. B., & Howell, T. (2002). *Neela, victory song*. Middleton, WI: Pleasant Company.

Desai, Anita. Games at Twilight: and Other Stories. Provincial Resource Centre for the Visually Impaired, 2011.

Mukherjee, Meenakshi. Lets Go Home and Other Stories. Orient BlackSwan, 2009

**Additional reading material**

Munsch, Robert. The paper bag princess, Annick Press Ltd, 1997

“A bag of gold coins” Ancient Tales of Wits and Wisdom, edited by Anant Pai, Amar Chitra Katha Pvt. Ltd.

“The Ungrateful Goldsmith” Ancient Tales of Wits and Wisdom, edited by Anant Pai, Amar Chitra Katha Pvt. Ltd.

Bond, Ruskin. “Love and Friendship: Short Stories” The Best of Ruskin Bond, Penguin Books India, 1994, 112

### **Prescribed Texts: (Higher Level)**

Keerti Ramachandran. 1996 (rpt 2010). Yuvakatha Vol 7. Katha Books: New Delhi.

Meenakshi Mukherjee (ed.) (2009 rpt). *Lets Go Home and Other Stories*. : Orient Longman, New Delhi.

### **REFERENCES:**

Agrawal, Deepak (2011). *Group discussion: theory and technique*. Jaipur: Yking.

Bentley, T.J. (2004). *Report writing in business the effective communication of information*. New Delhi: Viva Books Pvt. Ltd.

Corfield, Rebecca (2010). *Preparing the perfect CV : How to make a great impression and get the job you want*. New Delhi: Kogan Page.

Neogy, Jayant (2003). *Winning resume: how to write an impressive curriculam vitae [CV] that guarantees an interview call*. New Delhi: Unicorn books.

Oka, Milind M. (2001). *Guidelines for preparing student's projects reports*. Pune: Everest Publishing House.

Sharma, B.L. (2011). *Latest interview techniques: modern trends and practices*. Jaipur: Shree Niwas Publications.

Shirodkar Preeti (2017) *Unscrambling e-mails*. Mumbai: Shroff Publishers & Distributors Pvt Ltd. Mumbai

Siddons, Suzy (2000). *Presentation skills* (2nd ed.). Hyderabad Universities Press (India) Ltd.

Singh, O.P. (2012). *Art of effective communication in group discussion and interview for competitive examinations*. New Delhi: S.Chand & Co Ltd.

McKinsey, D. (2014). *Strategic storytelling: How to create persuasive business presentations*.

Kehoe, D. (2011). *Effective Communication Skills*. Teaching Company.

“Listen and Learn.” *podcastsinenglish.com*. Web.25 Aug 2020

“The English We Speak.” *bbc.co.uk*.Podcasts.Web.25 Aug.2020

“Catch Word.” *esl.culips.com*. Web.25 Aug.2020

“Splendid Speaking.” *podomatic.com*.IELTS Language Lab.Web.25 Aug.2020

“Luke’s English Podcast.” *teacherluke.co.uk*. Web.25 Aug.2020