



PREM CHAND MARKANDA S.D. COLLEGE FOR WOMEN, JALANDHAR CITY

Re-accredited 'A+' grade (2nd Cycle) by NAAC Bangalore

A unique prestigious Post-Graduate Institution of Northern India

COURSE PLAN

Department –English

Session – 2025-26 Odd Semester

Semester – M.SC. FASHION DESIGNING & MERCHANDISING (SEMESTER-III)

Faculty Name – Mrs. Aabroo Sharma

Course/Paper name- Communication Skills in English (Theory + Practical)

Program Outcome: PO No.	Upon Completion of the Communication Skills in English Programme, the post-graduates will be able to:
PO.1	Effective Communication Competence Students will acquire clarity, accuracy, and confidence in expressing ideas through various forms of oral and written communication.
PO.2	Advanced Reading Proficiency Students will be able to apply reading models, strategies, and tactics to comprehend, paraphrase, and critically interpret diverse texts.
PO.3	Professional Writing Skills Students will develop the ability to draft precise, well-structured business, request, persuasive, and sales letters in appropriate formats and tones.
PO.4	Concise and Coherent Expression Through practice in précis and summary writing, students will learn to condense complex information while retaining its essence, sharpening both analytical and linguistic precision.
PO.5	Creative and Contextual Article Writing Students will cultivate creativity and adaptability by writing engaging, purposeful articles on contemporary topics related to fashion, style, and design.

Duration	Topics to be covered	Teaching Tools
July		
	Communication Skills • Communication, • Basic Communication • Forms of Communication	Lecture-Based teaching, Group teaching, and Learning through problem-solving
August		
	Reading Skills • Models of Reading • Reading Strategies & Tactics • Paraphrasing • Reading Purpose • Reading Outcomes • Précis & Summary Writing	Lecture-based teaching, Group teaching, and Learning through problem-solving.
September		
	Letter Writing • Writing Styles • Formatting Letters • Business & Request Letters • Good news & Bad News Letters • Persuasive, Sales Letters & Collection Letters	Lecture-based teaching, Group teaching, and Learning through problem-solving.
October	Article Writing • Topics related to Fashion, Style and Design Revision	Lecture-based teaching, Group teaching, and Learning through problem-solving.
November	Tests	Game Based Learning, Inquiry Based Learning and Individual Learning
December	University Examination	

Outcomes of the Course

CO.1	Students will develop effective communication skills by understanding and applying basic communication principles, including verbal, non-verbal, and written forms, enhancing their ability to convey ideas clearly in diverse situations.
CO.2	Through reading models and strategies, students will enhance their comprehension abilities, enabling them to analyze, paraphrase, and summarize texts effectively while achieving a deeper understanding of reading purposes and outcomes.
CO.3	Students will acquire proficiency in letter writing, mastering various writing styles and formats, and crafting business, persuasive, and request letters suited to professional contexts, including good news, bad news, and sales letters.
CO.4	The course will train students to produce well-structured and impactful articles on topics related to fashion, style, and design, emphasizing revision techniques and collaborative learning methods like group discussions and problem-solving exercises.
CO.5	Students will gain confidence in using communication tools and strategies effectively,

	refining their ability to articulate ideas, share feedback, and engage in meaningful discussions in both academic and professional settings.
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COURSE PLAN

Department – English

Session – 2025-26 Odd Semester

Semester – BSc. (FASHION DESIGNING)/ B.Voc F.T/ BCA/(B.VOC.) Beauty Culture and Cosmetology/ B.Com (FS) Semester - I

Faculty Name – Mrs Aabroo Sharma and Mrs Mamta

Course/Paper name- COMMUNICATION SKILLS IN ENGLISH–I

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Duration	Topics to be covered	Teaching Tools
July		
	Reading Tactics and Strategies, Details, coherence, logical progression and meanings of phrases/ expressions	Lecture-based teaching, group teaching, and learning through problem-solving.
August		
	Guidelines for Effective Writing; writing styles for application, Resume, Memo, Notice, Converting a biographical note into a sequenced resume or vice-versa Ordering and sub-dividing the contents while making notes, Writing notices for circulation/boards	Lecture-based teaching, group teaching, and learning through problem-solving.
September		
	Reading purposes– kinds of purpose and associated Comprehension, Comprehension questions in multiple choice format, writing styles personal letter, official/ business letter, Formatting personal and business letters Organising the details in a sequential order	Lecture-based teaching, group teaching, and learning through problem-solving
October	Reading for direct meanings, Short comprehension questions based on content and development of ideas	Lecture-based teaching, group teaching, and learning

		through problem-solving.
November	Regular Revision and Tests	Game Based Learning, Inquiry Based Learning and Individual Learning
December	University Examination	

Outcomes of the Course

CO.1	Students will improve their reading comprehension skills by understanding the key ideas and logical structure of texts.
CO.2	Students will develop the ability to understand and interpret complex phrases and expressions in texts.
CO.3	Students will learn to write clear and well-structured professional documents, including applications, resumes, memos, and notices.
CO.4	Students will improve their ability to answer comprehension questions based on the reading material.
CO.5	Students will organize their ideas in a clear, logical sequence to ensure effective communication.