

SAURASHTRA UNIVERSITY



Re-accredited Grade B by NAAC

(CGPA 2.93)

SYLLABUS FOR ENGLISH

(Choice Based Credit System)

Semesters 1, 2, 3, 4, 5 and 6

B. A., B. COM., B.Sc., B.Sc. IT; B. B. A., B. S. W.; HOME SC.; B.C. A.

To be effective from June 2011 – 2012

Saurashtra University

Rajkot 360005 (Gujarat)

Website: www.saurashtrauniversity.edu

Saurashtra University

Subject: English

Bachelor of Arts Semester 1

Name of the course: Foundation Course in English 1(FCE 1)

Total credits = 03* (3 credit course)

Total teaching time: = 45 hours

Distribution of marks:

Total marks per semester: 100

Semester end exam.: 70

Internal marks 30

Internal marks break up:

Assignment 1/presentation = 10, Assignment 2/presentation/ written test = 10,
Multiple Choice type Questions = 10

Course introduction and Objectives:

This course can be offered to students of all streams to introduce them to the basic aspects of English.

Objectives:

To initiate the learner into learning of English language in an interactive, learner-friendly manner.

To expose the learners to key concepts of different grammatical forms as well as to various aspects of language.

To help the learners read and understand English and to learn basics of grammar, punctuation and writing and communicating through the various exercises in each units.

To hone their proficiency in English by developing their writing, reading and communicative skills.

The course facilitates the learners to apply what they have learnt to real-life situation.

Text: **MASTERING ENGLISH : A COURSE FOR BEGINNERS** eds. Anil Kinger, Nila Shah, Ketan Pandya, Ami Upadhyay. Orient Blackswan 2010

Questions based on the prescribed text 25 marks (to be asked from "Reading for Pleasure" sections only)

Skills and Proficiency in English: 45 marks

70 marks

Semester 1: Unit 1 to 8.

Unit 1

Teaching points: Describing things around you
Describing places: saying what there is
Grammar: Plural forms of noun
Introduction to use of articles
Present tense of to be

Total teaching time: 06 hours

Marks allotted: 05

Unit 2

Teaching points: Introduction, Talking about people, Saying what they do
Grammar: Introduction to noun, verb, adjective and pronoun
Simple present tense

Total teaching time: 06 hrs

Marks allotted 05

Unit 3

Teaching points: Talking about routine, Saying what people do or don't do, Information through graphs, tables, maps
Grammar: Simple present tense

Total teaching time: 08 hours

Marks allotted: 14

Unit 4

Teaching points: Text 1 and Text 2 (poem)

Teaching time: 04 hrs.

Marks allotted: 06

Unit 5

Teaching points: Talking about past events, Talking about things happening "now", Saying when things/events happened, Describing scenes, events
Grammar: Simple past tense, Present continuous tense, Past continuous tense

Total teaching time: 09 hrs

Marks allotted: 14

Unit 6

Teaching points: Meeting people, Exchanging greetings
Focus on: spoken skills (Training for role playing and brief presentations for speaking skills)

Total teaching time: 06 hrs

Marks allotted: 10

Unit 7

Teaching points: text 3, text 4

Total teaching time: 05 hrs

Marks allotted: 06

Unit 8

Teaching point : Verbal ability, verbal analogy

Total teaching time: 04 hrs

Marks allotted: 10

Total teaching required for time for Unit 1 to 8: 42 hours

Honing written skills: 03 hours

(Assignments, short paragraph writing, etc) 45 hours

Structure of Questions and Distribution of Marks:

Part 1 20 marks

20 MCQ for one mark each – based on units 1, 2 & 8 only

Part 2 50 marks

- Q. 1 Short questions: (2/4) - from Units 4 & 7 10 marks
- Q. 2 a. Write a dialogue on a given situation (1/2) - based on Unit 6
05 marks
- Q. 2 b. Dialogue writing (guided) - based on unit 6 05 marks
- Q. 3 a. Change the tense of the given passage/s - based on Unit 3 & 5
08 marks
- Q. 3 b. Composition on a given situation (1/3) - based on Unit 3 & 5 08 marks
- Q. 4 Short notes (2/4) - from unit 4 & 7 14 marks

Recommended reading:

Murphy's English Grammar (with CD- Rom). Cambridge University Press.

Thomson and Martinet. *A Practical English Grammar* (4th edition). Oxford University Press.

Redman, Stuart. 1997. *English Vocabulary in Use : Pre-intermediate and Intermediate*. Cambridge University Press.

Jones Daniel. *English Pronouncing Dictionary* (with CD – Rom). Cambridge University Press.

Ur, Penny. *Grammar Practice Activities Paperback with CD-ROM: A Practical Guide for Teachers* (Cambridge Handbooks for Language Teachers).

*[1 credit = 1 hour of teaching per week (1 credit course = 15 hours of lectures per semester; 3 credits = 3 hours of instruction per week (3 credit course = 45 hours of lectures per semester)]

Semester 1

Name of the course: Core Course in English (**CCE 1**)

Total credits: 03* (3 credit course)

Total teaching time: 45 hours

Distribution of marks:

Total marks per semester:	100
Semester end exam.:	70
Internal marks:	30

Internal marks break up: Assignment 1/ presentation = 10, Assignment 2/Presentation = 10, MCQ test/assessment of writing skills: 10

Form: Short Story

Text: Glimpses of Life: An Anthology of Short Stories (Stories 1 to 6)

Editor : Board of Editors Orient Longman- 2007

Introduction and Objectives:

The Core Course intends to allow the learners to specialize in the broad subject area and acquire knowledge and skills pertaining to that particular area.

This paper initiates the students into the literary field through the genre of short story. The objective of the paper is to familiarize the students with the form, and with major writers of that particular genre and to hone their ability to comprehend and analyze English literary texts of an advanced nature.

Unit 1 Overview of Origin and Development of the Genre

Teaching time: 7 hours

Unit 2 Nature, Scope and Types of Short Stories

Teaching time: 7 hours

Unit 3 Elements of short stories - character, setting, plot, conflict, theme etc.- with reference to the prescribed texts

Teaching time: 7 hours

Unit 4 Short Stories 1 to 3 from the anthology

Teaching time: 12 hours

Unit 5 Short Stories 4 to 6 from the anthology

Teaching time: 12 hours

Structure of Questions and Distribution of Marks:

Q. 1 (a) Objective type questions based on the Text	(20 x1)	20 marks
Q. 2 1 out of 2 long answer question (Text)	(15 x 1)	15 marks
Q. 3 Short Notes 2 out of 4 (Text)	(05 x 2)	10 marks
Q. 4 1 out of 2 long question (Form)	(15 x1)	15 marks
Q. 5 2 out of 4 short notes (Form)	(05 x 2)	10 marks

Recommended reading

- Magill, Frank, (ed.) Short Story Writers. Salem Press, Pasadena, California (1997).
- Watson, Noelle (ed.) Reference Guide to Short Fiction. St. James Press, Detroit (1994).

Online support:

- http://en.wikipedia.org/wiki/Short_story
- The Writing of the Short Story by Lewis Worthington Smith.
<http://www.gutenberg.org/etext/27224>

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Semester 1

Name of the course: Core Course in English (**CCE 2**)

Total credits: = 03* (3 credit course)

Total teaching time: = 45 hours

Distribution of marks:

Total Marks per semester: 100

Semester end exam.: 70

Internal marks 30

Internal marks break up: Assignment 1/ presentation = 10, Assignment 2/Presentation = 10, MCQ test/assessment of writing skills: 10

Form: Lyric

Text: Appreciating English Poetry (Poems 1 to 6)

Editor : Praveen K. Thaker Orient Longman. 2005

Introduction and Objectives:

The Core Course intends to allow the learners to specialize in the broad subject area and acquire knowledge and skills pertaining to that particular area.

This paper initiates the students into the literary field through the genre of lyric. The objective of the paper is to familiarize the students with the form, and with major creative writers of that particular genre and to hone their ability to comprehend and analyze English literary texts of an advanced nature.

Unit 1

Origin and Development of the genre

Teaching time: 7 hours

Unit 2

Types - Ballad, Sonnet, Ode, Hymn and Chant, Elegy, etc.; Characteristics of Lyric

Teaching time: 7 hours

Unit 3

Concepts of poetic techniques -regarding structure, rhyme, meter, alliteration, lines and stanza, assonance etc. with reference to the prescribed works

Teaching time: 7 hours

Unit 4

Appreciating English Poetry : Poem 1 to 6

Teaching time : 24 hours

Structure of Questions and Allotment of Marks:

Q. 1	Text Based Objective types questions	20 x 1	20 marks
Q. 2	Long questions - answers (Poems) (1/2)	15 x1	15 marks
Q. 3	Short note (Poems) (2/4)	05x 2	10 marks
Q. 4	Long questions –answers (Form) (1/2)	15 x1	15 marks

Q. 5 Short notes (Form)

(2/4)

5 x 2

10 marks

Recommended reading:

Alexander, L. G. 1963. *Poetry and Prose Appreciation for the Overseas Students*. Longmans.

Blackstone, Bernard. *Practical English Prosody*. Longmans. Goose, Edmund. 1990. *Appreciation of Poetry*. Orient Blackswan Ltd. Palgrave, F. T. *Golden Treasury*. Macmillan: London, New York

Online support:

Cary, John. *Practical English Prosody and Versification*

<http://www.archive.org/details/practicalenglis00caregoog>

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Semester 1

Elective 1

Name of the course: (Functional English **FE I**: (Introduction to Phonetics))

Objectives:

- To familiarize the learners with the functioning of English sounds
- To enable the learners to acquire fluency and accuracy in pronunciation and speech

Distribution of marks: 100

Practical: 20 Marks

- 10 Questions to assess practical understanding of the subject
- 10 transcribed words to be read out

Semester end exam: 50

Internal Marks: 30

- Assignment (10 marks)
- Presentation (5 marks)
- Journal (5 marks) One journal to be maintained for Sem I and II (Exercises from Bansal and Harrison)
- Consistent Assessment, Class tests (10 Marks)

Text: **A Course in Phonetics and Spoken English**, J. Sethi and P. V. Dhamija (1999) 2nd edition. Prentice Hall, New Delhi

Topics

Unit I Introduction to Phonetics, Organs of Speech

Unit II Description and Classification of consonants and vowels

Unit III Uses of Phonetic transcription, Phoneme

Unit IV Syllable, Consonant Cluster

Structure of Questions and Distribution of Marks:

Q1 Objective type questions	(10x1)	10 marks
Q2 Short notes	(05x2)	10 marks
Q3 Long Answer Questions	(10x2)	20 marks
Q4 Transcription (Transcribe the words and write words from the transcription)		10 marks

Recommended reading:

1. Balasubramaniam, T. (1981) A Textbook of English Phonetics for Indian Students, Macmillan, New Delhi
2. Bansal, R. K. and Harrison, J.B.(2001) Spoken English, Orient Longman, Hyderabad.

Semester 1

Name of the course: **FE II** (Basic Functional Grammar)

Distribution of marks: 100

Semester end exam: 70

Internal marks: 30

- Assignment 1 (10 marks)
- Presentation (10 marks)
- Consistent Assessment (10 Marks)

Unit I Parts of Speech, Formal and Functional Labels

Unit II Determiners, Article Features,

Unit III Use of Tenses,

Unit IV Concord, Prepositions,

Unit V Verbs and Tree Diagram, Auxiliaries

Structure of Questions and Distribution of Marks:

Q1A Identify the formal and functional labels	(10x1)	10 marks
Q1B Identify the article features(Specific, Generic, Definite)	(10x1)	10 marks

Q2 A Use the correct form of the Tense	(05x1)	05 marks
Q2 B Write a paragraph using appropriate tense on a given topic (10x1)		10 marks
Q3 A Correct the sentences (Concord, prepositions, auxiliaries) (05x1)		05 marks
Q4A Draw the tree diagram of the underlined verbs	(05x1)	10 marks
Q4 B Identify the determiners	(10x1)	10 marks
Q5 Dialogue writing (Meeting people: greeting, introducing, leave taking, thanking, inviting, Making Inquiries, Requests, Suggestions)	(10x1)	10 marks

Semester 2

Name of the course: Foundation Course in English 2 (**FCE 2**)

Total credits 03* (3 credit course)

Total teaching time: 45 hours

Distribution of marks:

Total Marks per semester: 100

Semester end exam.: 70

Internal marks 30

Internal marks break up:

: Assignment 1/presentation = 10, Assignment 2/presentation/test of written skills = 10, Multiple Choice type Questions = 10

Text: **MASTERING ENGLISH : A COURSE FOR BEGINNERS** eds. Anil Kinger, Nila Shah, Ketan Pandya, Ami Upadhyay. Orient Blackswan 2010

Questions based on the prescribed text 25 marks (to be asked from "Reading for Pleasure" sections only)

Skills and Proficiency in English: 45 marks

70 marks

Unit 9

Teaching points: Talking about intentions and future plans
Grammar: use of 'will', 'shall', 'will not', 'shall not',
To be + going to, Future time expressions like
'next week', 'someday', 'sooner or later'

Total teaching time: 04 hours

Marks allotted: 08

Unit 10

Teaching points: Expressing time, Talking about public transport,
asking about information regarding travelling,
Using dictionary

Grammar: Interrogatives – 'wh' questions

Unit 13: Prepositions (Preferable No. of Questions - 5)
Unit 14: Special words to be used in
E-mail and Chat (a portion of Unit 14) (Preferable No. of Questions - 2)

Q. 2 Reading for Pleasure (28 Marks)

Unit 12 & 16: Short Answer Questions (4/6) 16 marks

Unit 12 & 16: Short Notes (2/4) 12 marks

Q. 3 Reading Comprehension 16 marks

Unit 15: Comprehension of an Unseen Passage (4 Descriptive Type of Questions)
08 marks

Unit 15: Comprehension of an Unseen Passage (4 Objective Type of Questions)
08 marks

Q. 4 Telephone Communication 06 marks

Unit 14: Dialogue Writing focusing Telephone Communication on Given Situation.

Or

Complete the Dialogues focusing Telephone Communication by filling the
blanks 06 marks

Recommended reading:

Murphy's English Grammar (with CD- Rom). Cambridge University Press.

Thomson and Martinet. *A Practical English Grammar* (4th edition). Oxford University Press.

Redman, Stuart. 1997. *English Vocabulary in Use : Pre-intermediate and Intermediate*. Cambridge University Press.

Jones Daniel. *English Pronouncing Dictionary* (with CD – Rom). Cambridge University Press.

Ur, Penny. *Grammar Practice Activities Paperback with CD-ROM: A Practical Guide for Teachers* (Cambridge Handbooks for Language Teachers).

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Semester 2

Name of the course: Core Course in English 3 (**CCE 3**)

Name of the paper: English Literature up to 1660

Total credits: Semester 2 = 03* (3 credit course)

Total teaching time: = 45 hours

Distribution of marks:

Total marks per semester: 100

Semester end exam.: 70

Internal marks 30

Internal marks break up: Assignment 1/ presentation = 10, Assignment 2/Presentation = 10, MCQ test/assessment of writing skills: 10

Introduction and Objectives:

The Core Course intends to allow the learners to specialize in the broad subject area and acquire knowledge and skills pertaining to that particular area. This paper will cover the history of English literature from 1400 to 1660. It aims to develop an understanding of the relevant socio-political and literary context of the given time span. The text will be taught in terms of thematic concerns as well as literary form, along with the connection of the text with the Age.

Text: Taming of The Shrew - William Shakespeare (play)

Unit 1: History: Renaissance, Chorus, Dramatic Design

Teaching time: 5 hours

Unit 2 History: Metaphysical Poetry, University wits

Teaching time: 5 hours

Unit 3 History: Comedy of Humours, Comedy of Manners

Teaching time: 5 hours

Unit 4 Taming of The Shrew - William Shakespeare (play)

Teaching time: 30 hours

Structure of Questions and Allotment of Marks:

Q. 1	Objective type questions from Text		20 x 1	20
Q. 2	Long question (Text)	(1/2)	15 x 1	15
Q. 3	Short notes (Text)	(2/4)	5 x 2	10
Q. 4	Long question(History)	(1/2)	15 x 1	15
Q. 5	Short notes (History)	(2/4)	5 x 2	10

Recommended reading:

Daiches, David. *A Critical History of English Literature*.

Ford, Boris (ed). *The New Pelican Guide to English Literature : The Age of Chaucer*

Ford, Boris (ed). *The New Pelican Guide to English Literature, Vol. 2, The Age of Shakespeare*.

Legouis and Cazamian. *History of English Literature*.

Sanders, Andrew. *The short Oxford History of English Literature*.

Online support

History of English Literature

<http://www.picktorrent.com/download/49/3586124/history-of-english-literature/>

Semester 2

Name of the course: Core Course in English 4 (**CCE 4**)

Total credits: = 03* (3 credit course)

Total teaching time: 45 hours

Distribution of marks:

Total Marks per semester: 100

Semester end exam.: 70

Internal marks 30

Internal marks break up: Assignment 1/ presentation = 10, Assignment

2/Presentation = 10, MCQ test/assessment of writing skills: 10

Texts: **The Winged Word - (Selected Poems)** - Edited by David Green.

John Donne

- Song; The Bait; Lover's Infiniteness; From Holy Sonnets No.1; A Hymn to God the Father

George Herbert

- Virtue; The Pulley

Unit 1 Poems : Song; The Bait

Teaching time: 10 hours

Unit 2 Poems : Lover's Infiniteness; From Holy Sonnets No.1; A Hymn to God the Father

Teaching time: 10 hours

Unit 3 Poems : Virtue; The Pulley

Teaching time: 10 hours

Unit 4

Poetic Devices, with an emphasis on the prescribed figures of speech

(1) Alliteration (2) Simile (3) Metaphor (4) Personification (5) Paradox (6) Conceit

(7) Oxymoron (8) Onomatopoeia (9) Hyperbole (10) Climax

Teaching time: 15 hours

Structure of Questions and Allotment of Marks:

Q. 1	Objective type questions - Poems	20 x 1	20 marks
Q. 2	Long questions – Poems (1/2)	15 x 1	15 marks
Q. 3	Short notes – Poems (2/4)	5 x 2	10 marks
Q. 4	Figures of Speech (5/7)	5 x 5	25 marks

Recommended reading

Thomas N. Corns, *The Cambridge Companion to English Poetry, Donne to Marvell*, Cambridge University Press, 1993.

Online Support:

The Works of John Donne

<http://www.luminarium.org/sevenlit/donne/donnebib.htm>

<http://www.sparknotes.com/poetry/donne/>

http://en.wikipedia.org/wiki/George_Herbert

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Semester 2

Elective Course

Name of the course: Functional English 3 (**FE 3**) (Phonetics and Spoken English)

Distribution of marks: 100

Practical: 20 marks

- 5 questions to assess the practical understanding
- 5 sentences with correct intonation to be read
- 5 transcribed words to be read with correct stress
- 5 words to be read with syllable break

Semester end Exam: 50 marks

Internal assessment: 30 marks

- Assignment 1 (05 marks)
- Assignment 2 (05 marks)
- Presentation (5+5 marks)
- Consistent Assessment (10 marks)

Text: **A Course in Phonetics and Spoken English**, J. Sethi and P. V. Dhamija (1999) 2nd edition. Prentice Hall, New Delhi

Topics

Unit I Detailed study of vowels and consonants,

Unit II Word accent,

Unit III Accent and Rhythm,

Unit IV Assimilation and Intonation.

Structure of Questions and Distribution of Marks:

Q1	Objective type questions	(10x1)	10 marks
Q2	Short notes	(5x2)	10 marks
Q3	Long Answer Questions	(10x2)	20 marks
Q4	Transcription	(10x1)	10 marks

Semester 2

Elective 1

Name of the course: Functional English – 4 (**FE 4**) Functional Grammar

Distribution of marks: 100

Semester end exam: 70

Internal marks: 30

- Assignment (10 marks)
- Presentation (10 marks)
- Consistent assessment (10 Marks)

Topics

Unit I Reported Speech, Active and Passive Voice,

Unit II Noun Phrase and Tree Diagram,

- Unit III** Transformation(simple, compound, complex),
- Unit IV** Clauses and Conditional clauses, Participles, Gerunds and Infinitives,
- Unit V** Dialogue writing (Describing people, jobs, places, processes, objects, narrating events)

Recommended reading:

1. Quirk, R and Greenbaum, S, A University Grammar of English(2000)
Longman, Chennai
2. Thomson, A.J and Martinet, A.V, A Practical English Grammar(1999)
Oxford University Press

Semester 3

Name of the course: Foundation Course in English 3 (**FCE 3**)

Total credits: = 03

Total teaching time: = 45 hours

Distribution of marks:

Total Marks per semester: 100

Semester end exam:	70
Internal assessment	30

Internal marks break up: assignment/presentation = 10, assignment/written test = 10,
MCQ = 10

Text: **Pathways to English: A Course for Intermediate Learners**, By Board of Editors, Cambridge University Press

Text:	45 marks
Skills and Proficiency in English:	55 marks
	100 marks

Communication Skills: Teaching time: 07 hrs
Topic: Narrating/Describing an Object, Experience, Details regarding
Visit to a Place or Industry, TV Show or Movie

Reading and Writing Skills: Teaching time: 18 hrs

Text: "Pathways to English: A Course for Intermediate Learners', By Board of Editors; Cambridge University Press chapters 1 to 5

Proficiency in Language

Teaching time: 20 hrs

Grammar: Types of Sentences

Active and Passive Voices

Creative Writing – writing a paragraph

Structure of Questions and Distribution of Marks:

Internal Assessment 30 marks

Distribution of Marks

- Assignment 10 marks
Creative Writing - paragraph
- MCQ 10 marks
Grammar
Types of sentences, Voices
- Seminar 10 marks
Narrating/Describing an Object, Experience, Details regarding
Visit to a Place or an Industry, a TV Show or a Movie
70 marks

External exam:

Section 1 20 marks

MCQ (Twenty sentences of one mark each)

Grammar – 10 marks
Types of sentences, voices

Text 10 marks

Section 2 50 marks

Q. 1 Descriptive questions – answers 2/4 15 marks

(Based on the prescribed text)

Q. 2 Brief questions – answers 2/4 10 marks

(Based on the prescribed text)

Q. 3 Short Notes 2/4 10 marks

Based on the text

Q. 4 Creative Writing – paragraph 2/4 15 marks

Recommended reading:

Murphy's English Grammar (with CD- Rom). Cambridge University Press.

Thomson and Martinet. *A Practical English Grammar* (4th edition). Oxford University Press.

Redman, Stuart. 1997. *English Vocabulary in Use : Pre-intermediate and Intermediate*. Cambridge University Press.

Jones Daniel. *English Pronouncing Dictionary* (with CD – Rom). Cambridge University Press.

Ur, Penny. *Grammar Practice Activities Paperback with CD-ROM: A Practical Guide for Teachers* (Cambridge Handbooks for Language Teachers).

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Semester: 3

Name of the course: Core Course in English (**CCE 5**)

Total credits: Semester 3 = 03 (3 Credit course)

Total teaching time: 45 hours

Distribution of marks:

Total Marks per semester: 100

Semester exam: 70

Internal marks: 30

Internal marks break up: Assignment 1= 05, Assignment 2= 05, Presentation: 05

Assessment of writing and speaking skills = 15

Form: Comedy

Text: *Arms and the Man*- G. B. Shaw (Play) Orient Edition First Published 1953.

Edited with Introduction by A. C. Ward. New Delhi: Orient Longman. 1979.

Unit: 1 Comedy Form, Origin and Development of Comedy Form, Types of Comedies, Characteristics of Comedy, Short notes like Character, Plot, Setting, Conflict, Theme etc.

Teaching time: 20 Hours

Unit: 2 Arms & the Man- G. B. Shaw (Play)

Teaching time: 25 Hours

Structure of questions and allotment of Marks:

Q.	1	Objective type questions based on text (20 x 1) (15 from the text and 5 from the Comedy Form)	20 marks
Q.	2	1 out of 2 long answer question (text) (11 x 1)	11 marks
Q.	3	Short Note (2 out of 4) (Text) (07 x 2)	14 marks
Q.	4	1 out of 2 long question (Comedy Form) (11 x 1)	11 marks
Q.	5	2 out of 4 short notes (Comedy Form) (07 x 2)	14 marks

For the Comedy Form:

1. Origin and Development of Comedy Form
2. Types of Comedies
3. Characteristics of Comedy
4. Short Notes on Comedy like: Character, Plot, Setting, Conflict, theme etc.

Recommended reading: *Dictionary of Literary Terms and Literary Theory* by J. A. Cuddon, Revised by C. E. Preston. New Delhi: Penguin Books, 1999.

Semester: 3

Name of the course: Core Course in English (**CCE 6**)

Total credits: Semester 3 03 (3 Credit course)

Total teaching time : 45 hours

Distribution of marks:

Total Marks per semester: 100

Semester Exam: 70

Internal Marks: 30

Internal Marks break up: Assignment 1/presentation = 10, Assignment 2/presentation= 10, Assessment of writing and speaking skills/MCQ = 10

Texts: 1. *Silas Marner*- George Eliot (Novel) Oxford World Classics. New Delhi: Oxford University Press. 2004.

2. *Isabella*- John Keats (Poem). From *Poetical Works of John Keats*. New Delhi: Oxford University Press. 1990.

Unit: 1 Silas Marner- George Eliot (Novel) Teaching time: 22.5 Hours.

Unit: 2 Isabella- John Keats (Poem) Teaching time: 22.5 Hours

Structure of questions and allotment of Marks:

Q.	1	Objective type questions based on text	(20 x 1)	20 marks
Q.	2	1 out of 2 long answer question (text- 1)	(11 x 1)	11 marks
Q.	3	Short Note (2 out of 4) (Text-1)	(07 x 2)	14 marks
Q.	4	1 out of 2 long question (Text-2)	(11 x 1)	11 marks
Q.	5	2 out of 4 short notes (Text-2)	(07 x 2)	14 marks

Semester: 3

Name of the course: Core Course in English (**CCE 7**)

Total credits: 03 (3 Credit course)

Total teaching time : 45 hours

Distribution of marks:

Total Marks per semester: 100

Semester Exam: 70

Internal Marks: 30

Internal Marks break up: Assignment 1/presentation = 10, Assignment 2/presentation= 10, Assessment of writing and speaking skills/MCQ = 10

Text: *Introduction to the Study of English Literature* - W.H. Hudson. London: Macmillan. 1989. Chapter: 1, 2 and 3

Unit 1 Chapter 1

Teaching time: 15 Hours

Unit 2 Chapter 2

Teaching time: 15 Hours

Unit 3 Chapter 3 (Only from the Sections: 1 to 4)

Teaching time : 15 Hours

Structure of questions and allotment of Marks:

Q.	1	Objective type questions based on Ch.1,2,3)	(20 x 1)	20 marks
Q.	2	1 out of 2 long answer question (Cha- 1)	(12 x 1)	12 marks
Q.	3	1 out of 2 long question (Cha-2)	(12 x 1)	12 marks
Q.	4	1 out of 2 long question (Cha-3)	(12 x 1)	12 marks
Q.	5	2 out of 4 short notes (Cha-1,2,3)	(07 x 2)	14 marks

Semester 3

Elective 1

Name of the course: Functional English Paper V **(FE 5)**

Introduction to Creative Writing

Theory]

[Marks: 50

Unit 1: Reviews (Books & Movies)

Teaching Time: 10 hrs.

Topics: (a) Theory [how to write book reviews], studying a text for the purpose;

(b) Theory [how to write movie reviews], studying a movie for the purpose.

Suggested Texts for Book Reviews:

- (i) *Swami and Friends* by R. K. Narayan
- (ii) *The Guide* by R. K. Narayan
- (iii) *Five Point Someone* by Chetan Bhagat

Suggested Movies for Movie Reviews:

- (i) *The Guide*
- (ii) *Three Idiots*
- (iii) *Slum Dog Millionaire*

Unit 2: Creative Writing

Teaching Time: 10 hrs.

1. Interpreting a text

Suggested Texts for Interpretative Study:

Poems:

1. Stopping by Woods on a Snowy Evening – Robert Frost
2. Fidelity - William Wordsworth

Short Stories:

1. The Nightingale and The Rose – Oscar Wilde
2. The Lady and the Tiger- Frank R. Stockton

2. Developing a Story from the Given Outline

Unit 3: Essays – Personal & Impersonal Teaching Time: 10 hrs.

Topics: Introduction to essay-writing, its types, rules for essay-writing & practice

Unit 4: Preparing Advertisement Teaching Time: 05 hrs.

Topics: Rules and Techniques for advertisements and practice

Unit 5: Vocabulary Building Teaching Time 10 hrs

Text – *Word Power Made Easy* Part I by Norman Lewis

(Multiple Choice Questions only from the text)

Practical

Teaching Time 22 hrs

A journal, recording all the practicals should be maintained and without which students will not be allowed to appear for the practical exams. Practical exam should comprise both a viva voce and a presentation from the given module as per the discretion of the examiner.

Presentation	05
Viva Voce	05
Journal	10

1. Creative Writing in Practice
2. Recitation
3. Dramatic Reading
4. Enacting Plays
5. Interpretative Reading

Books recommended

- | | |
|--|----------------|
| 1. <i>The Structure of Technical English</i> | A.J. Herbert |
| 2. <i>News Writing and Reporting for Today's Media</i> | Itule Bruce |
| 3. <i>An Introduction to Journalism</i> | Carole Fleming |
| 4. <i>Mass Communication in India</i> | Keval Kumar |

5. <i>Television news Writing and Reading</i>	H.H.Mustafa Jaidi
6. <i>The Cinema as Art Ralph</i>	Stephenson, Jean Debrix
7. <i>How Films are Made</i>	Khwaja Ahemad Abbas
8. <i>Word Power Made Easy</i>	Norman Lewis
9. <i>Imaginative Writing</i>	Janet Burroway
10. <i>Problems of Indian Creative Writers in English</i>	Paul Verghese

Structure of Questions and Distribution of Marks:

(Theoretical components: 50 marks; Practical components: 20 marks; and Internal assessment: 30 marks)

Internal assessment	30 marks
Distribution of marks	
1. Assignments	10 marks
Two Assignments (5 + 5)	
2. Multiple Choice Questions (MCQ)	10 marks
From Word Power Made Easy Part II various items (synonyms, antonyms, root of the word etc)	
3. Seminar	10 marks
a. Film Review	
b. Book Review	
External exam mark distribution	50 marks
Section 1	10 marks
MCQ (Ten sentences of one mark each)	
From Word Power Made Easy based on Part II various items (synonyms, antonyms, root of the word etc)	
Section 2	40 marks
Q. 1 Book Review on the prescribed text from the syllabus	10 marks
Q. 2 Film Review on the prescribed films from the syllabus	10 marks
Q. 3 Interpreting an unforeseen text and Developing a story	10 marks
Q. 4 Essays Personal and Impersonal	10 marks
(Note : Internal options should be given for all topics)	

Semester 3

Name of the course: Functional English Paper 6 (**FE 6**)

Official/Business Correspondence

Unit 1

Teaching Time: 05 hrs

- A. Effective Written Communication
- B. Layout of a Business Letter
- C. Optional parts of a Business Letter
- D. 7cs of Business Communication

Unit 2

Teaching Time: 05 hrs

Personal Letters

(Letters to Family Members and Friends)

Official Letters

(Letters to officials holding key positions in your city and state i.e. Police Commissioner, Municipal Commissioner, Collector, Bank Manager etc)

Unit 3

Teaching Time: 15 hrs

Business Letters

(Business letters making Business Inquiry-reply to the inquiry, Placing of an order, cancellation of order - execution of an order, and Complains –and adjustments)

Unit 4

Teaching Time: 05 hrs

Job Application- Covering Letter and Preparing CV

Unit 5

Teaching Time: 15 hrs

Vocabulary Building

Text: **Word Power Made Easy** Part II

(Multiple Choice Questions from the text only)

Practical (20 Marks)

Teaching Time: 22 hrs

A journal, recording all the practicals should be maintained and without which students will not be allowed to appear for the practical exams. Practical exam should

comprise both a viva voce and a presentation from the given module as per the discretion of the examiner.

Presentation	05
Viva Voce	05
Journal	10

1. Group Discussion
2. Debate
3. Public Speaking
4. Panel Discussions

Recommended reading

<i>The Structure of Technical English</i>	A. J. Herbert
<i>News Writing and Reporting for Today's Media</i>	Itule Bruce
<i>An Introduction to Journalism</i>	Carole Fleming
<i>Mass Communication in India</i>	Keval Kumar
<i>Television news Writing and Reading</i>	H. H. Mustafa Jaidi
<i>The Cinema as Art Ralph</i>	Stephenson, Jean Debrix
<i>How Films are Made</i>	Khwaja Ahemad Abbas
<i>Word Power Made Easy</i>	Norman Lewis
<i>Imaginative Writing</i>	Janet Burroway
<i>Problems of Indian Creative Writers in English</i>	Paul Verghese

Structure of Questions and Distribution of Marks:

(Theoretical components: 50 marks, Practical components: 20 marks and Internal assessment: 30 marks)

Internal assessment	30 marks
1. Assignment	10 marks
a. Job Application- Covering Letter and Preparing CV	
b. Various formats in framing Business letters	
2. Multiple Choice Questions (MCQ)	10 marks
From Word Power Made Easy Part II various items (synonyms, antonyms, root of the word etc)	

3. Seminar	10 marks
External exam	50 marks
Section 1	10 marks
MCQ (Ten sentences of one mark each)	
From Word Power Made Easy based on Part II various items (synonyms, antonyms, root of the word etc)	

SECTION 2 40 marks

Q. 1 Planning of Business Letters 10 marks

(Short notes 2/4)

- I. Structure of business letters / Layout of a business letter
- II Outward appearance of a business letter
- III Essential qualities of a business letter (7Cs of a business letters)
- IV You Attitude

Q. 2 Drafting Personal and Official Letters 10 marks
(a. 1/2, and b. 1/2)

Q. 3 Drafting Business Letters 10 marks
(a. 1/2, and b. 1/2)

- I. Letters of inquiry and reply to the inquiry
- II. Letter of placing of order and cancellation of order
- III. Letters of execution of orders – intimation about execution, substitute offer, request for time extension
- IV Letters of claims and complaint, and Adjustment

Q.4 Drafting Covering (Job Application) Letter 10 marks
and Preparing CV (1/2)

Semester 4

Name of the course: Foundation Course in English 4 (**FCE 4**)

Total credits: = 03

Total teaching time: = 45 hours

Distribution of marks:

Total Marks per semester: 100

Semester end exam: 70

Internal assessment 30

Internal marks break up: assignment/presentation = 10, assignment/written test = 10,
MCQ = 10

Text: **Pathways to English: A Course for Intermediate Learners**, By Board of
Editors; Cambridge University Press

Text: 45 marks
Skills and Proficiency in English: 55 marks

100 marks

Communication Skills: Teaching time: 05 hrs
Topic: Personal Interview for Job and Admission

Reading and Writing Skills:

Text: "Pathways to English: A Course for Intermediate Learners", Board of
Editors, Cambridge University Press chapters 6 to 10
Teaching time: 15 hrs

Proficiency in Language Teaching time: 25 hrs

Grammar: Reported Speech
Preparing Resume and C. V.
Creative Writing – essay writing

Structure of Questions and Distribution of Marks:

Internal Assessment 30 marks
Distribution of Marks

- Assignment 10 marks
Preparing c.v. or resume
- MCQ 10 marks
Grammar
Reported speech
- Seminar 10 marks
Interview for job or admission

External Exam 70 marks

Section 1 20 marks

MCQ (Twenty sentences of one mark each)

Grammar –		05 marks
Reported speech		
Text		15 marks
Section 2		50 marks
Q. 1	Descriptive questions – answers (Based on the prescribed text)	2/4 15 marks
Q. 2	Brief questions – answers (Based on the prescribed text)	3/5 15 marks
Q. 3	Preparing c. v./ resume	2/4 10 marks
Q. 4	Creative Writing – essay	1/3 10 marks

Recommended reading:

Murphy's English Grammar (with CD- Rom). Cambridge University Press.
Thomson and Martinet. *A Practical English Grammar* (4th edition). Oxford University Press.

Redman, Stuart. 1997. *English Vocabulary in Use : Pre-intermediate and Intermediate*. Cambridge University Press.

Jones Daniel. *English Pronouncing Dictionary* (with CD – Rom). Cambridge University Press.

Ur, Penny. *Grammar Practice Activities Paperback with CD-ROM: A Practical Guide for Teachers* (Cambridge Handbooks for Language Teachers).

*[1 credit = 1 hour of teaching per week (1 credit course = 15 hours of lectures per semester; 3 credits = 3 hours of instruction per week (3 credit course = 45 hours of lectures per semester)]

Semester: 4

Name of the course: Core Course in English 8 (**CCE 8**)

Total Credits: 03

Total teaching time: 45 hours

Distribution of Marks:

Total Marks per semester: 100

Semester Exam: 70

Internal Marks: 30

Internal Marks break up: Assignment 1/presentation = 10, Assignment 2/presentation= 10, Assessment of writing and speaking skills/MCQ = 10

Texts: 1. *Guide* - R. K. Narayana (Novel) New Delhi: Penguin Books. 2011.

2. *Nag Mandla* (Play) - Girish Karnad. New Delhi: Oxford University Press. 2004.

Unit 1 Guide- R. K. Narayana (Novel) Teaching time: 22.5 hours.

Unit 2 Nag Mandla (Play) Girish Karnad Teaching time: 22.5 hours

Structure of questions and allotment of Marks:

Q. 1	Objective type questions based on text (20 x 1)	20 marks
Q. 2	1 out of 2 long answer question (text- 1) (11 x 1)	11marks
Q. 3	Short Note (2 out of 4) (Text-1) (07 x 2)	14marks
Q. 4	1 out of 2 long question (Text-2) (11 x 1)	11marks
Q. 5	2 out of 4 short notes (Text-2) (07 x 2)	14marks

Semester: 4

Name of the course: Core Course in English 9 (**CCE 9**)

Total credits: 03 (3 Credit course)

Total teaching time : 45 hours

Distribution of marks:

Total Marks per semester: 100

Semester Exam: 70

Internal Marks: 30

Internal Marks break up: Assignment 1/presentation = 10, Assignment 2/presentation= 10, Assessment of writing and speaking skills/MCQ = 10

Texts: 1. *Wuthering Heights* (Novel) - Emily Bronte. Oxford World Classics. New Delhi: Oxford University Press. 2004.

2. *Enoch Arden* (Poem) – Tennyson. New Delhi: Oxford University Press. 1999.

Unit 1 Wuthering Heights- Emily Bronte (Novel) Teaching time: 22.5 hours.

Unit 2 Enoch Arden (Poem) Teaching time: 22.5 hours

Structure of questions and allotment of Marks:

Q.	1	Objective type questions based on text	(20 x 1)	20 marks
Q.	2	1 out of 2 long answer question (text- 1)	(11 x 1)	11marks
Q.	3	Short Note (2 out of 4) based on text	(07 x 2)	14marks
Q.	4	1 out of 2 long question (Text-2)	(11 x 1)	11marks
Q.	5	2 out of 4 short notes (Text-2)	(07 x 2)	14marks

Semester: 4

Name of the course: Core Course in English 10 (**CCE 10**)

Total credits: 03 (3 Credit course)

Total teaching time: 45 hours

Distribution of marks:

Total Marks per semester: 100

Semester end exam: 70

Internal marks: 30

Internal Marks break up: Assignment 1/presentation = 10, Assignment 2/presentation= 10, Assessment of writing and speaking skills/MCQ = 10

Text: *Introduction to the Study of English Literature* - W. H. Hudson. New Delhi: Macmillan. 1989 (Chapters: 4, 5 and 6)

Unit1 Chapter: 4 Teaching time: 15 hours

Unit 2 Chapter: 5 Teaching time: 15 hours

Unit 3 Chapter: 6 Teaching time: 15 hours

Structure of questions and allotment of Marks:

Q.	1	Objective type questions based on (Ch.4,5,6)	(20 x 1)	20 marks
Q.	2	Long questions- answers (Cha- 4) 1/2	(12 x 1)	12 marks
Q.	3	Long questions- answers(Cha-5) 1/2	(12 x 1)	12 marks

Q.	4 Long questions- answers(Cha-6) 1/2	(12 x 1)	12 marks
Q.	5 Short notes (Cha-4,5,6) 2/4	(07 x 2)	14 marks

SEMESTER 4

Elective 1

Name of the course: Functional English 7 (**FE 7**)

Introduction to Translation Studies

Objectives:

The present course 'Introduction to Translation Studies' aspires to introduce to the students of literature an advance level of linguistic compatibility with practical sessions along with a theoretical framework of translation studies. The primary objective of the course is to offer the students the absolutes of translation studies at an elementary level. It is also intended to provide with the distinction between commercial and literary modes of translation. Besides, the course will bring to the fore translation as a possible alternative academic profession.

Structure of Questions and Distribution of Marks:

(50 marks theory and 20 marks practical)

Translation Theory 50 marks

1. History of translation in Literature
2. Kinds of Translation
3. Strategies for Translation
4. Problems and Challenges in Translation
5. Commercial and Literary Translation

Practical Marks 20

There should be a journal recording all the practicals without which students are not allowed to appear for the practical exams. Practical exam should comprise both a viva voce and a presentation from the given module as per the discretion of the examiner.

Journal 10 marks

Viva Voce 05 marks

Presentation 05 marks

1. Commercial Translation in practice (Letters- Reports- Articles)
2. Literary Translation in Practise (Short Stories – Essays- Poems)

Unit 1

Teaching time: 10 hrs

Topics: Introduction: Why translation; History of Translation in English and Indian literatures; Translation studies and modern literary theory

Unit 2:

Teaching time: 10 hrs

Topics: Kinds of Translation: adaptation; paraphrase; transcreation; inter-medium translation; literal/literary translation

Unit 3:

Teaching time: 10 hrs

Topics: Strategies for Translation: Jakobson's model of communication; Stages of translation

Unit 4:

Teaching time: 10 hrs

Topics: Problems and Challenges in Translation: Cultural translation; Resistance to translation in literary conventions; Translation Apparatus viz. Glossary, Index, Annotation, Translator's note.

Unit 5:

Teaching time: 10 hrs

Topics: Commercial and Literary Translation: Denotative/Connotative usage of language; Objectives of commercial and literary translations

Practice:

Teaching time: 10 hrs

1. Commercial Translation in practice (Letters- Reports- Articles)
2. Literary Translation in Practise (Short Stories – Essays- Poems)

Recommended reading

1. *Translation* by Eugene Nida
2. *Translation, History and Culture* by Basnett and Lefevre
3. *Rethinking Translation* by Lawrence Venuti
4. *Translation as Discover y* by Sujit Mukherjee
5. *Translation as Recovery* by Sujit Mukherjee

Structure of Questions and Distribution of Marks:

(50 marks theoretical components, 20 marks practical components and 30 internal assessment)

Internal Exam Marks Division: 30 marks

- Assignment: 10 Marks [Translation in Praxis]
- Presentation: 10 Marks [Translation Theory]
- MCQ Test 10 Marks

External Exam Marks Division: 50 marks

Section I 10 marks

MCQ (Chronological facts, History of Translation, Theory)

Section II 40 marks

Translation Theory

Q.1 Descriptive Long Question (1/2) 10 marks

Q.2 Descriptive Long Question (1/2) 10 marks

Q.3 Paragraph answers (2/4) 10 marks

Q.4 A Paragraph for Translation into English 10 marks

(Note: Internal options should be given for all topics)

Semester 4

Name of the course: Functional English Paper 8 (**FE 8**) Written Communication

Theory 50marks

Unit 1 Communication Teaching time: 05 hrs

Topics:

1. Definition
2. Communication Process
3. Verbal communication
4. non Verbal communication

Unit 2 Report Writing Teaching time: 10 hrs

Topics:

1. Different types of reports

2. Lay out of a business report
3. Essential qualities of a business report
4. Individual Report
5. Committee Report

Unit 3 Business Writing Teaching time: 10 hrs

1. Preparing A Summery
2. Note Making
3. Notices and Circulars
4. Writing Minutes
5. Complains and FIRs

Unit 4 Media Writing Teaching time: 10 hrs

1. Layout of news report
2. Do's and Don'ts
3. News Paper Reports
4. Layout of press Release
5. Do's and Don'ts
6. Press Release

Unit 5 Vocabulary Building Teaching time: 10 hrs

Text: Word Power made Easy Part III
(Multiple Choice Questions only from the text)

Practical Teaching time: 10 hrs

There should be a journal recording all the practicals without which students will not be considered eligible to appear for the practical exams. Practical exam should comprise both a viva voce and a presentation from the given module as per the discretion of the examiner.

Journal	10 marks
Viva Voce	05 marks
Presentation	05 marks

(Topics for presentation: Presentation Skills; Interview; Anchoring; Role plays)

Structure of Questions and Distribution of Marks:

(50 marks theoretical components, 20 marks practical components and 30 internal assessment)

Internal assessment	30 marks
Distribution of marks	
1. Assignments	10 marks
Two Assignments (5 + 5)	

- | | |
|--|----------|
| 2. Multiple Choice Questions (MCQ) | 10 marks |
| From Word Power Made Easy Part II various items (synonyms, antonyms, root of the word etc) | |
| 3. Seminar | 10 marks |

External Exam: 50 marks

(Theory 50 marks; practical 20 marks)

Section I 10 marks

MCQ (Unit IV, Vocabulary Text: Word Power made Easy Part III)

Section 2 40 marks

Q. 1 Unit I (Short notes 2/4) 10 marks

Q. 2 Unit 2 (Reports 1/2) 10 marks

Q. 3 Unit 3 (2/4) 10 marks

Q. 4 Unit 4 (2/4) 10 marks

Recommended reading

<i>The Structure of Technical English</i>	A.J. Herbert
<i>News Writing and Reporting for Today's Media</i>	Itule Bruce
<i>An Introduction to Journalism</i>	Carole Fleming
<i>Mass Communication in India</i>	Keval Kumar
<i>Television news Writing and Reading</i>	H. H. Mustafa Jaidi
<i>The Cinema as Art Ralph</i>	Stephenson, Jean Debrix
<i>How Films are Made</i>	Khwaja Ahemad Abbas
<i>Word Power Made Easy</i>	Norman Lewis
<i>Imaginative Writing</i>	Janet Burroway
<i>Problems of Indian Creative Writers in English</i>	Paul Verghese

Semester 5

Name of the course: Foundation Course in English 5 (**FCE 5**)

Total credits: = 03

Total teaching time: = 45 hours

Distribution of marks:

Total Marks per semester: 100

Semester end exam: 70

Internal assessment 30

Internal marks break up: assignment/internal test = 10, assignment/MCQ test = 10,
presentation = 10

Text: **Golden Petals- An Anthology of Prose and Verse for Advanced Learners**
By Board of Editors; Orient Blackswan 55 marks
Skills and Proficiency in English: 45 marks

100 marks

Communication Skills: Teaching time: 10 hrs
Topic: Presentation – Review or Discussion of any article pertaining to eco-
socio-political-academic or environment published in a
newspaper/magazine/journal
Or
Power point presentation offering comprehensive study of any topic
pertaining to eco-socio-political-academic or environment

Reading and Writing Skills:

Text: 'Golden Petals- An Anthology of Prose and Verse for Advanced
Learners (chapters 1 to 5) Teaching time: 15 hrs

Proficiency in Language Teaching time: 20 hrs

Translation from English into Mother Tongue

Translation from Mother Tongue into English

Questionnaire (pertaining to academic and social issues)

Structure of Questions and Distribution of Marks:

Internal Assessment	30 marks
• Assignment	10 marks
Press release	
• MCQ	10 marks
Based on the prescribed text	
• Seminar	10 marks
Presentation	
Semester end exam	70 marks
Section 1	20 marks
MCQ (Twenty sentences of one mark each)	

Based on the prescribed text

Section 2		50 marks
Q. 1	Descriptive questions – answers (Based on the prescribed text)	2/4 15 marks
Q. 2	Brief questions – answers (Based on the prescribed text)	2/4 10 marks
Q. 3	Questionnaire	1/2 10 marks
Q. 4	Translation from English into Mother Tongue (Paragraph) Translation from Mother Tongue into English	15 marks

Recommended reading:

Murphy's English Grammar (with CD- Rom). Cambridge University Press.
Thomson and Martinet. *A Practical English Grammar* (4th edition). Oxford University Press.

Redman, Stuart. 1997. *English Vocabulary in Use : Pre-intermediate and Intermediate*. Cambridge University Press.

Jones Daniel. *English Pronouncing Dictionary* (with CD – Rom). Cambridge University Press.

Ur, Penny. *Grammar Practice Activities Paperback with CD-ROM: A Practical Guide for Teachers* (Cambridge Handbooks for Language Teachers).

*[1 credit = 1 hour of teaching per week (1 credit course = 15 hours of lectures per semester; 3 credits = 3 hours of instruction per week (3 credit course = 45 hours of lectures per semester)]

Semester: 5

Name of the course: Core Course in English (**CCE 11**) (Shakespeare)

Total credits: Semester 3 = 03 (3 Credit course)

Total teaching time: 45 hours

Distribution of marks:

Total Marks per semester: 100

Semester Exam: 70

Internal Marks: 30

Internal Marks break up: Assignment 1/presentation = 10, Assignment 2/presentation= 10, Assessment of writing and speaking skills/MCQ = 10

Unit 1

***Hamlet* – William Shakespeare. New Cambridge Shakespeare. Edited by Philip Edwards. Cambridge: Cambridge University Press. 2003.**

Teaching time: 22.5 Hours.

Unit 2

***Measure For Measure* – William Shakespeare. New Cambridge Shakespeare. Edited by Brian Gibbons. Cambridge: Cambridge University Press. 2003.**

Teaching time: 22.5 Hours

Structure of questions and allotment of Marks:

Q.	1	Objective type questions based on text	(20 x 1)	20 marks
Q.	2	1 out of 2 long answer question (text- 1)	(11 x 1)	11 marks
Q.	3	Short Note (2 out of 4) (Text-1)	(07 x 2)	14 marks
Q.	4	1 out of 2 long question (Text-2)	(11 x 1)	11 marks
Q.	5	2 out of 4 short notes (Text-2)	(07 x 2)	14 marks

Semester: 5

Name of the course: Core Course in English (**CCE 12**) **Criticism**

Total credits: Semester 3 = 03 (3 Credit course)

Total teaching time: 45 hours

Distribution of marks:

Total marks per semester: 100

Semester end exam: 70

Internal marks: 30

Internal Marks break up: Assignment 1/presentation = 10, Assignment 2/presentation= 10, Assessment of writing and speaking skills/MCQ = 10

Text: *Literary Criticism - A New History* by Gary Day. Edinburgh: Edinburgh University Press Ltd. 2008. ISBN 978 0 7486 1563 6 (hardback)

Unit 1

Teaching Time: 45 hours

Literature of Power and Knowledge, Plato, Aristotle, Longinus, Dante, Sir Philip Sidney, Ben Jonson, Dryden.

Structure of questions and allotment of Marks:

Q.	1	Objective type questions		(20 x 1)	20 marks
Q.	2	Long questions- answers	1/2	(12 x 1)	12 marks
Q.	3	Long questions- answers	1/2	(12 x 1)	12 marks
Q.	4	Long questions- answers	1/2	(12 x 1)	12 marks
Q.	5	Short notes	2/4	(07 x 2)	14 marks

Semester: 5

Name of the course: Core Course in English 13 (**CCE 13**)

Total credits: Semester 3 = 03 (3 Credit course)

Total teaching time: 45 hours

Distribution of Marks:

Total Marks per semester: 100

Semester end exam: 70

Internal marks: 30

Internal Marks break up: Assignment 1/presentation = 10, Assignment 2/presentation= 10, Assessment of writing and speaking skills/MCQ = 10

Unit 1 *The Clerk's Tale* - Geoffrey Chaucer. New Delhi: Oxford University Press. 2000.

Unit 2 *The English Language* - By C.L. Wrenn. New Delhi: Vikas Publishing House Pvt. Ltd. 1993.

Topics from *The English Language*: General Character of English, Landmarks in the History of English, English as a World Language, influence of Latin, Greek Influence, French Influence, American Influence.

Recommended reading: *The Oxford Companion to the English Language* Edited by Tom McArthur. New York: Oxford University Press. 1992. ISBN 0-19-214183-X

(Note: Rendering of the text “The Clerk’s Tale” is not recommended as a criteria for assessment of the students and any questions on rendering should be avoided)

Structure of questions and allotment of Marks:

Q.	1	Objective type questions based on text	(20 x 1)	20 marks
Q.	2	Long questions- answers (Unit- 1) 1/2	(11 x 1)	11 marks
Q.	3	Short Notes (Unit-1) 2/4	(07 x 2)	14 marks
Q.	4	Long questions- answers (Unit-2) 1/2	(11 x 1)	11 marks
Q.	5	Short notes (Unit-2) 2/4	(07 x 2)	14 marks

Semester: 5

Name of the course: Core Course in English 14 (**CCE 14**)
(History of English Literature)

Total credits: 03 (3 Credit course)

Total teaching time: 45 hours

Distribution of marks:

Total marks per semester: 100

Semester end exam: 70

Internal marks: 30

Internal Marks break up: Assignment 1/presentation = 10, Assignment 2/presentation= 10, Assessment of writing and speaking skills/MCQ = 10

Unit 1 History (Elizabethan Age to Neo- Classical Age - Specific Topics given below)

Spenser, Marlowe, Milton, John Donne, Addison, Samuel Richardson

Teaching time: 22.5 hrs

Unit 2 Text: **Samson Agonistes** - A Poem by John Milton from *Poetical Works of John Milton*. Oxford: Oxford University Press. 1990.

Teaching time: 22.5 hrs

Structure of questions and allotment of Marks:

Q.	1	Objective type questions based on text	(20 x 1)	20 marks
Q:	2	Long questions- answers (Unit- 1) 1/2	(11 x 1)	11 marks
Q.	3	Short Note (Unit-1) 2/4	(07 x 2)	14 marks
Q.	4	Long questions- answers (Unit-2) 1/2	(11 x 1)	11 marks
Q.	5	short notes (Unit-2) 2/4	(07 x 2)	14 marks

Recommended reading:

- (1) *A History of English Literature* By Robert Huntington Fletcher.
<http://www.blackmask.com//> Blackmask Online. 2002
- (2) *A Critical History of English Literature* (in Two Volumes) by David Daiches.
London: Mandarin Paperbacks. 1997.
- (3) *History of English Literature* by Edward Albert. Revised by J. A. Stone (Fifth Edition) Mumbai: Oxford University Press. 2000.

Semester: 5

Name of the course: Core Course in English 15 (**CCE 15**) (Literary Criticism)

Total credits: 03 (3 Credit course)

Total teaching time: 45 hours

Distribution of marks:

Total Marks per semester: 100

Semester end exam: 70

Internal marks: 30

Internal Marks break up: Assignment 1/presentation = 10, Assignment 2/presentation= 10, Assessment of writing and speaking skills/MCQ = 10

Text: ***Literary Criticism- A New History*** by Gary Day. Edinburgh: Edinburgh University Press Ltd. 2008. ISBN 978 0 7486 1563 6 (hardback)

Unit 1

Teaching Time: 45 Hours

William Wordsworth, S.T. Coleridge, John Ruskin, Saint Beuve, Matthew Arnold, Walter Pater, Croce, I. A. Richards

Structure of questions and allotment of Marks:

Q.	1	Objective type questions	(20 x 1)	20 marks
Q.	2	1 out of 2 long answer question	(12 x 1)	12 marks
Q.	3	1 out of 2 long question	(12 x 1)	12 marks
Q.	4	1 out of 2 long question	(12 x 1)	12 marks
Q.	5	2 out of 4 short notes	(07 x 2)	14 marks

Semester: 5

Name of the course: Core Course in English (**CCE 16**) (Non British Masters)

Total credits: 03 (3 Credit course)

Total teaching time: 45 hours

Distribution of marks:

Total Marks per semester: 100

Semester Exam: 70

Internal Marks: 30

Internal Marks break up: Assignment 1/presentation = 10, Assignment 2/presentation= 10, Assessment of writing and speaking skills/MCQ = 10

Unit 1

Teaching time: 22.5 Hours

Text: "Metamorphosis" – by Franz Kafka. From *Short Stories of Franz Kafka*. New Delhi: Penguin Books. 2001.

Unit 2

Teaching time: 22.5 Hours

Text: *The Old Man and the Sea* - by Ernest Hemingway. New Delhi: Penguin Books. 1992.

Structure of questions and allotment of marks:

Q.	1	Objective type questions based on text	(20 x 1)	20 marks
Q.	2	Long questions- answers (text- 1) 1/2	(11 x 1)	11 marks
Q.	3	Short Notes (Text-1) 2/4	(07 x 2)	14 marks
Q.	4	Long questions- answers (Text-2) 1/2	(11 x 1)	11 marks

Q. 5 Short notes (Text-2) 2/4 (07 x 2) 14 marks

SEMESTER: 6

Name of the Course: Foundation Course in English 6 (**FCE 6**)

Total Credits: = 03

Total teaching time: = 45 hours

Distribution of Marks:

Total Marks per semester: 100

Semester end exam: 70

Internal assessment 30

Internal marks break up: assignment/internal test = 10, assignment/MCQ test = 10, presentation = 10

Text: **Golden Petals- An Anthology of Prose and Verse for Advanced Learners**

By Board of Editors; Orient Blackswan

55 marks

Skills and Proficiency in English: 45 marks

100 marks

Communication Skills: Teaching time: 15 hrs

Topic: Group Discussion

Reading and Writing Skills:

Text: Golden Petals- An Anthology of Prose and Verse for Advanced Learners

By Board of Editors; Orient Blackswan Pvt. Ltd. chapters 6 to 10

Proficiency in Language Teaching time: 15 hrs
Teaching time: 15 hrs

Comprehension (of moderate difficulty level)

Creative Writing - Reshaping the Story

Structure of Questions and Distribution of Marks:

Internal Assessment 30 marks

Distribution of Marks

- Assignment 10 marks
Reshaping of story
- MCQ 10 marks
Based on the prescribed text
- Seminar 10 marks
Group discussion

External Exam 70 marks

Section 1 20 marks

MCQ (Twenty sentences of one mark each)

Based on the prescribed text

Section 2 50 marks

Q. 1 Descriptive questions – answers 2/4 14 marks

(Based on the prescribed text)

Q. 2 Brief questions – answers 3/5 10 marks

(Based on the prescribed text)

Q. 3 Reshaping the story 01 10 marks

Q. 4 Comprehension (08 x 02) 02 16 marks

(08 x 01 = 08)

Recommended reading:

Murphy's English Grammar (with CD- Rom). Cambridge University Press.

Thomson and Martinet. *A Practical English Grammar* (4th edition). Oxford University Press.

Redman, Stuart. 1997. *English Vocabulary in Use : Pre-intermediate and Intermediate*. Cambridge University Press.

Jones Daniel. *English Pronouncing Dictionary* (with CD – Rom). Cambridge University Press.

Ur, Penny. *Grammar Practice Activities Paperback with CD-ROM: A Practical Guide for Teachers* (Cambridge Handbooks for Language Teachers).

*[1 credit = 1 hour of teaching per week (1 credit course = 15 hours of lectures per semester; 3 credits = 3 hours of instruction per week (3 credit course = 45 hours of lectures per semester)]

SEMESTER: 6

Name of the course: Core Course in English 17 (**CCE 17**) (Modern Masters)

Total credits: 03 (3 Credit course)

Total teaching time: 45 hours

Distribution of marks:

Total marks per semester: 100

Semester end exam: 70

Internal marks: 30

Internal Marks break up: Assignment 1/presentation = 10, Assignment 2/presentation= 10, Assessment of writing and speaking skills/MCQ = 10

Unit 1 Teaching time: 22.5 Hours

Text: "Byzantium" – W.B. Yeats. From *Collected Poems: W. B. Yeats. New York: Oxford University Press. 1984.*

Unit 2 Teaching time: 22.5 Hours

Text: *Murder in the Cathedral* - by T.S. Eliot. London: Faber & Faber. 1988.

Structure of questions and allotment of marks:

Q.	1	Objective type questions based on text	(20 x 1)	20 marks
Q	2	Long questions- answers (text- 1) 1/2	(11 x 1)	11 marks
Q.	3	Short Notes (Text-1) 2/4	(07 x 2)	14 marks
Q.	4	Long questions- answers (Text-2) 1/2	(11 x 1)	11 marks
Q.	5	Short notes (Text-2) 2/4	(07 x 2)	14 marks

SEMESTER : 6

Name of the course: Core Course in English 18 (**CCE 18**)

(Literary 'isms' and Movements)

Total credits: 03 (3 Credit course)

Total teaching time: 45 hours

Distribution of marks:

Total marks per semester: 100

Semester end exam: 70

Internal Marks: 30

Internal Marks break up: Assignment 1/presentation = 10, Assignment 2/presentation= 10, Assessment of writing and speaking skills/MCQ = 10

Unit 1

Romanticism, Classicism, Realism, Surrealism, Feminism, Modernism, Structuralism, Imagism, Symbolism, Expressionism.

(Terms to be Selected from: *Dictionary of Literary Terms and Literary Theory* by J. A. Cuddon, Revised by C. E. Preston. New Delhi: Penguin Books, 1999.)

Structure of questions and allotment of Marks:

Q.	1	Objective type questions	(20 x 1)	20 marks
Q.	2	Long questions- answers 1/2	(12 x 1)	12 marks
Q.	3	Long questions- answers 1/2	(12 x 1)	12 marks
Q.	4	Long questions- answers 1/2	(12 x 1)	12 marks
Q.	5	Short notes 2/4	(07 x 2)	14 marks

SEMESTER: 6

Name of the course: Core Course in English 19 (**CCE 19**) (English Language)

Total credits 03 (3 Credit course)

Total teaching time: 45 hours

Distribution of marks:

Total Marks per semester: 100

Semester end exam: 70

Internal Marks: 30

Internal Marks break up: Assignment 1/presentation = 10, Assignment 2/presentation= 10, Assessment of writing and speaking skills/MCQ = 10

Unit 1

Spelling and Pronunciation only General Considerations Portion, The Ordering of Words and Syntax, Syntax and Parts of Speech- Marks-40 (20 marks of Objective)Reference Book: The English Language by C. L. Wrenn

Teaching time: 15 hrs

Unit 2

Terms: Autobiography, Absurd, Epic, Post-Colonialism, Science Fiction, Free Verse, Irony, Monologue. 14 marks

(Terms to be Selected from: *Dictionary of Literary Terms & Literary Theory* by J. A. Cuddon, Revised by C. E. Preston. New Delhi: Penguin Books, 1999)

Teaching time: 15 hrs

Unit 3 Transcription 16 marks

(A) Sentences to be asked of 08 marks (Transcription to be done by the Student)

(B) Words to be asked to be specified as which are Vowels and Consonants of 08 marks.

Teaching time: 15 hrs

Text: *An English Phonetic Reader* - BY R. K. Bansal and Clive Brasnett, Orient Longman, 1989.

Exercises in Spoken English - By R. K. Bansal.

Structure of questions and allotment of marks:

Q.	1	Objective type questions based on Unit-1 & 2	(20 x 1)	20 marks
Q.	2	Long questions- answers (Unit- 1)	1/2 (12 x 1)	12 marks
Q.	3	Short Notes (Unit-1)	1/2 (08 x 1)	08 marks
Q.	4	Explain Terms (Unit-2)	2/4 (07 x 2)	14 marks
Q.	5	Phonetic Transcription - 08 Sentences	(08 x 1)	08 marks
		Phonetic Transcription- 08 words (Unit-3)	(08 x 1)	08 marks

SEMESTER : 6

Name of the course: Core Course in English 20 (**CCE 20**)
(History of English Literature)

Total Credits: 03 (3 Credit course)

Total teaching time: 45 hours

Distribution of marks:

Total Marks per semester: 100

Semester end exam: 70

Internal marks: 30

Internal Marks break up: Assignment 1/presentation = 10, Assignment 2/presentation= 10, Assessment of writing and speaking skills/MCQ = 10

Unit 1 History of English Literature (Romantic Age to Modern Age)

Specific Topics: Samuel Coleridge, Robert Browning, Charles Dickens, D. G. Rossetti, Virginia Woolf, Andrew Motion

Teaching time: 22.5 Hours

Unit 2 Text: *Great Expectations* - Novel by Charles Dickens

Teaching time: 22.5 Hours

Structure of questions and allotment of marks:

Q.	1	Objective type questions based on text	(20 x 1)	20 marks
Q.	2	Long questions- answers (Unit- 1) 1/2	(11 x 1)	11marks
Q.	3	Short Note (Unit-1) 2/4	(07 x 2)	14marks
Q.	4	Long questions- answers (Unit-2) 1/2	(11 x 1)	11marks
Q.	5	Short notes (Unit-2) 2/4	(07 x 2)	14marks

Recommended reading:

(1) *A History of English Literature* By Robert Huntington Fletcher.
<http://www.blackmask.com//> Blackmask Online. 2002

(2) *A Critical History of English Literature* (in Two Volumes) by David Daiches.
London: Mandarin Paperbacks. 1997.

(3) *History of English Literature* by Edward Albert. Revised by J. A. Stone (Fifth Edition) Mumbai: Oxford University Press. 2000.

Semester: 6

Name of the course: Core Course in English21 (**CCE 21**) (Indian Poetics)

Total Credits: 03 (3 Credit course)

Total teaching time: 45 hours

Distribution of Marks:

Total Marks per semester: 100

Semester end exam: 70

Internal Marks: 30

Internal Marks break up: Assignment 1/presentation = 10, Assignment 2/presentation= 10, Assessment of writing and speaking skills/MCQ = 10

Unit 1 Rasa, Dhvani, Vkrokti, Alankar Teaching time: 45hrs

Topics to be Selected from the **Text: *Indian Aesthetics* by V. S. Sethuraman**

New Delhi: Macmillan.2000.

Structure of questions and allotment of Marks:

Q.	1	Objective type questions	(20 x 1)	20 marks
Q.	2	Long questions- answers 1/2	(12 x 1)	12 marks
Q.	3	Long questions- answers 1/2	(12 x 1)	12 marks
Q.	4	Long questions- answers 1/2	(12 x 1)	12 marks
Q.	5	Short notes 2/4	(07 x 2)	14 marks

Recommended reading: *Literary Theory: Indian Conceptual Framework* by Kapil Kapoor. New Delhi: Affiliated East-West Press Pvt.Ltd. 1998.

Semester: 6

Name of the course: Core Course in English 22 (**CCE 22**)

(Indian Writing in English)

Total credits: Semester 3 = 03 (3 Credit course)

Total teaching time: 45 hours

Distribution of marks:

Total Marks per semester: 100

Semester end exam: 70

Internal marks: 30

Internal Marks break up: Assignment 1/presentation = 10, Assignment 2/presentation= 10, Assessment of writing and speaking skills/MCQ = 10

Unit 1 Teaching time: 22.5 Hours

Text: *Where There is a Will* – Mahesh Dattani. From *Collected Plays of Mahesh Dattani* New Delhi: Penguin Books. 2000.

Unit 2 Teaching time: 22.5 Hours

Poems to be Selected from ***Collected Poetry: A. K. Ramanujan*. New Delhi: Oxford University Press. 1999.**

(prescribed poems are mentioned below)

(1) The River; (2) Elements of Composition; (3) Prayers to Lord Murugan
(4) Chicago en; (5) Astronomer; (6) Obituary

Structure of questions and allotment of Marks:

Q.	1	Objective type questions based on text	(20 x 1)	20 marks
Q.	2	Long questions- answers (Unit- 1) 1/2	(11 x 1)	11marks
Q.	3	Short Notes (Unit-1) 2/4	(07 x 2)	14marks
Q.	4	Long questions- answers (Unit-2) 1/2	(11 x 1)	11marks
Q.	5	Short notes (Unit-2) 2/4	(07 x 2)	14 marks

Recommended reading:

Collected Poetry by A. K. Ramanujan. Oxford Uni. Press, 1999

Modern English Poetry by Bruce King, Oxford Uni. Press, 1989

Critical Essays on Indian Writing in English by M. K. Naik, Macmillan, 1972

Indian English Poetry after Independence - Book Enclave, Jaipur, 2000

Explorations in Indian English Poetry by Jaydeep Sarangi, Authors Press, 2007.

Bachelor of Commerce

Semester 1

Name of the Course: Foundation Course in English 1 (**FCE 1**)

Total Credits = 03* (3 credit course)

Total teaching time: = 45 hours

Distribution of Marks:

Total Marks per semester: 100

Semester end exam.: 70

Internal marks 30

Internal marks break up for semester 1

: Assignment 1/presentation = 10, Assignment 2/presentation/testig of written skills = 10, Multiple Choice type Questions = 10

Course introduction and Objectives:

This course can be offered to students of all streams to introduce them to the basic aspects of English.

Objectives:

To initiate the learner into learning of English language in an interactive, learner-friendly manner.

To expose the learners to key concepts of different grammatical forms as well as to various aspects of language.

To help the learners read and understand English and to learn basics of grammar, punctuation and writing and communicating through the various exercises in each units.

To hone their proficiency in English by developing their writing, reading and communicative skills.

The course facilitates the learners to apply what they have learnt to real-life situation.

Text: **MASTERING ENGLISH : A COURSE FOR BEGINNERS** eds. Anil Kinger, Nila Shah, Ketan Pandya, Ami Upadhyay. Orient Blackswan 2010

Questions based on the prescribed text 25 marks (to be asked from "Reading for Pleasure" sections only)

Skills and Proficiency in English: 45 marks

70 marks

Semester 1: Unit 1 to 8.

Unit 1

Teaching points: Describing things around you
Describing places: saying what there is

Grammar: Plural forms of noun

	Introduction to use of articles Present tense of to be
Total teaching time:	06 hours
Marks allotted:	05
Unit 2	
Teaching points:	Introduction, Talking about people, Saying what they do
Grammar:	Introduction to noun, verb, adjective and pronoun Simple present tense
Total teaching time:	06 hrs
Marks allotted:	05
Unit 3	
Teaching points:	Talking about routine, Saying what people do or don't do, Information through graphs, tables, maps
Grammar:	Simple present tense
Total teaching time:	08 hours
Marks allotted:	14
Unit 4	
Teaching points:	Text 1 and Text 2 (poem)
Teaching time:	04 hrs.
Marks allotted:	06
Unit 5	
Teaching points:	Talking about past events, Talking about things happening "now", Saying when things/events happened, Describing scenes, events
Grammar:	Simple past tense, Present continuous tense, Past continuous tense
Total teaching time:	09 hrs
Marks allotted:	14
Unit 6	
Teaching points:	Meeting people, Exchanging greetings Focus on: spoken skills (Training for role playing and brief presentations for speaking skills)
Total teaching time:	06 hrs
Marks allotted:	10
Unit 7	
Teaching points:	text 3, text 4
Total teaching time:	05 hrs
Marks allotted:	06
Unit 8	
Teaching points:	Verbal ability, verbal analogy
Total teaching time:	04 hrs
Marks allotted:	10
Total teaching required for time for Unit 1 to 8:	42 hours
Honing written skills:	03 hours
(Assignments, short paragraph writing, etc)	45 hours

Structure of Questions and Distribution of Marks:

Part 1 20 marks

20 MCQ for one mark each – based on units 1, 2 & 8 only

Part 2 50 marks

Q. 1 Short questions: (2/4)	- from Units 4 & 7	10 marks
Q. 2 a. Write a dialogue on a given situation (1/2)	- based on Unit 6	05 marks
Q. 2 b. Dialogue writing (guided)	- based on unit 6	05 marks
Q. 3 a. Change the tense of the given passage/s	- based on Unit 3 & 5	08 marks
Q. 3 b. Composition on a given situation (1/3)	- based on Unit 3 & 5	08 marks
Q. 4 Short notes (2/4)	- from unit 4 & 7	14 marks

Recommended reading:

Murphy's English Grammar (with CD- Rom). Cambridge University Press.
Thomson and Martinet. *A Practical English Grammar* (4th edition). Oxford University Press.

Redman, Stuart. 1997. *English Vocabulary in Use : Pre-intermediate and Intermediate*. Cambridge University Press.

Jones Daniel. *English Pronouncing Dictionary* (with CD – Rom). Cambridge University Press.

Ur, Penny. *Grammar Practice Activities Paperback with CD-ROM: A Practical Guide for Teachers* (Cambridge Handbooks for Language Teachers).

*[1 credit = 1 hour of teaching per week (1 credit course = 15 hours of lectures per semester; 3 credits = 3 hours of instruction per week (3 credit course = 45 hours of lectures per semester)]

Semester 2

Name of the Course: Foundation Course in English 2 (**FCE 2**)

Total Credits 03* (3 credit course)

Total teaching time: 45 hours

Distribution of Marks:

Total Marks per semester: 100

Semester end exam.: 70

Internal marks 30

Internal marks break up for semester 1

: Assignment 1/presentation = 10, Assignment 2/presentation/test of written skills = 10, Multiple Choice type Questions = 10

Text: **MASTERING ENGLISH : A COURSE FOR BEGINNERS** eds. Anil Kinger, Nila Shah, Ketan Pandya, Ami Upadhyay. Orient Blackswan 2010

Questions based on the prescribed text 25 marks (to be asked from “Reading for Pleasure” sections only)

Skills and Proficiency in English: 45 marks

70 marks

Semester 2 Units 9 to 16

Unit 9

Teaching points: Talking about intentions and future plans
Grammar: use of ‘will’, ‘shall’, ‘will not’, ‘shall not’,
To be + going to, Future time expressions like
‘next week’, ‘someday’, ‘sooner or later’

Total teaching time: 04 hours

Marks allotted: 08

Unit 10

Teaching points: Expressing time, Talking about public transport,
asking about information regarding travelling,
Using dictionary

Grammar: Interrogatives – ‘wh’ questions

Total teaching time: 05 hrs

Marks allotted: 10

Unit 11

Teaching points: Talking about what you can do/can’t do, Saying
what you would do, Giving advice, Talking about
obligations, Sharing views

Grammar: modal auxiliaries – can, may, would, should, have
to, ought to, must

Total teaching time: 05 hrs

Marks allotted: 12

Unit 12

Teaching points: Text 5 and text 6 (poem)

Total teaching time: 05 hrs

Marks allotted: 07

Unit 13

Teaching points: Inviting friends/relatives, Describing how you
celebrated an event, Writing a description about an
Indian festival (Focus: Developing writing skills)

Grammar: prepositions – with, before, after, on, etc

Total teaching time: 05 hrs

Marks allotted: 10

Unit 14

Teaching points: Communication through email, Using internet to get information, Information through internet, conversation on telephone
 Total teaching time: 05 hrs
 Marks allotted: 06

Unit 15

Teaching point: comprehension
 Total teaching time: 07 hrs
 Marks allotted: 10
 Unit 16

Teaching points: Texts 7; text 8
 Total teaching time: 06 hrs
 Marks allotted: 07

Total teaching time required for Unit 9 to 16: 42 hours

Honing written skills: 03 hours

(Assignments, short paragraph writing, etc) 45 hours

[Note: Textual questions should be based on the texts from the Reading For Pleasure sections only.]

Structure of Questions and Distribution of Marks:

Que. 1 MCQ 20 Marks

Unit 9: Talking about the Future (Preferable No. of Questions - 4)
 Unit 10: Talking about Time (Preferable No. of Questions - 3)
 Unit 11: Helping Verbs (Preferable No. of Questions - 6)
 Unit 13: Prepositions (Preferable No. of Questions - 5)
 Unit 14: Special Words to be Used in E-mail and Chat (a portion of Unit 14) (Preferable No. of Questions - 2)

Que. 2 Reading for Pleasure (28 Marks)
 Unit 12 & 16: Short Answer Questions (4/6) 16 Marks
 Unit 12 & 16: Short Notes (2/4) 12 Marks

Que. 3 Reading Comprehension (16 Marks)
 Unit 15: Comprehension of an Unseen Passage (4 Descriptive Type of Questions) 08 Marks
 Unit 15: Comprehension of an Unseen Passage (4 Objective Type of Questions) 08 Marks

Que. 4 Telephone Communication 06 Marks
 Unit 14: Dialogue Writing focusing Telephone Communication on Given Situation.
 Or

Complete the Dialogues focusing Telephone Communication by filling the blanks 06 Marks

Recommended reading:

Murphy's English Grammar (with CD- Rom). Cambridge University Press.
Thomson and Martinet. *A Practical English Grammar* (4th edition). Oxford University Press.

Redman, Stuart. 1997. *English Vocabulary in Use : Pre-intermediate and Intermediate*. Cambridge University Press.

Jones Daniel. *English Pronouncing Dictionary* (with CD – Rom). Cambridge University Press.

Ur, Penny. *Grammar Practice Activities Paperback with CD-ROM: A Practical Guide for Teachers* (Cambridge Handbooks for Language Teachers).

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Semester III

Name of the Course: Foundation Course in English 3 (**FCE 3**)

Total Credits: = 03

Total teaching time: = 45 hours

Distribution of Marks:

Total Marks per semester: 100

Semester end exam: 70

Internal assessment 30

100

Internal marks break up: assignment/presentation = 10, assignment/written test = 10,
MCQ = 10

Text: **Pathways to English: A Course for Intermediate Learners**, by Board of Editors, Cambridge University Press

45 marks

Skills and Proficiency in English:

55 marks

100

Communication Skills: Teaching time: 07 hrs

Topic: Narrating/Describing an Object, Experience, Details regarding
Visit to a Place or Industry, TV Show or Movie

Reading and Writing Skills:

Teaching time: 18 hrs

Text: Pathways to English: A Course for Intermediate Learners, by Board of Editors;
Cambridge University Press chapters 1 to 5

Proficiency in Language

Teaching time: 20 hrs

Grammar: Types of Sentences

Active and Passive Voices

Creative Writing – writing a paragraph

Structure of Questions and Distribution of Marks:

Internal Assessment 30 marks

Distribution of Marks

- Assignment 10 marks
Creative Writing - paragraph
- MCQ 10 marks
Grammar
Types of sentences, Voices
- Seminar 10 marks
Narrating/Describing an Object, Experience, Details regarding
Visit to a Place or an Industry, a TV Show or a Movie

External exam 70 marks

Section 1 20 marks

MCQ (Twenty sentences of one mark each)

Grammar – 10 marks

Types of sentences, voices

Text 10 marks

Section 2 50 marks

Q. 1 Descriptive questions – answers 2/4 15 marks

(Based on the prescribed text)

Q. 2 Brief questions – answers 2/4 10 marks

(Based on the prescribed text)

Q. 3 Short Notes 2/4 10 marks

(Based on the prescribed text)

Q. 4 Creative Writing – paragraph 2/4 15 marks

Recommended Reading:

Murphy's English Grammar (with CD- Rom). Cambridge University Press.
Thomson and Martinet. *A Practical English Grammar* (4th edition). Oxford University Press.

Redman, Stuart. 1997. *English Vocabulary in Use : Pre-intermediate and Intermediate*. Cambridge University Press.

Jones Daniel. *English Pronouncing Dictionary* (with CD – Rom). Cambridge University Press.

Ur, Penny. *Grammar Practice Activities Paperback with CD-ROM: A Practical Guide for Teachers* (Cambridge Handbooks for Language Teachers).

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Semester III

Name of the course: Business Communication – I (BC1)

Unit 1	Communication: Meanings and explanation	14 marks
Unit 2	Basic Forms of Communication	14 marks
Unit 3	Barriers to Communication and steps to overcome	14 marks
Unit 4	Letters of Inquiry and their Replies	14 marks
Unit 5	Letters of Orders and Executions	14 marks

Unit 1 Communication : Meanings and Explanation

1.1 Introduction

1.2 Definitions and Meaning of Communication

1.3 Process of Communication : Diagram and explanation

1.4 Communication in Business: scope and nature

1.5 Aims of Good Communication : (A) Timely (B) Clear (C) Interesting

Unit 2 Basic Forms of Communication

2. 1 Introduction

2. 2 Forms of Communication: Verbal & Non-verbal (Oral)

2.2.1 Face to Face Discussion

2.2.2 Telephone or Cellular Phone

2.2.3 Lecture

2.2.4 Interview

2.2.5 Seminar/ Conference / Presentation

2.2.6 Advantages of Oral Communication

2.2.7 Limitations of Oral Communication

2.3 Written Communication

2.3.1 Letter

2.3.2 E-mail

2.3.3 Notice/circular/reports

2.3.4 Memorandum

2.3.5 Advantages of Written Communication

2.3.6 Limitations of Written Communication

2.4 Non-Verbal Communication

2.4.1 Body Language

2.4.1.1 Personal Appearance

2.4.1.2 Postures (arms, handshake, hands in pocket, clenching of fist, sitting and standing postures)

2.4.1.3 Gesture

2.4.1.4 Facial Expression

2.4.1.5 Eye Contact

2.4.2 Space

2.4.3 Time

2.4.4 Paralanguage

2.4.5 Advantages of Non-verbal Communication

2.4.6 Limitations of Non-verbal Communication

Unit 3 Barriers to Communication and Steps to Overcome:

3.1 Introduction

3.2 External or Mechanical Barriers

3.2.1 Defects in equipments

3.2.2 Defects in organization

3.3 Socio-psychological Barriers

3.3.1 Perception

3.3.2 Understanding

3.3.3 Acceptance

3.4 Cultural Barriers

3.5 Semantic Barriers

3.6 Sender- oriented Barriers

3.6.1 Irregularly expressed message

3.6.2 Loss of Transmission

3.6.3 Self-centered attitude

3.6.4 Over / Under Communication

3.7 Receiver-oriented Barriers

3.7.1 Lack of attention

3.7.2 Lack of Proper attention

3.7.3 Difference of Status

3.7.4 Overload of Information

Unit 4 Letters of Inquiry and their responses

Unit 5 Letters of Orders and execution of orders

Structure of Questions and Distribution of Marks:

20 Marks MCQ Questions should be asked from first three units only

Q. 1 Attempt any five questions out of seven in about 200 words

(From units 1, 2, and 3)

10 marks

Q. 2 Write short notes in about 500 words (2/4) (From Topic 1, 2, and 3)

12 marks

Q. 3 (A) Draft a letter of Inquiry about the given product/service

07 marks

Or

(A) Draft a letter of Inquiry about the given product/service

Q. 3 (B) Write a letter of Reply to the inquiry about products/service

07 marks

Or

(B) Write a letter of Reply to the inquiry about products/service

Q. 4 (A) Placing an order for products/service 07 marks

Or

(A) Placing an order for products/service
(B) Write a letter regarding execution of an order 07 marks)

Or

(C) Write a letter regarding execution an order

Recommended reading:

Communication Skills by Meenakshi Raman and Sangeeta Sharma, Oxford Uni. Press, 2009

Technical Communication: Principles and Practice by Meenakshi Raman and Sangeeta Sharma, Oxford Uni. Press, 2009

Business Communication: Basic Concepts and Skills; by J. P. Parikh et. al.; Orient BlackSwan.

Business Communication; by Rajesh Vishwanathan; Himalaya Publishers

Semester 4

Name of the Course: Foundation Course in English 4 (**FCE 4**)

Total Credits: = 03

Total teaching time: = 45 hours

Distribution of Marks:

Total Marks per semester: 100

Semester end exam: 70

Internal assessment 30

100

Internal marks break up: assignment/presentation = 10, assignment/written test = 10,
MCQ = 10

Text: **Pathways to English: A Course for Intermediate Learners**, by Board of Editors; Cambridge University Press

45 marks

Skills and Proficiency in English: 55 marks

100 marks

Communication Skills:	Teaching time: 05 hrs
Topic: Personal Interview for Job and Admission	
Reading and Writing Skills:	
Text: 'Pathways to English: A Course for Intermediate Learners', Board of Editors, Cambridge University Press	chapters 6 to 10 Teaching time: 15 hrs
Proficiency in Language	Teaching time: 25 hrs
Grammar: Reported Speech	
Preparing Resume and C.V.	
Creative Writing – essay writing	

Structure of Questions and Distribution of Marks:

Internal Assessment	30 marks
Distribution of Marks	
• Assignment	10 marks
Preparing c.v. or resume	
• MCQ	10 marks
Grammar	
Reported speech	
• Seminar	10 marks
Interview for job or admission	
External exam	70 marks
Section 1	20 marks
MCQ (Twenty sentences of one mark each)	
Grammar –	05 marks
Reported speech	
Text	15 marks
Section 2	50 marks
Q. 1 Descriptive questions – answers 2/4	15 marks

(Based on the prescribed text)

Q. 2	Brief questions – answers (Based on the prescribed text)	3/5	15 marks
Q. 3	Preparing c. v./ resume	2/4	10 marks
Q. 4	Creative Writing – essay	1/3	10 marks

Recommended reading:

Murphy's English Grammar (with CD- Rom). Cambridge University Press.
Thomson and Martinet. *A Practical English Grammar* (4th edition). Oxford University Press.

Redman, Stuart. 1997. *English Vocabulary in Use : Pre-intermediate and Intermediate*. Cambridge University Press.

Jones Daniel. *English Pronouncing Dictionary* (with CD – Rom). Cambridge University Press.

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Semester – IV

Name of the Course: Business Communication-II (**BC2**)

Unit: 1	Types of Communication
Unit: 2	Technology in Communication
Unit: 3	Letters of Complaints and their Adjustments
Unit: 4	Collection Letters

Unit 1 Types of Communication

1.1	Introduction
1.2	Upward Communication
1.2.1.1	Importance of Upward Communication
1.2.2	Limitations of Upward Communication
1.2.3	Downward Communication
1.2.4	Importance of Downward Communication
1.2.5	Limitations of Downward Communication
1.2.6	Horizontal Communication
1.2.7	Importance of Horizontal Communication
1.2.8	Limitations of Horizontal Communication
1.2.9	Diagonal Communication

- 1.2.10 Importance of Diagonal Communication
- 1.2.11 Limitations of Diagonal Communication

Unit 2 Communication through Technology

- 2.1 Introduction
- 2.2 Fax and its functions and utilities
- 2.3 Advantages of Fax
- 2.4 Disadvantages of Fax
- 2.5 E-mail and its functions
- 2.6 Advantages of E-mail
- 2.7 Disadvantages of E-mail
- 2.8 Video conference and its functions and utilities
- 2.9 Advantages of Video conference
- 2.10 Disadvantages of Video conference
- 2.11 Cellular phone and its functions and utilities
- 2.12 Advantages of Cell phone
- 2.13 Disadvantages of Cell phone

Unit 3 Letters of Complaints and their Adjustments

Unit 4 Collection Letters

Structure of Questions and Distribution of Marks:

(Note: MCQ should be asked from first two units only. The descriptive type of questions should be of 50 marks)

Q. 1 Brief questions – answers (5/7) (From units 1, 2) 10 marks

Q. 2 Write short notes in about 500 words each (2/4) (from unit 1, 2) 12 marks

Q. 3 (A) Draft a letter of Complaint regarding the supplied goods/service 07 marks

Or

(A) Draft a letter of Complain regarding the supplied goods/service

Q. 3 (B) Draft a letter of Adjustment in response to a complaint 07 marks

Or

(B) Draft a letter of Adjustment in response to a complaint

Q. 4 (A) Draft a letter of Collection in polite words 07 marks

Or

(A) Draft a letter to remind to settle an outstanding bill

(B) Draft a letter of collection suggesting to facilitate the payment of outstanding amount in installments

07 Marks

Or

(B) Draft a letter of Collection requesting to settle the outstanding immediately to avoid legal action

Recommended Reading:

Communication Skills by Meenakshi Raman and Sangeeta Sharma, Oxford Uni. Press, 2009

Technical Communication: Principles and Practice by Meenakshi Raman and Sangeeta Sharma, Oxford Uni. Press, 2009

Business Communication: Basic Concepts and Skills; by J. P. Parikh et. al.; Orient BlackSwan.

Business Communication; by Rajesh Vishwanathan; Himalaya Publishers

Semester 5

Name of the Course: Foundation Course in English 5 (**FCE 5**)

Total Credits: = 03

Total teaching time: = 45 hours

Distribution of Marks:

Total Marks per semester: 100

Semester end exam: 70

Internal assessment 30

Internal marks break up: assignment/internal test = 10, assignment/MCQ test = 10, presentation = 10

Text: **Fusion - An Anthology for Advanced Learners** by Board of Editors; Orient Blackswan 55 marks

Skills and Proficiency in English: 45 marks

100

Communication Skills: Teaching time: 10 hrs
 Topic: Presentation – Review or Discussion of any article pertaining to eco-socio-political-academic or environment published in a newspaper/magazine/journal
 Or
 Power point presentation offering comprehensive study of any topic pertaining to eco-socio-political-academic or environment

Reading and Writing Skills:

Text: 'Fusion - An Anthology for Advanced Learners (chapters 1 to 5)
 Teaching time: 15 hrs

Proficiency in Language Teaching time: 20 hrs

Translation from English into Mother Tongue

Translation from Mother Tongue into English

Questionnaire (related to the topics of commercial or academic interests)

Structure of Questions and Distribution of Marks:

Internal Assessment 30 marks

- Assignment 10 marks
 Press release
- MCQ 10 marks
 Based on the prescribed text
- Seminar 10 marks
 Presentation

External exam 70 marks

Section 1 20 marks

MCQ (Twenty sentences of one mark each)
 Based on the prescribed text

Section 2 50 marks

Q. 1 Descriptive questions – answers 2/4 15 marks
 (Based on the prescribed text)

Q. 2 Brief questions – answers 2/4 10 marks
 (Based on the prescribed text)

Q. 3	Questionnaire	1/2	10 marks
Q. 4	Translation from English into Mother Tongue (Paragraph) Translation from Mother Tongue into English		15 marks

Recommended reading:

Murphy's English Grammar (with CD- Rom). Cambridge University Press.
Thomson and Martinet. *A Practical English Grammar* (4th edition). Oxford University Press.

Redman, Stuart. 1997. *English Vocabulary in Use : Pre-intermediate and Intermediate*. Cambridge University Press.

Jones Daniel. *English Pronouncing Dictionary* (with CD – Rom). Cambridge University Press.

Ur, Penny. *Grammar Practice Activities Paperback with CD-ROM: A Practical Guide for Teachers* (Cambridge Handbooks for Language Teachers).

*[1 credit = 1 hour of teaching per week (1 credit course = 15 hours of lectures per semester; 3 credits = 3 hours of instruction per week (3 credit course = 45 hours of lectures per semester)]

Semester 6

Name of the Course: Foundation Course in English 6 (**FCE 6**)

Total Credits: = 03

Total teaching time: = 45 hours

Distribution of Marks:

Total Marks per semester: 100

Semester end exam: 70

Internal assessment 30

Internal marks break up: assignment/internal test = 10, assignment/MCQ test = 10, presentation = 10

Text: **Fusion - An Anthology for Advanced Learners** by Board of Editors; Orient Blackswan 55 marks

Skills and Proficiency in English: 45 marks

100 marks

Communication Skills: Teaching time: 15 hrs

Topic: Group Discussion

Reading and Writing Skills:

Text: Fusion - An Anthology for Advanced Learners chapters 6 to 10

Teaching time: 15 hrs

Proficiency in Language

Teaching time: 15 hrs

Press release (pertaining to academic or commercial topics)

Creative Writing - Reshaping the Story

Structure of Questions and Distribution of Marks:

Internal Assessment 30 marks

Distribution of Marks

- Assignment 10 marks
- MCQ 10 marks
Based on the prescribed text
- Seminar 10 marks
Group discussion

External Exam 70 marks

Section 1 20 marks

MCQ (Twenty sentences of one mark each)

Based on the prescribed text

Section 2 50 marks

Q. 1 Descriptive questions – answers 2/4 14 marks

(Based on the prescribed text)

Q. 2 Brief questions – answers 3/5 10 marks

(Based on the prescribed text)

Q. 3 Reshaping the story 01 10 marks

Q. 4 Press release 1/2 08 marks

Comprehension of report 01 08 marks

Recommended reading:

Murphy's English Grammar (with CD- Rom). Cambridge University Press.
Thomson and Martinet. *A Practical English Grammar* (4th edition). Oxford University Press.

Redman, Stuart. 1997. *English Vocabulary in Use : Pre-intermediate and Intermediate*. Cambridge University Press.

Jones Daniel. *English Pronouncing Dictionary* (with CD – Rom). Cambridge University Press.

Ur, Penny. *Grammar Practice Activities Paperback with CD-ROM: A Practical Guide for Teachers* (Cambridge Handbooks for Language Teachers).

*[1 credit = 1 hour of teaching per week (1 credit course = 15 hours of lectures per semester; 3 credits = 3 hours of instruction per week (3 credit course = 45 hours of lectures per semester)]

Bachelor of Business Administration

Semester I

Name of the course: Communication Skills in English 1 (**CSE 1**)
Listening and Speaking Skills 05 hrs

Topics: i. Self introduction, Introducing a friend or a colleague
ii. Personal Interview

Reading and Writing Skills:
Reading and Comprehension Skill

Text: You Can Win by Shiv Khera Teaching time: 10 hrs

Chapters: 1. Importance of Attitude; 2 How to Build a Positive Attitude;
3 Success; 4 What is Holding Us Back

Reading and Writing Skills: Teaching time: 10 hrs

a. Theory of Business Communication
Definition; nature; scope; importance
Process of communication
Layout / format of business communication
Outward appearance and essential qualities of a business letter (8Cs)

b. Practical Letter Writing: Teaching time: 10 hrs
Letters of Inquiry and Reply; Placing of Order, Cancellation of Order;
Execution of Order (– intimation of execution, a substitute offer, request for
extension of time limit)

c. Filling of Application Forms Teaching time:
For admission, Competitive exams, opening a bank account, etc.

Proficiency in Language Teaching time: 10 hrs

Grammar: Articles, Verb Forms, Preposition of place and time

Structure of Questions and Distribution of Marks:

Internal Assessment 30 marks

Distribution of Marks

Assignment 10 marks

- a. Filling of Application Forms
(for admission, Competitive exams,
opening a bank account, etc.)
- b. Business letters

• MCQ		10 marks	
a. Theory of business communication			
b. Grammar			
Articles, verb forms, prepositions			
• Seminar		10 marks	
c. Self Introduction and Introducing a friend or a colleague			
(at social gatherings, at business meetings)			
d. Interview		10 marks	
(for admission and job)			
External Exam		70 marks	
Section 1		20 marks	
MCQ	(Twenty sentences of one mark each)		
Grammar –		10 marks	
Articles; Tenses; Preposition			
Theory of business communication		10 marks	
Section 2		50 marks	
Q. 1	Short notes	3/5	15 marks
	(Based on the prescribed text)		
Q. 2	Brief questions – answers	3/5	15 marks
	(Based on the prescribed text)		
Q. 3	Short Notes	2/4	10 marks
	Lay out, format of a business letter		
	a. Outward appearance of a business letter		
	b. Essential qualities of a business letter		
Q. 4	Drafting Business Letters		10 marks
	(a. 1/2, and b. 1/2)		
	Letters of inquiry, quotation, Placing of an order		
	and execution of order		

Recommended reading:

Communication Skills by Meenakshi Raman and Sangeeta Sharma, Oxford Uni. Press, 2009

Business Communication: Basic Concepts and Skills; by J. P. Parikh et. al.; Orient BlackSwan.

Business Communication: Building Critical Skills; by Kitty O Locker and Stephan Kyo Kaczmarek; The McGraw- Hill

Business Letters for Busy People, by Jim Dugger; Jaico Publishing House

Business Communication; by Rajesh Vishwanathan; Himalaya Publishers

Business Communication; by Nageshwar Rao

Business Communication; by Urmila Rai, S. M. Rai

BBA Semester 2

Name of the course: Communication Skills in English 2 (**CSE 2**)

Communication Skills: Teaching time: 05 hrs

Topics: Role play – inquiries at a railway station, bus station or airport, bank, supermarket/mall; telephonic talks; introducing a friend or colleague

Reading and Writing Skills: Teaching time: 10 hrs

a. Reading and Comprehension Skills

Text: You Can Win by Shiv Khera

Chapter: Importance of Interpersonal Skills; chapter: Subconscious Mind and Habits; chapter: Goal Setting; chapter: Values and Vision

Reading and Writing Skills: Teaching time: 15 hrs

Barriers to Communication – Categorization of barriers; technical aspects in communication barriers; overcoming the barriers in communication

Media and Modes of Communication –

Choice of medium;

Modes of communication- conventional modes (mail, courier, hand delivery, telegraph); electronic modes (telephone, intercom, cell phone, fax, email, e-conferencing, tele-conferencing, internet, computer net works LAN, WAN, MAN)

Media of mass communication (newspapers, magazines, notice board, hoardings and bill boards, radio, television, film, internet)

Practical Letter Writing: Teaching time: 10 hrs

Letters of Complaint and Adjustment; Collection letters

Proficiency in Language Teaching time: 05 hrs

Grammar: Active and passive voices

Composition: Writing of Paragraphs (With given outlines and key words)

Structure of Questions and Distribution of Marks:

Internal Assessment

30 marks

Distribution of Marks

1. Assignment	10 marks
Question – Answer based on the text	
2. MCQ	10 marks
a. Theory of business communication	
b. Grammar	
• Seminar	10 marks
Role Play	
Semester end exam.	70 marks
Section 1	20 marks
MCQ (Twenty sentences of one mark each)	
a. Active – passive voices	05 marks
b. Theory of business communication	15 marks
Section 2	50 marks
Q. 1 Descriptive questions – answers 2/4	15 marks
Based on the prescribe text	
Q. 2 Brief Questions – Answers 3/5	15 marks
Based on the prescribed text	
Q. 3 Drafting Business Letters 1/2	10 marks
Letters of complaints and adjustments	
Collection letters	
Q. 4 Writing of Paragraphs 2/4	10 marks
(With given outlines and key words)	

Recommended reading:

Business Communication: Basic Concepts and Skills; by J. P. Parikh et. al. ; Orient BlackSwan.

Business Communication: Building Critical Skills; by Kitty O Locker and Stephan Kyo Kaczmarek; The McGraw- Hill

Business Letters for Busy People, by Jim Dugger; Jaico Publishing House

Business Communication; by Rajesh Vishwanathan; Himalaya Publishers

Business Communication; by Nageshwar Rao

Business Communication; by Urmila Rai, S. M. Rai

BBA Semester III

Name of the course: Communication Skills in English 3 (**CSE 3**)

Communication Skills: Teaching time: 10 hrs

Topics: Narrating/ Describing an object, experience; details regarding a place, or industries, TV show or Movie
Presentation of an Academic Report

Reading and Comprehension Skills:

Text: Teaching time: 15 hrs

Wise and other Wise: a Salute to Life

by Sudha Murty East and West Publication

Chapters: 1. In Sahyadri Hills, a Lesson in Humility, 2. Death Without Grief, 3. When Mop Count Did not Tally 4. In India, the Worst of Both Worlds, 5. Living Through Change

Writing Skills: Teaching time: 15 hrs

1. Report Writing: Business Report Writing (Practical report writing)
Introduction – significance – report writing process – outline of a report – guideline for writing a report
Types of reports (1. business reports: routine reports, special reports, informational reports, analytical reports and 2. Academic report)
Business Report Writing:
Guidelines for writing business reports (objective, guideline for writing a business report (reference, procedure, findings, recommendation), formatting of reports, visual aids in reports, tables and flow charts, criteria used for judging the effectiveness of a report)
2. Writing of Notice, Agenda, Minutes

Proficiency in Language: Teaching time: 05 hrs

Grammar: Direct – indirect Narration

Antonym and synonym (word list provided)

Structure of Questions and Distribution of Marks:

Internal Assessment: 30 marks

- | | | |
|----------------|----------------------|----------|
| 1. Assignment: | Based on the text | 10 marks |
| 2. MCQ: | a. Based on the text | 10 marks |
| | b. Grammar | 10 marks |

3. Seminar: Narrating/ describing

Semester end exam:		70 marks
Section 1	MCQ	20 marks
MCQ based on the text	10 x 01	10 marks
Grammar	10 x 01	10 marks
Section 2		50 marks
Q. 1 Long Descriptive questions	2/4	15 marks
(based on the prescribed text)		
Q. 2 Brief questions - answers	2/4	15 marks
(based on the prescribed text)		
Q. 3 Business report writing	1/2	10 marks
Q. 4 Drafting notice, agenda, minute	1/2	10 marks

Attachment – Antonym, synonym

Synonyms – word list *

answer - respond, reply, retort, rejoinder, acknowledge, talk / write back, riposte

ask - question, inquire, demand, request, query, interrogate, examine, quiz, propose to, suggest to / beg, beseech, entreat, pray, plead (pled), petition

beautiful - aesthetic, appealing, attractive, awesome, blooming, bonny, cute, comely, dazzling, delicate, dishy, drawing attention, elegant, exquisite, fair, fine, glorious, good-looking, graceful, gorgeous, handsome, lovely, magnificent, marvelous, nice, picturesque, pleasing, pretty, pulchritudinous, ravishing, shapely, stunning, splendid, sparkling, statuesque, scenic

big - enormous, stupendous, gargantuan, huge, large, immense, gigantic, vast, great, colossal, sizable, grand, great, substantial, mammoth, astronomical, ample, broad, expansive, tremendous, titanic, mountainous

complete - closed, ended, finished, concluded, terminated, done, accomplished, fulfilled, whole, comprehensive, total, unabridged, uncut, wide / far-ranging, broad, ample, widespread, thorough, all-embracing, all-inclusive, overall, extensive, full

do - perform, execute, accomplish, achieve, enact, carry out, attain, effect, fulfill, discharge

explain - elucidate, expound, explicate, elaborate, clarify, illustrate, by comparison, justify, account for, interpret, construe

feel - sense, experience, perceive / touch, taste, contact, palpate, caress
- calculate, conjecture, fancy, guess, hypothesize, imagine, infer, intuit, presume, presuppose, reason, reckon, speculate, surmise, suspect, theorize, think

great - noteworthy, distinguished, marvelous, excellent, fine, superior, qualified, suited, remarkable, grand, considerable, powerful, mighty, sublime, preponderant, supreme, predominant, paramount, preeminent, noted, celebrated, famed, famous, illustrious, notable, renowned

go - climb, crawl, creep, cross, depart, drive, drive, exit, fly, gallop, glide, glide, hasten, head for, hobble, hump, hurry, impel, journey, jump, leap, leave, limp, paddle, plod, prance, quit, race, ride, run, rush, sail, scamper, scoot, scurry, ship, skedaddle, slouch, sprint, transport, travel, trip, trot

good - agreeable, attractive, beneficial, benevolent, bountiful, correct, desirable, distinguished, enjoyable, excellent, excellent, expedient, favorable, fine, first-rate, genuine, great, helpful, high quality, honorable, marvelous, pleasant, proper, qualified, reliable, respectable, righteous, salubrious, salutary, satisfactory, skilled, sound, substantial, suitable, superb, superior, top-notch, true, upright, useful, valid, worthy

interesting - absorbing, appealing, animated, attractive, bright, challenging, curious, captivating, engaging, exciting, enchanting, entertaining, fascinating, intelligent, spirited, inviting, intriguing, involving, inspiring, keen, provocative, though-provoking, moving, tantalizing, piquant, lively, spicy, sharp, consuming, arresting, enthralling, spellbinding

little - small, diminutive, little, miniature, puny, exiguous, dinky, slight, limited, itchy-bitsy, microscopic, minuscule, minute, petite, tiny, wee

make - create, establish, institute, organize, originate, invent, form, construct, design, fabricate, manufacture, produce, build, develop, compose **move** - actuate, advance, bolt, budge, bustle, change, dawdle, dislocate, dislodge, drag, drift, evacuate, exchange, fling, initiate, jog, meander, migrate, mosey, proceed, progress, propel, push, put in motion, relocate, remove, roam, roll, scramble, shift, shove, shuffle, slide, slip, slither, slump, split, stagger, stir, switch, tear, transfer, transpose, traverse, whisk, wobble

say - allege, assert, avow, claim, contend, declare, maintain, profess / articulate, enounce, enunciate, mouth, pronounce, speak, sound, utter, vocalize, verbalize, voice

stop / end (prevent) - avert, bar, block, break up, cease, close, conclude, cut off, dam, desist, discontinue, disrupt, finish, foreclose, forestall, give up, halt, hamper, hinder, impede, interrupt, obstruct, obviate, pause, preclude, prevent, quit, terminate

start / begin - activate, commence, embark on, inaugurate, initiate, introduce, kick off, launch, open, originate, set into motion, operation, activity, bring forward, to set out, to set about, take the first step, enter upon, get underway,

strong - determined, firm, forceful, fortified, hard, intense, iron-like, noticeable, powerful, potent, robust, resolute, solid, substantial, stalwart, steady, stiff, stout, sturdy, tough, tenacious, unyielding, vehement, vigorous

tell - chronicle, communicate, characterize, delineate, describe, divulge, enumerate, impart, narrate, present, quote, recap, recapitulate, recite, relate, report, retell, reveal, review, spin

true / right - accurate, actual, apt, authentic, bona fide, consistent, constant, correct, exact, factual, fair, faithful, genuine, good, honest, just, lawful, legal, loyal, moral, precise, proper, real, reliable, responsible, right, righteous, sincere, staunch, steadfast, steady, suitable, trustworthy, trusty, undoubted, unquestionable, upright, valid

walk- amble, gad, gait, gallivant, go forward, head somewhere, hike, jaunt, lope, march, meander, pace, perambulate, proceed, promenade, ramble, range, roam, rove, saunter, stray, stride, strike for home, stroll, swagger, tiptoe, toddle, tour, traipse, trek, trudge, waddle, wander

wrong / false - afield, amiss, astray, awry, blemished, counterfeit, deceptive, defective, disloyal, erroneous, faithless, fake, fallacious, faulty, feign, fraudulent, groundless, irregular, misleading, mistaken, perfidious, pretend, recreant, spurious, traitorous, treacherous, Not required, intended, wanted, fitting or suitable, Contrary to, Deviating from, improper,

inaccurate, inappropriate, incorrect, indecent, indecorous, indelicate, unacceptable, unbecoming, undesirable, unfair, unfavorable, unfounded, unjust, unseemly, untrue

* This is just a sample list and synonyms of the selected words may exist and should also be considered valid

Antonyms – word list*

Voluntary x Compulsory; Visible x Invisible; Virtue x Vice; Victory x Defeat; Vacant x Occupied;

Truth x Untruth, lie; Security x Insecurity; Satisfactory x Unsatisfactory; Rough x Smooth;

Permanent x Temporary; Peace x War; Patient x Impatient; Optimist x Pessimist; Narrow x Wide;

Leader x Follower; Interesting x uninteresting, dull; Inferior x Superior; Include x Exclude; Healthy x unhealthy, ill, diseased; Guilty x Innocent; Feeble x sturdy, strong, powerful; Encourage x Discourage; Despair x Hope; Demand x Supply;

Decrease x Increase; Deep x Shallow; Cruel x Kind; Courage x Cowardice; Comfort x Discomfort; Correct x Incorrect; Cheap x dear, expensive; Broad x Narrow; Bright x Dull; Bold x timid, meek;

Borrow x Lend; Bitter x Sweet; Bless x Curse; Blame x Praise; Agree x Disagree; Arrival x Departure; Artificial x Natural; Approval x Disapproval; Answer x question, query; Ancient x Modern; Always x Never; Alive x Dead; Advantage x Disadvantage; Accurate x Inaccurate; Accept x Refuse

* This is a sample list and antonyms of the selected words other than the given lexical items may exist and such answers should also be considered valid

Recommended reading:

Communication Skills by Meenakshi Raman and Sangeeta Sharma, Oxford Uni. Press, 2009

Technical Communication: Principles and Practice by Meenakshi Raman and Sangeeta Sharma, Oxford Uni. Press, 2009

Business Communication: Basic Concepts and Skills; by J. P. Parikh et. al. ; Orient BlackSwan.

Business Communication: Building Critical Skills; by Kitty O Locker and Stephan Kyo Kaczmarek; The McGraw- Hill

Business Letters for Busy People, by Jim Dugger; Jaico Publishing House

Business Communication; by Rajesh Vishwanathan; Himalaya Publishers

Business Communication; by Nageshwar Rao

Business Communication; by Urmila Rai, S. M. Rai

BBA Semester IV

Name of the course: Communication Skills in English 4 (**CSE 4**)
Communication Skills: Teaching time: 05 hours

Topic: Group Discussion

Reading and Comprehension Skills

Text: Teaching time: 10 hrs

Wise and other Wise: a Salute to Life

by Sudha Murty East and West Publication

Chapters: 1 A Lesson in Life from a Beggar, 2 Forgetting Our Own History,
3 Cause, then Cure, 4 Once Upon a Time Life was Simple, 5
Insensitivity Index

Writing Skills: Teaching time: 10 hrs

Translation from English into Gujarati (paragraph)

Translation from Gujarati into English (paragraph)

Language Proficiency:

Topics: Verbal Ability (word list provided)

Verbal Analogy (word list provided)

Comprehension

Structure of Questions and Distribution of Marks:

Internal Assessment: 30 marks

- | | | |
|----------------|-------------------|----------|
| 1. Assignment: | Based on the text | 10 marks |
| 2. MCQ: | a. Verbal ability | 05 marks |
| | b. Verbal analogy | 05 marks |
| 3. Seminar: | Group Discussion | 10 marks |

Semester end exam: 70 marks

Section 1 MCQ 20 marks

MCQ based on the text 10 x 01 10 marks

Verbal analogy 10 x 01 10 marks

Verbal ability 10 x 01 10 marks

Section 2 50 marks

Q. 1 Long Descriptive questions 2/4 15 marks

(based on the prescribed text)

Q. 2 Brief questions - answers 3/5 15 marks

(based on the prescribed text)

Q. 3 Translation

From English into Gujarati (paragraph) 05 marks

From Gujarati into English (paragraph) 05 marks

Q. 4 Comprehension 10 marks

Verbal Ability -Vocabulary list

1. Fields of study

ornithology : birds; seismology : earthquakes; botany : plants; entomology : insects; zoology : animals

choreography : dancing/composing ballets; ecology : relationship between plants, animals, people and environment; etymology : word origins; chronology : dates; astrology : the study of the movements and positions of the sun, moon, planets and stars; astronomy : the scientific study of the universe and of objects which exist naturally in space, such as the moon, the sun, planets and stars; sociology : the study of the relationships between people living in groups, psychology : the scientific study of the way the human mind works and how it influences behaviour

2. Male and female

horse : mare; fox : vixen;; dog : bitch; drone : bee; son : daughter; lion : lioness; peacock : peahen
cock : hen; man : woman; boy : girl; bull/ox : cow; buck/stag : doe; cock : hen; tomcat: cat

3. Animals and their young

horse : pony, colt, foal; dog : puppy; cat : kitten; hen : chick; piglet : pig; cub: lion/tiger/wolf ; calf : cow, buffalo, elephant, whale; kid : goat; lamb : sheep

4. Products and raw materials

prism : glass; wall : brick; cloth : fibre; butter : milk; sugar : sugarcane; diesel/petrol/kerosene : petroleum;

5. Workers and workplaces

teacher : school/college; farmer : field/farm; doctor : hospital/clinic/dispensary; soldier/warrior: battlefield; banker/bank; player/playground; singer/stage, auditorium, studio; miner/mine; pilot : air plane, helicopter;

artist : studio;

6. Profession/vocation and tools; carpenter : saw; woodcutter : axe; chef : knife

doctor : stethoscope; writer : pen; soldier : sword/gun

7. Quantities and units

mass : kilogram; time : second; force : Newton; current : ampere;

8. Animals/objects and their sounds

owl : hoot; elephant : trumpet; lion : roar; lamb/goat : bleat; thunder : rumble; bee : buzz; bull : bellow

9. Professions and specializations

Specialist in diseases of skin : dermatologist; Specialist in heart diseases : cardiologist

Specialist in bone or skeleton disorders : orthopaedician; Specialist in eye diseases : ophthalmologist

Specialist in children's diseases : paediatrician

One word substitution

1. One who sacrifices his life for a cause – martyr
2. A person who brings goods illegally into a country – smuggler
3. A yearly celebration of a date or an event – anniversary
4. A person who looks at the darker side of everything – pessimist
5. A person who looks at the brighter side of everything – optimist
6. A child without parents – orphan
7. The stage of growth between childhood and adulthood – adolescence
8. That which can be eaten – edible
9. That which can be drunk – potable
10. An account of a person’s life written by himself/herself – autobiography

Commonly used idioms and phrases

1. a feather in one’s cap – an achievement to be proud of ; 2. to bell the cat – to take on a dangerous job
3. to kill two birds with one stone – achieve two aims with a single effort; 4. to take to one’s heel – to run away; 5. to come out with flying colours – to achieve distinction/very high rank; 6. a bird’s eye view – a general view; 7. jack of all trades – one who tries his hand at everything but excels in nothing; 8. white elephant – something useless and expensive; 9. born with a silver spoon in ones mouth – born in a wealthy family 10. to put the horse before the cart – reverse the natural order or process

Type of Analogy	Examples
things that go together	bat/ball, bow/arrow, salt/pepper, bread/butter, fork/knife
Opposites	big/small, stop/go, hot/cold, tall/short, wide/narrow, early/late, graceful/clumsy, laugh/cry, dark/light, sharp/dull
Synonyms	big/large, stop/halt, cold/icy, thin/slim, small/tiny, sad/unhappy, show/reveal, hide/conceal, hint/clue
object and classification	green/color, ants/insect, rabbit/mammal, table/furniture, pants/clothing, 3/odd number, apple/fruit, lunch/meal, uncle/relative, sandal/shoe, spring/season
object and group	whale/pod, kitten/litter, bird/flock, cow/herd, lion/pride, wolf/pack
object and related object	plant/sprout, butterfly/caterpillar, cat/kitten, mother/baby, dog/puppy
object and a characteristic	grass/green, sponge/porous, marshmallow/soft, elephant/big, desert/dry, gold/shiny, party/happy, skunk/smelly, ball/round
object and location	car/garage, stove/kitchen, tub/bathroom, fire/fireplace, lion/zoo, eraser/pencil
object and part of the whole	hand/fingers, book/pages, foot/toes, fireplace/bricks, year/month, turtle/shell
object and function	pencil/pen/write, knife/cut, shovel/dig, newspaper/journal/book/read; rope/tie; clothe/wear; car/jeep/bus: travel/transport;
performer and action	teacher/teach; movie star/act; artist/paint; fish/swim; bird/fly, chirp; player/play; writer/write, singer/sing; tailor/stitch; driver/drive; cobbler/mend, stitch footwear; sweeper/sweep
verb tenses	eat/ate, win/won, buy/bought, tear/tore; bring/brought;
cause and effect	plant/grow, fire/burn, trip/fall, spin/dizzy

problem and solution	hungry/eat, thirsty/drink, itch/scratch, broken/repair, tired/sleep/relax
degrees of a characteristic	big/enormous, cold/freezing, hot/burning, wave/tsunami, small/miniscule

Recommended reading:

Communication Skills by Meenakshi Raman and Sangeeta Sharma, Oxford Uni. Press, 2009

Technical Communication: Principles and Practice by Meenakshi Raman and Sangeeta Sharma, Oxford Uni. Press, 2009

Business Communication: Basic Concepts and Skills; by J. P. Parikh et. al. ; Orient BlackSwan.

Business Communication M. K. Sehgal, Vandana Khetarpal, Excel Books

Group Discussion and Interview Skills, by Priyadarshi Patnaik; Foundation Books

Business Communication: Building Critical Skills; by Kitty O Locker and Stephan Kyo Kaczmarek; The McGraw- Hill

Business Letters for Busy People, by Jim Dugger; Jaico Publishing House

Business Communication; by Rajesh Vishwanathan; Himalaya Publishers

Business Communication; by Nageshwar Rao

Business Communication; by Urmila Rai, S. M. Rai

Bachelor of Social Works

Semester 1

Name of the Course: Foundation Course in English 1 (**FCE 1**)

Total Credits = 03* (3 credit course)

Total teaching time: = 45 hours

Distribution of Marks:

Total Marks per semester: 100

Semester end exam.: 70

Internal marks 30

Internal marks break up for semester 1

: Assignment 1/presentation = 10, Assignment 2/presentation/testig of written skills = 10, Multiple Choice type Questions = 10

Course introduction and Objectives:

This course can be offered to students of all streams to introduce them to the basic aspects of English.

Objectives:

To initiate the learner into learning of English language in an interactive, learner-friendly manner.

To expose the learners to key concepts of different grammatical forms as well as to various aspects of language.

To help the learners read and understand English and to learn basics of grammar, punctuation and writing and communicating through the various exercises in each units.

To hone their proficiency in English by developing their writing, reading and communicative skills.

The course facilitates the learners to apply what they have learnt to real-life situation.

Text: **MASTERING ENGLISH : A COURSE FOR BEGINNERS** eds. Anil Kinger, Nila Shah, Ketan Pandya, Ami Upadhyay. Orient Blackswan 2010

Questions based on the prescribed text 25 marks (to be asked from "Reading for Pleasure" sections only)

Skills and Proficiency in English: 45 marks

70 marks

Semester 1: Unit 1 to 8.

Unit 1

Teaching points: Describing things around you
Describing places: saying what there is

Grammar:	Plural forms of noun Introduction to use of articles Present tense of to be
Total teaching time:	06 hours
Marks allotted:	05
Unit 2	
Teaching points:	Introduction, Talking about people, Saying what they do
Grammar:	Introduction to noun, verb, adjective and pronoun Simple present tense
Total teaching time:	06 hrs
Marks allotted	05
Unit 3	
Teaching points:	Talking about routine, Saying what people do or don't do, Information through graphs, tables, maps
Grammar:	Simple present tense
Total teaching time:	08 hours
Marks allotted:	14
Unit 4	
Teaching points:	Text 1 and Text 2 (poem)
Teaching time:	04 hrs.
Marks allotted:	06
Unit 5	
Teaching points:	Talking about past events, Talking about things happening "now", Saying when things/events happened, Describing scenes, events
Grammar:	Simple past tense, Present continuous tense, Past continuous tense
Total teaching time:	09 hrs
Marks allotted:	14
Unit 6	
Teaching points:	Meeting people, Exchanging greetings Focus on: spoken skills (Training for role playing and brief presentations for speaking skills)
Total teaching time:	06 hrs
Marks allotted:	10
Unit 7	
Teaching points:	text 3, text 4
Total teaching time:	05 hrs
Marks allotted:	06
Unit 8	
Teaching points:	Verbal ability, verbal analogy
Total teaching time:	04 hrs
Marks allotted:	10
Total teaching required for time for Unit 1 to 8: 42 hours	
Honing written skills: 03 hours	
(Assignments, short paragraph writing, etc) 45 hours	

Structure of Questions and Distribution of Marks:

Part 1 **20 marks**

20 MCQ for one mark each – based on units 1, 2 & 8 only

Part 2 **50 marks**

Q. 1 Short questions: (2/4) - from Units 4 & 7 10 marks

Q. 2 a. Write a dialogue on a given situation (1/2) - based on Unit 6
05 marks

Q. 2 b. Dialogue writing (guided) - based on unit 6 05 marks

Q. 3 a. Change the tense of the given passage/s - based on Unit 3 & 5
08 marks

Q. 3 b. Composition on a given situation (1/3) - based on Unit 3 & 5 08 marks

Q. 4 Short notes (2/4) - from unit 4 & 7 14 marks

Semester 2

Name of the Course: Foundation Course in English 2 (**FCE 2**)

Total Credits 03* (3 credit course)

Total teaching time: 45 hours

Distribution of Marks:

Total Marks per semester: 100

Semester end exam.: 70

Internal marks 30

Internal marks break up for semester 1

: Assignment 1/presentation = 10, Assignment 2/presentation/test of written skills = 10, Multiple Choice type Questions = 10

Text: **MASTERING ENGLISH : A COURSE FOR BEGINNERS** eds. Anil Kinger, Nila Shah, Ketan Pandya, Ami Upadhyay. Orient Blackswan 2010

Questions based on the prescribed text 25 marks (to be asked from “Reading for Pleasure” sections only)

Skills and Proficiency in English: 45 marks

70 marks

Semester 2 Units 9 to 16

Unit 9

Teaching points: Talking about intentions and future plans

Grammar: use of 'will', 'shall', 'will not', 'shall not',
To be + going to, Future time expressions like
'next week', 'someday', 'sooner or later'

Total teaching time: 04 hours
Marks allotted: 08

Unit 10

Teaching points: Expressing time, Talking about public transport,
asking about information regarding travelling,
Using dictionary

Grammar: Interrogatives – 'wh' questions

Total teaching time: 05 hrs
Marks allotted: 10

Unit 11

Teaching points: Talking about what you can do/can't do, Saying
what you would do, Giving advice, Talking about
obligations, Sharing views

Grammar: modal auxiliaries – can, may, would, should, have
to, ought to, must

Total teaching time: 05 hrs
Marks allotted: 12

Unit 12

Teaching points: Text 5 and text 6 (poem)

Total teaching time: 05 hrs
Marks allotted: 07

Unit 13

Teaching points: Inviting friends/relatives, Describing how you
celebrated an event, Writing a description about an
Indian festival (Focus: Developing writing skills)

Grammar: prepositions – with, before, after, on, etc

Total teaching time: 05 hrs
Marks allotted: 10

Unit 14

Teaching points: Communication through email, Using internet to
get information, Information through internet,
conversation on telephone

Total teaching time: 05 hrs
Marks allotted: 06

Unit 15

Teaching point: comprehension

Total teaching time: 07 hrs
Marks allotted: 10

Unit 16

Teaching points: Texts 7; text 8

Total teaching time: 06 hrs
Marks allotted: 07

Total teaching time required for Unit 9 to 16: 42 hours
Honing written skills: 03 hours

(Assignments, short paragraph writing, etc) 45 hours
[Note: Textual questions should be based on the texts from the Reading For Pleasure sections only.]

Structure of Questions and Distribution of Marks:

Que. 1 MCQ 20 Marks

Unit 9: Talking about the Future..... (Preferable No. of Questions - 4)
Unit 10: Talking about Time (Preferable No. of Questions - 3)
Unit 11: Helping Verbs (Preferable No. of Questions - 6)
Unit 13: Prepositions (Preferable No. of Questions - 5)
Unit 14: Special Words to be Used in
E-mail & Chat (a portion of Unit 14)..... (Preferable No. of Questions - 2)

Que. 2 **Reading for Pleasure (28 Marks)**

Unit 12 & 16: Short Answer Questions.....4 / 6..... 16 Marks
Unit 12 & 16: Short Notes2 / 4 12 Marks

Que. 3 **Reading Comprehension (16 Marks)**

Unit 15: Comprehension of an Unseen Passage (4 Descriptive Type of Questions)
08 Marks
Unit 15: Comprehension of an Unseen Passage (4 Objective Type of Questions)
.....08 Marks

Que. 4 **Telephone Communication**

06 Marks

Unit 14: Dialogue Writing focusing Telephone Communication on Given Situation.
Or

Complete the Dialogues focusing Telephone Communication by filling the
blanks 06 Marks

Recommended reading:

Murphy's English Grammar (with CD- Rom). Cambridge University Press.
Thomson and Martinet. *A Practical English Grammar* (4th edition). Oxford University Press.

Redman, Stuart. 1997. *English Vocabulary in Use : Pre-intermediate and Intermediate*. Cambridge University Press.

Jones Daniel. *English Pronouncing Dictionary* (with CD – Rom). Cambridge University Press.

Ur, Penny. *Grammar Practice Activities Paperback with CD-ROM: A Practical Guide for Teachers* (Cambridge Handbooks for Language Teachers).

*[1 credit = 1 hour of teaching per week (1 credit course = 15 hours of lectures per semester; 3 credits = 3 hours of instruction per week (3 credit course = 45 hours of lectures per semester)]

Semester 3

Name of the Course: Foundation Course in English 3 (**FCE 3**)

Total Credits: Semester 3 = 03

Total teaching time: = 45 hours

Distribution of Marks:

Total Marks per semester: 100

Semester end exam:	70
Internal assessment	30

—————
100

Internal marks break up: assignment/internal test = 10, assignment/MCQ test = 10,
presentation = 10

Text: **Pathways to English: A Course for Intermediate Learners**, By Board of
Editors, Cambridge University Press 45 marks

Skills and Proficiency in English: 55 marks

—————
100 marks

Communication Skills: Teaching time: 07 hrs

Topic: Narrating/Describing an Object, Experience, Details regarding
Visit to a Place or Industry, TV Show or Movie

Reading and Writing Skills:

Text: "Pathways to English: A Course for Intermediate Learners", By Board of
Editors; Cambridge University Press chapters 1 to 5

Teaching time: 18 hrs

Proficiency in Language Teaching time: 20 hrs

Grammar: Types of Sentences

Active and Passive Voices

Creative Writing – writing a paragraph

Structure of Questions and Distribution of Marks:

Internal Assessment 30 marks

Distribution of Marks

• Assignment		10 marks
Creative Writing - paragraph		
• MCQ		10 marks
Grammar		
Types of sentences, Voices		
• Seminar		10 marks
Narrating/Describing an Object, Experience, Details regarding		
Visit to a Place or an Industry, a TV Show or a Movie		
External Exam		70 marks
Section 1		20 marks
MCQ	(Twenty sentences of one mark each)	
Grammar –		10 marks
Types of sentences, voices		
Text		10 marks
Section 2		50 marks
Q. 1	Descriptive questions – answers 2/4	15 marks
	(Based on the prescribed text)	
Q. 2	Brief questions – answers 2/4	10 marks
	(Based on the prescribed text)	
Q. 3	Short Notes 2/4	10 marks
	Based on the text	
Q. 4	Creative Writing – paragraph 2/4	15 marks

Recommended reading:

Murphy's English Grammar (with CD- Rom). Cambridge University Press.
Thomson and Martinet. *A Practical English Grammar* (4th edition). Oxford University Press.

Redman, Stuart. 1997. *English Vocabulary in Use : Pre-intermediate and Intermediate*. Cambridge University Press.

Jones Daniel. *English Pronouncing Dictionary* (with CD – Rom). Cambridge University Press.

Ur, Penny. *Grammar Practice Activities Paperback with CD-ROM: A Practical Guide for Teachers* (Cambridge Handbooks for Language Teachers).

*[1 credit = 1 hour of teaching per week (1 credit course = 15 hours of lectures per semester; 3 credits = 3 hours of instruction per week (3 credit course = 45 hours of lectures per semester)]

Semester 4

Name of the Course: Foundation Course in English 4 (**FCE 4**)

Total Credits: Semester 4 = 03

Total teaching time: = 45 hours

Distribution of marks:

Total Marks per semester: 100

Semester end exam: 70

Internal assessment 30

Internal marks break up: assignment/internal test = 10, assignment/MCQ test = 10,
presentation = 10

Text: **Pathways to English: A Course for Intermediate Learners**, By Board of
Editors; Cambridge University Press 45 marks

Skills and Proficiency in English: 55 marks

100 marks

Communication Skills: Teaching time: 05 hrs

Topic: Personal Interview for Job and Admission

Reading and Writing Skills:

Text: "Pathways to English: A Course for Intermediate Learners", Board of
Editors, Cambridge University Press chapters 6 to 10

Teaching time: 15 hrs

Proficiency in Language Teaching time: 25 hrs

Grammar: Reported Speech

Preparing Resume and C.V.

Creative Writing – essay writing

Structure of Questions and Distribution of Marks:

Internal Assessment 30 marks

Distribution of Marks

- Assignment 10 marks
Preparing c.v. or resume
- MCQ 10 marks

Grammar		
Reported speech		
• Seminar		10 marks
Interview for job or admission		
External Exam		70 marks
Section 1		20 marks
MCQ (Twenty sentences of one mark each)		
Grammar –		05 marks
Reported speech		
Text		15 marks
Section 2		50 marks
Q. 1 Descriptive questions – answers	2/4	15 marks
(Based on the prescribed text)		
Q. 2 Brief questions – answers	3/5	15 marks
(Based on the prescribed text)		
Q. 3 Preparing c. v./ resume	2/4	10 marks
Q. 4 Creative Writing – essay	1/3	10 marks

Recommended reading:

Murphy's English Grammar (with CD- Rom). Cambridge University Press.
Thomson and Martinet. *A Practical English Grammar* (4th edition). Oxford University Press.

Redman, Stuart. 1997. *English Vocabulary in Use : Pre-intermediate and Intermediate*. Cambridge University Press.

Jones Daniel. *English Pronouncing Dictionary* (with CD – Rom). Cambridge University Press.

Ur, Penny. *Grammar Practice Activities Paperback with CD-ROM: A Practical Guide for Teachers* (Cambridge Handbooks for Language Teachers).

BSc IT

Semester 1

Name of the course: Communication Skills in English 1 (**CSE 1**)

Communication Skills and Soft Skills: Teaching time: 10 hours

Topics: Role play – inquiries at a railway station, bus station or airport; bank, supermarket/mall, telephonic talks, introducing a friend or colleague
Power Point Presentation – on given IT related topics

Reading and Writing Skills:

1. Theory: Communication Teaching time: 15 hrs
Definition, Process, Nature, Scope, Importance, You Attitude
Basic Forms of Communication - Verbal and non-verbal
Advantages and Limitations of Written and Oral
Communication
Body Language – Posture, Gesture, Facial Expression
Para-language, Signs, Symbols, Time, Circumstantial
Communication, etc.

2. Practical Letter Writing: Teaching time: 15 hrs
Letters of Inquiry and Reply; Placing of Order, Cancellation of
Order; Execution of Order (– intimation of execution, a
substitute offer, request for extension of time limit);
Letters of Complaint and Adjustment

3. Proficiency in Language

Grammar: Teaching time: 05 hrs

Types of Sentences (Assertive, Interrogative, Imperative,
Exclamatory)

Vocabulary:

Antonyms, synonyms; homophones; homographs
(based on the provided word-lists)

Structure of Questions and Distribution of Marks:

Internal assessment 30 marks

Distribution of marks

1. Assignment - Structure of a business letter 10 marks
Outward Appearance of a business letter
You Attitude

2. MCQ Based on Prescribed Topics of grammar 10 marks
Topic: Vocabulary (from the provided list)

Antonyms- synonyms 04

Homophones 03

Homographs 03

3. Seminar 10 marks
 Topics: Power Point presentation on any IT related topics
 Role play

External assessment: 70 marks

Section 1 20 marks

MCQ (Twenty sentences of one mark each)

Based on prescribed topics of grammar

Antonyms – synonyms 05

Homophones 05

Homographs 05

Types of sentences 05

(Identify or interchange assertive, interrogative, imperative, exclamatory sentences)

Section 2 50 marks

Q1 Short Question – Answer 2/4 10 marks

Topic – Communication

Definition, Process, Scope, Nature, Importance

Q2 Short Notes 2/4 10 marks

Topics – Basic forms of communication

Verbal, Non-verbal

Advantages and disadvantages of oral and written communication,

body language, gesture, posture,

facial expressions, para-language, signs,

symbols, time, circumstantial communication, etc.

Q3 Drafting of Business Letters 15 marks

a. 1/2; b. 1/2

Topics: Letter of inquiry or reply to inquiry,

Order and Cancellation of order

Q. 4 Drafting of Business Letter 15 marks

a. 1/2; b. 1/2

Topics: Execution of order

(substitute offer, request for extension of time limit. etc)

Letters of Complaints and Adjustments

Attachment – Antonym, synonym, homophones, homographs

Synonyms – word list *

answer - respond, reply, retort, rejoinder, acknowledge, talk / write back, riposte

ask - question, inquire, demand, request, query, interrogate, examine, quiz, propose to, suggest to / beg, beseech, entreat, pray, plead (pled), petition

beautiful - aesthetic, appealing, attractive, awesome, blooming, bonny, cute, comely, dazzling, delicate, dishy, drawing attention, elegant, exquisite, fair, fine, glorious, good-looking, graceful, gorgeous, handsome, lovely, magnificent, marvelous, nice, picturesque, pleasing, pretty, pulchritudinous, ravishing, shapely, stunning, splendid, sparkling, statuesque, scenic

big - enormous, stupendous, gargantuan, huge, large, immense, gigantic, vast, great, colossal, sizable, grand, great, substantial, mammoth, astronomical, ample, broad, expansive, tremendous, titanic, mountainous

complete - closed, ended, finished, concluded, terminated, done, accomplished, fulfilled, whole, comprehensive, total, unabridged, uncut, wide / far-ranging, broad, ample, widespread, thorough, all-embracing, all-inclusive, overall, extensive, full

do - perform, execute, accomplish, achieve, enact, carry out, attain, effect, fulfill, discharge

explain - elucidate, expound, explicate, elaborate, clarify, illustrate, by comparison, justify, account for, interpret, construe

feel - sense, experience, perceive / touch, taste, contact, palpate, caress
- calculate, conjecture, fancy, guess, hypothesize, imagine, infer, intuit, presume, presuppose, reason, reckon, speculate, surmise, suspect, theorize, think

great - noteworthy, distinguished, marvelous, excellent, fine, superior, qualified, suited, remarkable, grand, considerable, powerful, mighty
sublime, preponderant, supreme, predominant, paramount, preeminent, noted, celebrated, famed, famous, illustrious, notable, renowned

go - climb, crawl, creep, cross, depart, drive, drive, exit, fly, gallop, glide, glide, hasten, head for, hobble, hump, hurry, impel, journey, jump, leap, leave, limp, paddle, plod, prance, quit, race, ride, run, rush, sail, scamper, scoot, scurry, ship, skedaddle, slouch, sprint, transport, travel, trip, trot

good - agreeable, attractive, beneficial, benevolent, bountiful, correct, desirable, distinguished, enjoyable, excellent, excellent, expedient, favorable, fine, first-rate, genuine, great, helpful, high quality, honorable, marvelous, pleasant, proper, qualified, reliable, respectable, righteous, salubrious, salutary, satisfactory, skilled, sound, substantial, suitable, superb, superior, top-notch, true, upright, useful, valid, worthy

interesting - absorbing, appealing, animated, attractive, bright, challenging, curious, captivating, engaging, exciting, enchanting, entertaining, fascinating, intelligent, spirited, inviting, intriguing, involving, inspiring, keen, provocative, though-provoking, moving, tantalizing, piquant, lively, spicy, sharp, consuming, arresting, enthralling, spellbinding

little - small, diminutive, little, miniature, puny, exiguous, dinky, slight, limited, itty-bitty, microscopic, minuscule, minute, petite, tiny, wee

make - create, establish, institute, organize, originate, invent, form, construct, design, fabricate, manufacture, produce, build, develop, compose
move - actuate, advance, bolt, budge, bustle, change, dawdle, dislocate, dislodge, drag, drift, evacuate, exchange, fling, initiate, jog, meander, migrate, mosey, proceed, progress, propel, push, put in motion, relocate, remove, roam, roll, scramble, shift, shove, shuffle, slide, slip, slither, slump, split, stagger, stir, switch, tear, transfer, transpose, traverse, whisk, wobble

say - allege, assert, avow, claim, contend, declare, maintain, profess / articulate, enounce, enunciate, mouth, pronounce, speak, sound, utter, vocalize, verbalize, voice

stop / end (prevent) - avert, bar, block, break up, cease, close, conclude, cut off, dam, desist, discontinue, disrupt, finish, foreclose, forestall, give up, halt, hamper, hinder, impede, interrupt, obstruct, obviate, pause, preclude, prevent, quit, terminate

start / begin - activate, commence, embark on, inaugurate, initiate, introduce, kick off, launch, open, originate, set into motion, operation, activity, bring forward, to set out, to set about, take the first step, enter upon, get underway,

strong - determined, firm, forceful, fortified, hard, intense, iron-like, noticeable, powerful, potent, robust, resolute, solid, substantial, stalwart, steady, stiff, stout, sturdy, tough, tenacious, unyielding, vehement, vigorous

tell - chronicle, communicate, characterize, delineate, describe, divulge, enumerate, impart, narrate, present, quote, recap, recapitulate, recite, relate, report, retell, reveal, review, spin

true / right - accurate, actual, apt, authentic, bona fide, consistent, constant, correct, exact, factual, fair, faithful, genuine, good, honest, just, lawful, legal, loyal, moral, precise, proper, real, reliable, responsible, right, righteous, sincere, staunch, steadfast, steady, suitable, trustworthy, trusty, undoubted, unquestionable, upright, valid

walk- amble, gad, gait, gallivant, go forward, head somewhere, hike, jaunt, lope, march, meander, pace, perambulate, proceed, promenade, ramble, range, roam, rove, saunter, stray, stride, strike for home, stroll, swagger, tiptoe, toddle, tour, traipse, trek, trudge, waddle, wander

wrong / false - afield, amiss, astray, awry, blemished, counterfeit, deceptive, defective, disloyal, erroneous, faithless, fake, fallacious, faulty, feign, fraudulent, groundless, irregular, misleading, mistaken, perfidious, pretend, recreant, spurious, traitorous, treacherous, Not required, intended, wanted, fitting or suitable, Contrary to, Deviating from, improper, inaccurate, inappropriate, incorrect, indecent, indecorous, indelicate, unacceptable, unbecoming, undesirable, unfair, unfavorable, unfounded, unjust, unseemly, untrue

* This is just a sample list and synonyms of the selected words may exist and should also be considered valid

Antonyms – word list*

Voluntary x Compulsory; Visible x Invisible; Virtue x Vice; Victory x Defeat; Vacant x Occupied;

Truth x Untruth, lie; Security x Insecurity; Satisfactory x Unsatisfactory; Rough x Smooth;

Permanent x Temporary; Peace x War; Patient x Impatient; Optimist x Pessimist; Narrow x Wide;

Leader x Follower; Interesting x uninteresting, dull; Inferior x Superior; Include x Exclude; Healthy x unhealthy, ill, diseased; Guilty x Innocent; Feeble x sturdy, strong, powerful; Encourage x Discourage; Despair x Hope; Demand x Supply;

Decrease x Increase; Deep x Shallow; Cruel x Kind; Courage x Cowardice; Comfort x Discomfort; Correct x Incorrect; Cheap x dear, expensive; Broad x Narrow; Bright x Dull; Bold x timid, meek;

Borrow x Lend; Bitter x Sweet; Bless x Curse; Blame x Praise; Agree x Disagree; Arrival x Departure; Artificial x Natural; Approval x Disapproval; Answer x question, query; Ancient x Modern; Always x Never; Alive x Dead; Advantage x Disadvantage; Accurate x Inaccurate; Accept x Refuse

* This is a sample list and antonyms of the selected words other than the given lexical items may exist and such answers should also be considered valid

Homophones:

affect - effect ; bear - bare ; board – bored; break – brake; cell – sell; cent - scent- sent; coarse – course; fair – fare; flour – flower; hair – hare; heal – heel; hoarse – horse; loan – lone; mail – male; morning – mourning; piece – peace; plain – plane; road – rode; scene – seen; sole – soul; steal – steel; waist – waste; weak – week; weather – whether; which – witch

Homographs

bank; bow; close; content; desert; fair; fan; kind; lead; leave; minute; object; project; race; refuse; rose; row; saw; tear; tip; trip; used; well; wind; wound;

Recommended reading:

Communication Skills by Meenakshi Raman and Sangeeta Sharma, Oxford Uni. Press, 2009

Technical Communication: Principles and Practice by Meenakshi Raman and Sangeeta Sharma, Oxford Uni. Press, 2009

Business as Communication M. K. Sehgal, Vandana Khetarpal, Excel Books

Business Communication: Basic Concepts and Skills; by J. P. Parikh et. al. ; Orient BlackSwan.

Business Communication: Building Critical Skills; by Kitty O Locker and Stephan Kyo Kaczmarek; The McGraw- Hill

Business Letters for Busy People, by Jim Dugger; Jaico Publishing House

Business Communication; by Rajesh Vishwanathan; Himalaya Publishers

Business Communication; by Nageshwar Rao

Business Communication; by Urmila Rai, S. M. Rai

Group Discussion and Interview Skills, by Priyadarshi Patnaik; Foundation Books

Semester 2

Name of the course: Communication Skills in English 2 (CSE 2)

Communication Skills: Teaching time: 05 hours

Topics: Group Discussion
Narrating/Describing an Object, Experience, Details regarding
Visit to a Place or Industry, TV Show or Movie

Reading and Writing Skills:

1. Theory: Communication Teaching time: 15 hrs
Formal and Informal Channels of Communication –
Characteristics, Advantages, Disadvantages
Effective Communication -Barriers to Effective
Communication, Steps to Overcome the Barriers
Essentials of Communication (8Cs of communication)
Modern Forms of Communication
2. Practical Letter Writing: Teaching time: 15 hrs

Drafting of Memorandum – for good performance, rescheduling of meeting, condolence, indiscipline, announcements

Drafting Letters to authorities of Municipal Corporation, Police Department, Post Office etc.

Drafting of Notice, Agenda, Minute

3. Proficiency in Language

Grammar: Teaching time: 10 hrs

Verb Forms, Modal Auxiliaries, Prepositions of Place and Time

Structure of Questions and Distribution of Marks:

Internal assessment 30 marks

Distribution of marks

1. Assignment: Essentials of a business letter 10 marks
Modern forms of communication
2. MCQ Based on Prescribed Topics of grammar 10 marks
verb forms, modal auxiliaries, preposition
3. Seminar: i. Group Discussion 10 marks
ii Describing an experience

External Assessment 70 marks

Section 1 20 marks

MCQ Topics: Verb Forms 08
Modal Auxiliary Verbs 06
Preposition 06

Section 2 50 marks

Q 1 Short Question – Answer 2/4 10 marks

Topics: Barriers to effective communication
Steps to overcome the barriers
Essentials of good business letter

Q. 2 Short Notes 2/4 10 marks

Topics: Formal and Informal Channels
Of Communication- characteristics,
Advantages and disadvantages
Modern forms of communication

Q. 3 Drafting of Official Letters 15 marks

- a. Letters to authorities of Municipal (1/2)
- b. Corporation, Police Department, Post Office etc. (1/2)

- Q. 4 a. Drafting of Notice, Agenda, minutes (1/2) 15 marks
b. Drafting of Memorandum
(for good performance, rescheduling of meeting, condolence,
indiscipline, announcements) (1/2)

Recommended reading:

Communication Skills by Meenakshi Raman and Sangeeta Sharma, Oxford Uni. Press, 2009

Technical Communication: Principles and Practice by Meenakshi Raman and Sangeeta Sharma, Oxford Uni. Press, 2009

Business as Communication M. K. Sehgal, Vandana Khetarpal, Excel Books

Business Communication: Basic Concepts and Skills; by J. P. Parikh et. al. ; Orient BlackSwan.

Business Communication: Building Critical Skills; by Kitty O Locker and Stephan Kyo Kaczmarek; The McGraw- Hill

Business Letters for Busy People, by Jim Dugger; Jaico Publishing House

Business Communication; by Rajesh Vishwanathan; Himalaya Publishers

Business Communication; by Nageshwar Rao

Business Communication; by Urmila Rai, S. M. Rai

Group Discussion and Interview Skills, by Priyadarshi Patnaik; Foundation Books

Bachelor of Science

Semester I

Name of the Course: Foundation Course in English (**FCE 1**)

Total Credits: 03* (3 credit course)

Total teaching time: 45 hours

Distribution of Marks: Total Marks per semester: 100

Semester end exam.: 70

Internal marks 30

Internal marks break up

Assignment 1 = 10, Assignment 2/Presentation = 10, MCQ test 10

Reading and Comprehension Skills:

Text: **Short Stories for All Times** by R. N. Shukla (ed) MacMillan

Proficiency in English:

Grammar: structures – Verb forms

Composition: Drafting of Letter (on topics of social nature)

Vocabulary Lexical items like synonyms, antonyms, one word substitution based on texts (Stories 1 – 3)

Unit 1 Teaching Points: Story 1 from the text

Grammar: Verb forms

Total Teaching Time: 15 hours

Unit 2 Teaching Points: Story 2

Composition: Drafting of letters

Total Teaching Time: 15 hours

Unit 3 Teaching Points: Story 3

Study of lexical items (from the stories 1 – 3)

Total Teaching Time: 15 hours

Structure of the Question paper and distribution of marks:

Q 1 Multiple Choice Type Questions (based on the prescribed text)

	(20 x 01)	20 marks
Q 2	Short questions – answers (Based on the prescribed text)	2/4 10 marks
Q 3	Short Notes (Based on the prescribed text)	2/4 10 marks
Que. 4	Fill in the blanks (verb forms)	10/12 10 marks
Que. 5 A.	Writing social letters	1/2 10 marks
	B. Vocabulary (synonym, antonym, one word substitution)	10 marks

Semester II

Name of the Course: Foundation Course in English 2 (**FCE 2**)

Total Credits: 03* (3 credit course)

Total teaching time: 45 hours

Distribution of Marks:

Total Marks per semester: 100

Semester end exam.: 70

Internal marks 30

Internal marks break up

Assignment 1 = 10, Assignment 2/Presentation = 10, MCQ test 10

Reading and Comprehension Skills:

Text : **Short Stories for All Times** by R. N. Shukla (ed) MacMillan

Proficiency in English:

Grammar: structures – preposition of time, action and place,
pronouns

Composition: Writing of paragraph
Writing of short essay

Vocabulary Lexical items like synonyms, antonyms, one
word substitution based on texts

Unit 4 Teaching Points: Story 4 from the text
Grammar: Prepositions and pronouns

Total Teaching Time: 15 hours

Unit 5 Teaching Points: Story 5
Composition: Writing of paragraph, short essays

Total Teaching Time: 15 hours

Unit 6 Teaching Points: Story 6
Study of lexical items (from stories 4 – 6)

Total Teaching Time: 15 hours

Semester III

Name of the course: Foundation Course in English 3 (**FCE 3**)

Total marks 150

Internal assessment 30 marks

External exam. 70 marks

Practical: 50 marks

Unit 1

Text: **The Many World of Literature** by Jasbir Jain (ed) MacMillan India Ltd.

40 Marks

(1. The Inspector of School; 2. Training: Literary and Spiritual; 3 The Gentleman of the Jungle; 4. Unleash Your Creativity)

Unit 2:

Active and Passive Voice 10 Mark

Parts of Speech (Noun, Adjective, Verb and Adverb only) 05 Mark

Comprehension 10 Mark

Vocabulary (Antonyms, Synonyms, Meaning of word and One word substitution, based on the prescribed text) (for MCQ type of question only)

05 Mark

Structure of the Question paper and distribution of marks:

MCQ (20 Questions and Vocabulary based on Text)		20 Mark
Q 1 (A) Short Questions	(3/5)	15 Mark
(B) Short Note	(1/2)	10 Marks
Q 2 (A) Active and Passive Voice		10 Marks
(B) Parts of Speech (Fill in the blanks with adj/adv/noun/verb form of given word or identify the underlined word)		5 Marks
Q 3 Comprehension		10 Marks

Practical: 50 Marks

Each batch of practical will consist of 15 students and there will be minimum 10 practical of 2 hours each in a semester (The distribution of mark will be 35/15 practical exam and internal respectively)

Suggested book for practical: *Spoken English: A Foundation Course Part I & II*

by Kamlesh Sadanand and Susheela Punitha, Orient Longman.

Suggested topics for assessing speaking skills:

(1Introducing yourself; 2 Introducing People to others; 3 Answering the Telephone and Asking Someone; 4Taking and Leaving Messages; 5 Making Inquiries on Phone; 6 Calling for Help in an Emergency; 7 Making Requests and Responding to Requests; 8 Thanking Someone and Responding to Thanks; 9 Inviting, Accepting and Refusing an Invitation; 10 Apologising and Responding to an Apology)

Semester IV

Name of the course: Foundation Course in English 4 (**FCE 4**)

Text: **The Many World of Literature by Jasbir Jain (ed) MacMillan India Ltd**

40 marks

Skills and Proficiency in English: 60 marks

Direct – indirect speech

Synthesis (making a Simple / Complex / Compound sentence from a pair of simple sentences)

Drafting of Letters (Official)

Letter of Inquiry/placing order (for the purchase of scientific equipments, furniture, computer job work, books, subscription of journals etc.); Letter of Complaint; Memo-letter for Disciplinary Action; Letter of Formal Invitation/Acceptance of Invitation; Application for Leave

Total marks	150
Internal assessment	30 marks
External exam.	70 marks
Practical:	50 marks

Unit 1

Text: The Many World of Literature by Jasbir Jain (ed) MacMillan India Ltd 40 marks

(Chapters: Indian Women and the Salt Satyagraha; A Special Child; Education: Indian and American; Between the Mosque and the Temple)

Unit 2	Direct – indirect speech	05 marks
	Synthesis (making a Simple / Complex / Compound sentence from a pair of simple sentences)	10 marks

Unit 3	Official letter writing	10 marks
	Letter of Inquiry/placing order (for the purchase of scientific equipments, furniture, computer job work, books, subscription of journals etc.), Letter of Complaint	

Unit 4	Official letter writing	10 marks
	Memo-letter for Disciplinary Action; Letter of Formal Invitation/Acceptance of Invitation; Application for Leave	

Unit 5	Vocabulary (Antonyms, Synonyms, Meaning of word and One word substitution, based on the prescribed text)	05 marks
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Structure of Questions and Distribution of Marks:

Section 1

MCQ (20 Questions and Vocabulary based on the prescribed text) 20 marks

Section 2

Q 1	(A) Short Questions	(3/5)	15 marks
	(B) Short Note	(1/2)	10 marks
Q 2	(A) Synthesis		10 marks
	(B) Indirect Speech		05 marks

Q 3 Letter (1/2) 10 marks

Section 3

Practical: 50 marks

Each batch of practical will consist of 15 students and there will be minimum 10 practicals of 2 hours each in a semester (The distribution of mark will be 35/15 practical exam and internal respectively)

Practical Examination:

Suggested pattern for viva: 10 (dialogue 1)+ 10 (dialogue 2) + 15 (Viva) + 15 (Internal- 8 journal + 7 attendance, sincerity etc)

Suggested book for practical is: ***Spoken English: A Foundation Course Part I & II***

by Kamlesh Sadanand and Susheela Punitha, Orient Longman.

(Suggested topics for testing speaking skills: 1 Congratulating and Responding to Congratulations; 2 Paying Compliments, Appreciation, Encouragement and Responding to them; 3 Asking, Giving and Refusing Permission; 4 Describing Daily routine; 5 Asking for the time and date; 6 Asking and Giving Opinion; 7 Agreeing and Disagreeing with Opinion; 8 Seeking and Giving Advice; 9 Persuading and Dissuading People; 10 Making a Complaint and Responding it)

Semester V

Name of the course: Foundation Course in English 5 (**FCE 5**)

Text: **Prisms: an Anthology of Indian short Stories** by Mohan Ramanan and P. Shailaja (eds) Macmillan (chapters 1, 2 and 3) 40 marks

Skills and Proficiency in English: 60 marks

Information transfer through visual chart; expansion of ideas; report writing (based on the topics related to the field of science)

Grammar: Verb forms, prepositions, and pronouns

Total marks 100

Internal assessment 30 marks

External exam. 70 marks

Unit 1

Teaching time: 15hrs

Text: **Prisms: an Anthology of Indian short Stories** by Mohan Ramanan and P. Shailaja (eds) Macmillan (Chapter 1, 2 and 3)

Unit 2:

Teaching time: 15 hrs

Information transfer through visual chart

Expansion of ideas

Unit 3:

Teaching time: 15hrs

Report writing (based on scientific topics)

Transformation of sentence (Affirmative/Negative; Interrogative/Assertive

Exclamatory/Assertive only)

Structure of Questions and Distribution of Marks:

Section 1

MCQ (a) Objective type of question 10 (text based)	10 marks
(b) Vocabulary (text based)	05 marks
(c) General Grammar (verb forms, Preposition and Pronoun only – as a part of revision of previous four semesters)	05 marks

Section 2:

Q. 1 Short Questions- answers 3/5	12 marks
Q. 2 Short Notes 1/2	08 marks
Q. 3 a. Information transfer through visual chart	06 marks
b. Expansion of ideas	08 marks
Q. 4 Report writing (based on scientific topics)	08 marks
Q. 5 Transformation of sentence (Affirmative/Negative; Interrogative/Assertive Exclamatory/Assertive only)	08 marks

Semester 6Name of the course: Foundation Course in English 6 (**FCE 6**)Text: **Prisms: an Anthology of Indian short Stories** by Mohan Ramanan and P. Shailaja (eds) Macmillan (chapters 1, 2 and 3) 40 marks

Skills and Proficiency in English: 60 marks

- i. Questionnaire; ii. Dialogue writing; iii. Comprehension
- iv. Translation from English into mother tongue

v. Translation from mother tongue into English

Total marks	100
Internal assessment	30 marks
External exam.	70 marks

Unit 1 Teaching time: 15hrs

Text: **Prisms: an Anthology of Indian short Stories** by Mohan Ramanan and P. Shailaja (eds) Macmillan (Chapter 8, 9 and 10)

Unit 2: Teaching time: 15 hrs

Questionnaire

Dialogues

Unit 3: Teaching time: 15hrs

Translation (from English into mother tongue)

Translation (from mother tongue into English)

Comprehension

Structure of Questions and Distribution of Marks:

Section 1

MCQ (a) Objective type of question 10 (text based)	10 marks
(b) Vocabulary (text based)	05 marks
(c) General Grammar (verb forms, Preposition and Pronoun only – as a part of revision of previous four semesters)	05 marks

Section 2:

Q. 1 Short Questions- answers 3/5	12 marks
Q. 2 Short Notes 1/2	08 marks
Q. 3 a. Dialogue writing 1/2	06 marks
b. Questionnaire 1/2	08 marks
Q. 4 Comprehension	08 marks
Q. 5 a. Translation (English into mother tongue)	04 marks
b. Translation (Mother tongue into English)	04 marks

Home Science

Semester 1

Name of the Course: Foundation Course in English 1 (**FCE 1**)

Total Credits = 03* (3 credit course)

Total teaching time: = 45 hours

Distribution of Marks:

Total Marks per semester: 100

Semester end exam.: 70

Internal marks 30

Internal marks break up:

Assignment 1/presentation = 10, Assignment 2/presentation/ written test = 10,

Multiple Choice type Questions = 10

Course introduction and Objectives:

This course can be offered to students of all streams to introduce them to the basic aspects of English.

Objectives:

To initiate the learner into learning of English language in an interactive, learner-friendly manner.

To expose the learners to key concepts of different grammatical forms as well as to various aspects of language.

To help the learners read and understand English and to learn basics of grammar, punctuation and writing and communicating through the various exercises in each units.

To hone their proficiency in English by developing their writing, reading and communicative skills.

The course facilitates the learners to apply what they have learnt to real-life situation.

Text: **MASTERING ENGLISH : A COURSE FOR BEGINNERS** eds. Anil Kinger, Nila Shah, Ketan Pandya, Ami Upadhyay. Orient Blackswan 2010

Questions based on the prescribed text 25 marks (to be asked from “Reading for Pleasure” sections

only)

Skills and Proficiency in English: 45 marks

70 marks

Semester 1: Unit 1 to 8.

Unit 1

Teaching points: Describing things around you
Describing places: saying what there is
Grammar: Plural forms of noun
Introduction to use of articles
Present tense of to be

Total teaching time: 06 hours

Marks allotted: 05

Unit 2

Teaching points: Introduction, Talking about people, Saying what they do
Grammar: Introduction to noun, verb, adjective and pronoun
Simple present tense

Total teaching time: 06 hrs

Marks allotted 05

Unit 3

Teaching points: Talking about routine, Saying what people do or don't do, Information through graphs, tables, maps
Grammar: Simple present tense

Total teaching time: 08 hours

Marks allotted: 14

Unit 4

Teaching points: Text 1 and Text 2 (poem)
Teaching time: 04 hrs.

Marks allotted: 06

Unit 5

Teaching points: Talking about past events, Talking about things happening “now”, Saying when things/events happened, Describing scenes, events

Grammar: Simple past tense, Present continuous tense, Past continuous tense

Total teaching time: 09 hrs

Marks allotted: 14

Unit 6

Teaching points: Meeting people, Exchanging greetings
Focus on: spoken skills (Training for role playing and brief presentations for speaking skills)

Total teaching time: 06 hrs

Marks allotted:	10
Unit 7	
Teaching points:	text 3, text 4
Total teaching time:	05 hrs
Marks allotted:	06
Unit 8	
Teaching point :	Verbal ability, verbal analogy
Total teaching time:	04 hrs
Marks allotted:	10

Total teaching required for time for Unit 1 to 8: 42 hours
Honing written skills: 03 hours
(Assignments, short paragraph writing, etc) 45 hours

Structure of Questions and Distribution of Marks:

Part 1 20 marks

20 MCQ for one mark each – based on units 1, 2 & 8 only

Part 2 50 marks

- | | | |
|---|-----------------------|----------|
| Q. 1 Short questions: (2/4) | - from Units 4 & 7 | 10 marks |
| Q. 2 a. Write a dialogue on a given situation (1/2) | - based on Unit 6 | 05 marks |
| Q. 2 b. Dialogue writing (guided) | - based on unit 6 | 05 marks |
| Q. 3 a. Change the tense of the given passage/s | - based on Unit 3 & 5 | 08 marks |
| Q. 3 b. Composition on a given situation (1/3) | - based on Unit 3 & 5 | 08 marks |
| Q. 4 Short notes (2/4) | - from unit 4 & 7 | 14 marks |

Recommended reading:

Murphy's English Grammar (with CD- Rom). Cambridge University Press.
Thomson and Martinet. *A Practical English Grammar* (4th edition). Oxford University Press.
Redman, Stuart. 1997. *English Vocabulary in Use : Pre-intermediate and Intermediate*. Cambridge University Press.
Jones Daniel. *English Pronouncing Dictionary* (with CD – Rom). Cambridge University Press.
Ur, Penny. *Grammar Practice Activities Paperback with CD-ROM: A Practical Guide for Teachers* (Cambridge Handbooks for Language Teachers).

*[1 credit = 1 hour of teaching per week (1 credit course = 15 hours of lectures per semester; 3 credits = 3 hours of instruction per week (3 credit course = 45 hours of lectures per semester)]

BCA

Semester 1

Name of the course: Communication Skills in English 1(CSE 1)

Unit 1

Teaching time: 05 hrs

Communication Skills:

Topics: Self introduction, Introducing a friend or a colleague
Personal Interview

Unit 2

Teaching time: 10 hrs

Reading and Writing Skills:

Theory:

Lay out of a business letters, Essential qualities of a business letter, Outward appearance of a business letter, You Attitude

Unit 3

Teaching time: 15 hrs

Practical Letter Writing:

Filling of forms for different purposes, Letters of Inquiry and Reply; Placing of Order, Cancellation of Order; Execution of Order (– intimation of execution, a substitute offer, request for extension of time limit); Letters of Complaint and Adjustment

Unit 4

Teaching time: 15 hrs

Proficiency in Language

Grammar: Articles, Tenses and Voices,

Vocabulary: Antonyms- synonyms (based on the provided word-lists)

Structure of Questions and Distribution of Marks:

Internal Assessment 30 marks

Distribution of Marks

Assignment 10 marks

- c. Filling of Application Forms
(for admission, Competitive exams,
opening a bank account, etc.)
- d. Business letters

- Multiple Choice Questions (MCQ) 10 marks
 - c. Grammar
 - Articles, tenses, active- passive voices,
 - synonyms, antonyms (A list is provided)

- Seminar 10 marks
 - e. Self Introduction and Introducing a friend or a colleague
(at social gatherings, at business meetings)
 - f. Interview
(for admission and job)

- External Exam 70 marks

- Section 1 20 marks
 - MCQ (Twenty sentences of one mark each)
 - Topics- grammar –
 - Articles (05)
 - Tenses (05)
 - Active –passive voices (05)
 - Antonym, synonym (05)

- Section 2 50 marks

- Q. 1 Planning of Business Letters 10 marks
 - (Short notes 2/4)
 - II. Structure of business letters / Layout of a business letter
- Q. 2 Essentials of drafting a business letter 10 marks
 - (Short notes 2/4)
 - I. Outward appearance of a business letter
 - II. Essential qualities of a business letter (8Cs of a business letters)
 - III. You Attitude
- Q. 3 Drafting Business Letters 15 marks
 - (a. 1/2, and b. 1/2)
 - II. Letters of inquiry and reply to the inquiry
 - III. Letter of placing of order and cancellation of order
- Q. 4 Drafting Business Letters 15 marks
 - (a. 1/2, and b. 1/2)
 - IV. Letters of execution of orders – intimation about execution, substitute offer, request for time extension

V. Letters of claims and complaint, and Adjustment

Attachment – Antonym and synonym

Synonyms – word list *

answer - respond, reply, retort, rejoinder, acknowledge, talk / write back, riposte

ask - question, inquire, demand, request, query, interrogate, examine, quiz, propose to, suggest to / beg, beseech, entreat, pray, plead (pled), petition

beautiful - aesthetic, appealing, attractive, awesome, blooming, bonny, cute, comely, dazzling, delicate, dishy, drawing attention, elegant, exquisite, fair, fine, glorious, good-looking, graceful, gorgeous, handsome, lovely, magnificent, marvelous, nice, picturesque, pleasing, pretty, pulchritudinous, ravishing, shapely, stunning, splendid, sparkling, statuesque, scenic

big - enormous, stupendous, gargantuan, huge, large, immense, gigantic, vast, great, colossal, sizable, grand, great, substantial, mammoth, astronomical, ample, broad, expansive, tremendous, titanic, mountainous

complete - closed, ended, finished, concluded, terminated, done, accomplished, fulfilled, whole, comprehensive, total, unabridged, uncut, wide / far-ranging, broad, ample, widespread, thorough, all-embracing, all-inclusive, overall, extensive, full

do - perform, execute, accomplish, achieve, enact, carry out, attain, effect, fulfill, discharge

explain - elucidate, expound, explicate, elaborate, clarify, illustrate, by comparison, justify, account for, interpret, construe

feel - sense, experience, perceive / touch, taste, contact, palpate, caress
- calculate, conjecture, fancy, guess, hypothesize, imagine, infer, intuit, presume, presuppose, reason, reckon, speculate, surmise, suspect, theorize, think

great - noteworthy, distinguished, marvelous, excellent, fine, superior, qualified, suited, remarkable, grand, considerable, powerful, mighty, sublime, preponderant, supreme, predominant, paramount, preeminent, noted, celebrated, famed, famous, illustrious, notable, renowned

go - climb, crawl, creep, cross, depart, drive, drive, exit, fly, gallop, glide, glide, hasten, head for, hobble, hump, hurry, impel, journey, jump, leap, leave, limp, paddle, plod, prance, quit, race, ride, run, rush, sail, scamper, scoot, scurry, ship, skedaddle, slouch, sprint, transport, travel, trip, trot

good - agreeable, attractive, beneficial, benevolent, bountiful, correct, desirable, distinguished, enjoyable, excellent, excellent, expedient, favorable, fine, first-rate, genuine, great, helpful, high quality, honorable, marvelous, pleasant, proper, qualified, reliable, respectable, righteous, salubrious, salutary, satisfactory, skilled, sound, substantial, suitable, superb, superior, top-notch, true, upright, useful, valid, worthy

interesting - absorbing, appealing, animated, attractive, bright, challenging, curious, captivating, engaging, exciting, enchanting, entertaining, fascinating, intelligent, spirited, inviting, intriguing, involving, inspiring, keen, provocative, thought-provoking, moving, tantalizing, piquant, lively, spicy, sharp, consuming, arresting, enthralling, spellbinding

little - small, diminutive, little, miniature, puny, exiguous, dinky, slight, limited, itty-bitty, microscopic, minuscule, minute, petite, tiny, wee

make - create, establish, institute, organize, originate, invent, form, construct, design, fabricate, manufacture, produce, build, develop, compose **move** - actuate, advance, bolt, budge, bustle, change, dawdle, dislocate, dislodge, drag, drift, evacuate, exchange, fling, initiate, jog, meander, migrate, mosey, proceed, progress, propel, push, put in motion, relocate, remove, roam, roll, scramble, shift, shove, shuffle, slide, slip, slither, slump, split, stagger, stir, switch, tear, transfer, transpose, traverse, whisk, wobble

say - allege, assert, avow, claim, contend, declare, maintain, profess / articulate, enounce, enunciate, mouth, pronounce, speak, sound, utter, vocalize, verbalize, voice

stop / end (prevent) - avert, bar, block, break up, cease, close, conclude, cut off, dam, desist, discontinue, disrupt, finish, foreclose, forestall, give up, halt, hamper, hinder, impede, interrupt, obstruct, obviate, pause, preclude, prevent, quit, terminate

start / begin - activate, commence, embark on, inaugurate, initiate, introduce, kick off, launch, open, originate, set into motion, operation, activity, bring forward, to set out, to set about, take the first step, enter upon, get underway,

strong - determined, firm, forceful, fortified, hard, intense, iron-like, noticeable, powerful, potent, robust, resolute, solid, substantial, stalwart, steady, stiff, stout, sturdy, tough, tenacious, unyielding, vehement, vigorous

tell - chronicle, communicate, characterize, delineate, describe, divulge, enumerate, impart, narrate, present, quote, recap, recapitulate, recite, relate, report, retell, reveal, review, spin

true / right - accurate, actual, apt, authentic, bona fide, consistent, constant, correct, exact, factual, fair, faithful, genuine, good, honest, just, lawful, legal, loyal, moral, precise, proper, real, reliable, responsible, right, righteous, sincere, staunch, steadfast, steady, suitable, trustworthy, trusty, undoubted, unquestionable, upright, valid

walk- amble, gad, gait, gallivant, go forward, head somewhere, hike, jaunt, lope, march, meander, pace, perambulate, proceed, promenade, ramble, range, roam, rove, saunter, stray, stride, strike for home, stroll, swagger, tiptoe, toddle, tour, traipse, trek, trudge, waddle, wander

wrong / false - afield, amiss, astray, awry, blemished, counterfeit, deceptive, defective, disloyal, erroneous, faithless, fake, fallacious, faulty, feign, fraudulent, groundless, irregular, misleading, mistaken, perfidious, pretend, recreant, spurious, traitorous, treacherous

Not required, intended, wanted, fitting or suitable, Contrary to, Deviating from, improper, inaccurate, inappropriate, incorrect, indecent, indecorous, indelicate, unacceptable, unbecoming, undesirable, unfair, unfavorable, unfounded, unjust, unseemly, untrue

* This is just a sample list and synonyms of the selected words may exist and should also be considered valid

Antonyms – word list*

Voluntary x Compulsory; Visible x Invisible; Virtue x Vice; Victory x Defeat; Vacant x Occupied; Truth x Untruth, lie; Security x Insecurity; Satisfactory x Unsatisfactory; Rough x Smooth; Permanent x Temporary; Peace x War; Patient x Impatient; Optimist x Pessimist; Narrow x Wide; Leader x Follower; Interesting x uninteresting, dull; Inferior x Superior; Include x Exclude; Healthy x unhealthy, ill, diseased; Guilty x Innocent; Feeble x sturdy, strong, powerful; Encourage x Discourage; Despair x Hope; Demand x Supply; Decrease x Increase; Deep x Shallow; Cruel x Kind; Courage x Cowardice; Comfort x Discomfort; Correct x Incorrect; Cheap x dear, expensive; Broad x Narrow; Bright x Dull; Bold x timid, meek; Borrow x Lend; Bitter x Sweet; Bless x Curse; Blame x Praise; Agree x Disagree; Arrival x Departure; Artificial x Natural; Approval x Disapproval; Answer x question, query; Ancient x Modern; Always x Never; Alive x Dead; Advantage x Disadvantage; Accurate x Inaccurate; Accept x Refuse

* This is a sample list and antonyms of the selected words other than the given lexical items may exist and such answers should also be considered valid

Recommended reading:

Communication Skills by Meenakshi Raman and Sangeeta Sharma, Oxford Uni. Press, 2009

Technical Communication: Principles and Practice by Meenakshi Raman and Sangeeta Sharma, Oxford Uni. Press, 2009

Business as Communication M. K. Sehgal, Vandana Khetarpal, Excel Books

Business Communication: Basic Concepts and Skills; by J. P. Parikh et. al. ; Orient BlackSwan.

Business Communication: Building Critical Skills; by Kitty O Locker and Stephan Kyo Kaczmarek; The McGraw- Hill

Business Letters for Busy People, by Jim Dugger; Jaico Publishing House

Business Communication; by Rajesh Vishwanathan; Himalaya Publishers

Business Communication; by Nageshwar Rao

Business Communication; by Urmila Rai, S. M. Rai

Semester 2

Name of the course: Communication Skills in English 2 (**CSE 2**)

Unit 1 Teaching time: 05 hrs

Communication Skills:

Topics: Group Discussion

Unit 2 Teaching time: 15 hrs

Reading and Writing Skills:

1. Practical Letter Writing:

Letters of Complaint and Adjustment

Correspondence with Banks (for opening an account, applying for loan, stop payment, Complaint about lost ATM/Debit card)

Drafting Official Letters (- letters to Authorities of Municipal Corporation, Police Station, Post Office pertaining to inquiry or complaint regarding services and amenities)

2. Preparing Resume

Unit 3 Teaching time: 10 hrs

Paragraph Writing (with given outline and key words)

Unit 4 Teaching time: 15 hrs

Proficiency in Language

Grammar: Modal Auxiliary Verbs, Direct-Indirect Narration,
Preposition of time and place

Structure of Questions and Distribution of Marks:

Internal Assessment 30 marks

1. Assignment 10 marks

a. Resume

b. Official letters

2. MCQ 10 marks

Grammar

Modal Auxiliaries 05 marks

Direct- indirect narration 05 marks

3. Seminar 10 marks

g. Group discussion

External Exam 70 marks

Section 1 20 marks

MCQ

(Twenty sentences of one mark each)

Topics- grammar –
Modal auxiliaries
Direct – indirect narration
Preposition of time and place

Section 2		50 marks	
Q. 1	Preparing Resume	1/2	10 marks
Q. 2	Writing of Paragraphs		10 marks
	(With given outlines and key words 2/5)		
Q. 3	Drafting Official Letters		15 marks
	(a. 1/2, and b. 1/2)		
	I. Letters to Municipal Corporation/ Police Commissioner (Pertaining to inquiry or complaints regarding services and amenities)		
	II. Correspondence with Bank		
Q. 4	Letters of complaints and adjustments	(1/2)	15 marks

Recommended reading:

Communication Skills by Meenakshi Raman and Sangeeta Sharma, Oxford Uni. Press, 2009

Technical Communication: Principles and Practice by Meenakshi Raman and Sangeeta Sharma, Oxford Uni. Press, 2009

Business as Communication M. K. Sehgal, Vandana Khetarpal, Excel Books

Group Discussion and Interview Skills, by Priyadarshi Patnaik; Foundation Books

Business Communication: Basic Concepts and Skills; by J. P. Parikh et. al. ; Orient BlackSwan.

Business Communication: Building Critical Skills; by Kitty O Locker and Stephan Kyo Kaczmarek; The McGraw- Hill

Business Letters for Busy People, by Jim Dugger; Jaico Publishing House

Business Communication; by Rajesh Vishwanathan; Himalaya Publishers

Business Communication; by Nageshwar Rao

Business Communication; by Urmila Rai, S. M. Rai