

Saurashtra University

Rajkot

Board of Studies in English
Draft Syllabus
Foundation Course in English
Bachelor of Social Work
Semester I to VI

In effect from June 2016 onwards

FACULTY OF ARTS									
Syllabus									
Subject :			Bachelor of Social Work						
Course (Paper) No.			01	Name:		Compulsory English			
Course (Paper) Unique Code			Core						
External Exam Time Duration			02:30 Hours						

Name of Program	Semester	Course Group	Credit	Internal Mark	External Mark	Practical Viva mark	Total marks
		Foundation/ Core/ Elective-1/ Elective-2/ Practical/ Project					
B. S. W	01	Core	4	30	70	-	100

Course Objective:

- To strengthen the written and spoken English proficiency of the students.
- To encourage learners in working with variety of groups by improving communication skills.

Course Contents:

UNIT	UNIT TITLE	DESCRIPTION	Marks
1	Source text for language	<ul style="list-style-type: none"> ➤ English and Soft Skills– S. P. Dhanavel, Orient Blackswan. 2015 ➤ Ch – 1 Listening Skills ➤ Ch – 2 Teamwork Skills ➤ Ch – 3 Emotional Intelligence Skills ➤ Ch – 4 Assertive Skills ➤ Ch – 5 Learning Skills 	30
2	Teaching Points	Grammar: <ul style="list-style-type: none"> ➤ Parts of Speech ➤ Introduction to use of articles ➤ Word formation (Noun, Adjective) 	05 05 05

		➤ Primary auxiliaries.	05
3	Introduction	➤ Guided dialogue writing	05
		➤ Unguided dialogue writing	05
4	Teaching Points	Describing a thing, place or person/narrating an incident	10

Reference Books:

SR.NO.	BOOK NAME	AUTHOR NAME
1	Spoken English & Broken English	G..B..Shaw
2	A Practical English Grammar	Thomas and Martinet
3	English Grammar & Composition	Wrenn & Martine

FACULTY OF ARTS									
Syllabus									
Subject :			Bachelor of Social Work						
Course (Paper) No.		07	Name:		Compulsory English				
Course (Paper) Unique Code			Core						
External Exam Time Duration			02:30 Hours						

Name of Program	Semester	Course Group	Credit	Internal Mark	External Mark	Practical Viva mark	Total marks
		Foundation/ Core/ Elective-1/ Elective-2/ Practical/ Project					
B.S.W.	02	Core	4	30	70	-	100

Course Objective:

- To strengthen the written and spoken English proficiency of the students.
- To encourage learners in working with variety of groups by improving communication skills.

Course Contents:

UNIT	UNIT TITLE	DESCRIPTION	Marls
1	Source text for language	<ul style="list-style-type: none"> ➤ English and Soft Skills– S. P. Dhanavel, Orient Blackswan. 2015 ➤ Ch – 6 Problem Solving Skills ➤ Ch – 7 Interview Skills ➤ Ch – 8 Adaptability Skills ➤ Ch – 9 Non Verbal Communication Skills ➤ Ch – 10 Written Communication Skills 	30
2	Teaching Point	Grammar <ul style="list-style-type: none"> ➤ Tenses ➤ Modal auxiliaries (Shall, Will, Can, May, Should, Would, Could, Might) 	10 10
3	Teaching Point	➤ Information transfer	10
4	Teaching Points	➤ Paragraph writing	10

Reference Books:

SR.NO.	BOOK NAME	AUTHOR NAME
1	Spoken English & Broken English	G..B..Shaw
2	A Practical English Grammar	Thomas and Martinet
3	English Grammar & Composition	Wrenn & Martine

FACULTY OF ARTS									
Syllabus									
Subject :			Bachelor of Social Work						
Course (Paper) No.			13	Name:		Compulsory English			
Course (Paper) Unique Code			Core						
External Exam Time Duration			02:30 Hours						

Name of Program	Semester	Course Group	Credit	Internal Mark	External Mark	Practical Viva mark	Total marks
		Foundation/ Core/ Elective-1/ Elective-2/ Practical/ Project					
B. S. W.	03	Core	4	30	70	-	100

Course Objective:

- To strengthen the written and spoken English proficiency of the students.
- To encourage learners in working with variety of groups by improving communication skills.

Course Contents:

UNIT	UNIT TITLE	DESCRIPTION	Marks
1	Textbook	➤ Pathways to English : A Course for Intermediate Learners Cambridge Uni. press (chapters 1 to 5) Long question answer, Objective type of questions	30
2	Proficiency in English grammar	➤ Active and Passive voices	10
3	Proficiency in English composition	➤ Resume writing / Job Application ➤ Informal letters	10 10
4	Composition	➤ Expansion of idea	10

Reference Books:

SR.NO.	BOOK NAME	AUTHOR NAME
1	Spoken English & Broken English	G.B.Shaw
2	A Practical English Grammar	Thomas and Martinet
3	English Grammar & Composition	Wrenn & Martine

FACULTY OF ARTS									
Syllabus									
Subject :			Bachelor of Social Work						
Course (Paper) No.			20	Name:		Compulsory English			
Course (Paper) Unique Code			Core						
External Exam Time Duration			02:30 Hours						

Name of Program	Semester	Course Group	Credit	Internal Mark	External Mark	Practical Viva mark	Total marks
		Foundation/ Core/ Elective-1/ Elective-2/ Practical/ Project					
B. S. W.	04	Core	4	30	70	-	100

Course Objective:

- To strengthen the written and spoken English proficiency of the students.
- To encourage learners in working with variety of groups by improving communication skills.

Course Contents:

UNIT	UNIT TITLE	DESCRIPTION	Marks
1	Proficiency in English Grammar	➤ Pathways to English: A Course for Intermediate Learners Cambridge Uni. Press (chapters 6 to 10) Long question answer, Objectives type of questions	30
2	Proficiency in English	➤ Direct Speech and Indirect Narration	10
3	Proficiency in English composition	➤ Essay writing	10
4	Proficiency in English composition	Layout of a Business Letter ➤ Outward appearance of a business letter ➤ Inward structure of a business letter ➤ Essential qualities of a business letter	10

Reference Books:

SR.NO.	BOOK NAME	AUTHOR NAME
1	High school Grammar & Composition	By wren and Martin
2	Prose and Poetry for College	Mac Millan publication
3	Books on Essay writing	
4	Spoken English & Broken English	G.B.Shaw
5	A Practical English Grammar	Thomas and Martinet
6	English Grammar & Composition	Wrenn & Martine
1	High school Grammar & Composition	By wren and Martin
2	Prose and Poetry for College	Mac Millan publication

FACULTY OF ARTS									
Syllabus									
Subject :			Bachelor of Social Work						
Course (Paper) No.		27	Name:		Communication Skill-1				
Course (Paper) Unique Code			Core						
External Exam Time Duration			02:30 Hours						

Name of Program	Semester	Course Group	Credit	Internal Mark	External Mark	Practical Viva mark	Total marks
		Foundation/ Core/ Elective-1/ Elective-2/ Practical/ Project					
B. S. W.	05	Core	4	30	70	-	100

Course Objective:

- To strengthen the written and spoken English proficiency of the students.
- To encourage learners in working with variety of groups by improving communication skills.

Course Contents:

UNIT	UNIT TITLE	DESCRIPTION	Marks
1	Text	<ul style="list-style-type: none"> ➤ Text: Wise & Otherwise: A Salute to Life by Sudha Murthy, East and West publication. ➤ In sahyadri hills, A lesson in humanity, ➤ Death without grief, ➤ When the mop count did not tally, ➤ In India, the worst of both worlds, ➤ Living through change 	30
2	Teaching Points	➤ Notice, Agenda, Minutes, Memos	10
3	Teaching Points	➤ Questionnaire (Related to Social matters)	10
4	Teaching Points	➤ Official letters	10
		➤ Individual Report	10

Reference Books:

SR.NO.	BOOK NAME	AUTHOR NAME	PUBLICATIONS
1	English Online	J. Mohanraj et al. (O.L.)	
2	Essentials of Business Communication	Rajender Paul et al	Sultan Chand & Sons, NEW DELHI
3	The Oxford Guide to Writing and Speaking	John Seely	Oxford
4	A Foundation English Course for Undergraduates (Book-III)	Ed. Geetha Nagraj	Oxford
5	Written Communication in English	Sarah Freeman (O.L.)	
6	Developing Communication Skills (Mac)	Krishna Mohan , Meera Banerj	
7	Text: Wise & Otherwise: A Salute to Life	by sudha murty	east and west publication

FACULTY OF ARTS									
Syllabus									
Subject :	Bachelor of Social Work								
Course (Paper) No.	34	Name:	Communication Skill-2						
Course (Paper) Unique Code	Core								
External Exam Time Duration	02:30 Hours								

Name of Program	Semester	Course Group	Credit	Internal Mark	External Mark	Practical Viva mark	Total marks
		Foundation/ Core/ Elective-1/ Elective-2/ Practical/ Project					
B. S. W.	06	Core	4	30	70	-	100

Course Objective:

- To strengthen the written and spoken English proficiency of the students.
- To encourage learners in working with variety of groups by improving communication skills.

Course Contents:

UNIT	UNIT TITLE	DESCRIPTION	Marks
1	Teaching Points	<ul style="list-style-type: none"> ➤ Text: Wise & Otherwise: A Salute to Life by Sudha Murthy east and west publication ➤ A lesson in life from a beggar, ➤ “Forgetting our own history”, ➤ Cause, Then Cure, ➤ Once upon a time, life was simple, ➤ “Insensitivity Index” 	30
2	Teaching Points	<ul style="list-style-type: none"> ➤ Copy writing for an advertisement ➤ Press release 	10 10
3	Teaching Points	<ul style="list-style-type: none"> ➤ Précis writing 	10
4	Teaching Points	<ul style="list-style-type: none"> ➤ Translation form English to Gujarati and Gujarati to English 	10

Reference Books:

SR.NO.	BOOK NAME	AUTHOR NAME	PUBLICATIONS
1	English Online	J. Mohanraj et al. (O.L.)	
2	Essentials of Business Communication	Rajender Paul et al	Sultan Chand & Sons, NEW DELHI
3	The Oxford Guide to Writing and Speaking	John Seely	(Oxford)
4	A Foundation English Course for Undergraduates (Book-III)	Ed. Geetha Nagraj	(Oxford)
5	Written Communication in English	Sarah Freeman (O.L.)	
6	Developing Communication Skills (Mac)	Krishna Mohan , Meera Banerji.	
7	Text: Wise & Otherwise: A Salute to Life	sudha murty	east and west publication