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.


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

Skills and Proficiency in English: 45 marks
Semester 1: Unit 1 to 8.

70 marks

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.

*[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 advances 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 x 1) 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 x 1) 15 marks
Q. 5 2 out of 4 short notes (Form) (05 x 2) 10 marks

Recommended reading

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 advances 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:

Online support:

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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)


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:

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/testig of written skills = 10, Multiple Choice type Questions = 10


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
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 etc.

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, 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:**

Q. 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)

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.

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

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:
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

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)


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:**

<table>
<thead>
<tr>
<th>Question</th>
<th>Type</th>
<th>Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Q1</td>
<td>Objective type questions</td>
<td>(10x1) 10 marks</td>
</tr>
<tr>
<td>Q2</td>
<td>Short notes</td>
<td>(5x2) 10 marks</td>
</tr>
<tr>
<td>Q3</td>
<td>Long Answer Questions</td>
<td>(10x2) 20 marks</td>
</tr>
<tr>
<td>Q4</td>
<td>Transcription</td>
<td>(10x1) 10 marks</td>
</tr>
</tbody>
</table>

**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:

   Longman, Chennai
   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  
Distribution of Marks

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

30 marks

External exam:
Section 1  
20 marks

MCQ (Twenty sentences of one mark each)

- Grammar –  
  Types of sentences, voices  
- Text  

10 marks  
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.

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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.


**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) 20 marks
   (15 from the text and 5 from the Comedy Form)
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.


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


**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


**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
(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 Wild
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. *The Structure of Technical English* A.J. Herbert
2. *News Writing and Reporting for Today’s Media* Itule Bruce
3. *An Introduction to Journalism* Carole Fleming
4. *Mass Communication in India* Keval Kumar
5. *Television news Writing and Reading*  
   H.H.Mustafa Jaidi


7. *How Films are Made* Khwaja Ahemad Abbas

8. *Word Power Made Easy* Norman Lewis

9. *Imaginative Writing* Janet Burroway

10. *Problems of Indian Creative Writers in English* Paul Verghese

**Structure of Questions and Distribution of Marks:**
(Theoretical components: 50 marks; Practical components: 20 marks; and Internal assessment: 30 marks)

**Internal assessment**  
Distribution of marks  
30 marks

1. Assignments  
   Two Assignments (5 + 5)  
   10 marks

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

3. Seminar  
   a. Film Review  
   b. Book Review  
   10 marks

**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.

<table>
<thead>
<tr>
<th></th>
<th>Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Presentation</td>
<td>05</td>
</tr>
<tr>
<td>Viva Voce</td>
<td>05</td>
</tr>
<tr>
<td>Journal</td>
<td>10</td>
</tr>
</tbody>
</table>

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

Recommended reading

*The Structure of Technical English*  
A. J. Herbert

*News Writing and Reporting for Today's Media*  
Itule Bruce

*An Introduction to Journalism*  
Carole Fleming

*Mass Communication in India*  
Keval Kumar

*Television news Writing and Reading*  
H. H. Mustafa Jaidi

*The Cinema as Art*  
Ralph Debrin

*How Films are Made*  
Khwaja Ahemad Abbas

*Word Power Made Easy*  
Norman Lewis

*Imaginative Writing*  
Janet Burroway

*Problems of Indian Creative Writers in English*  
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 and Preparing CV 10 marks

(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:

   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:

*[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


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)  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: 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


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)  11 marks
Q.  3 Short Note (2 out of 4) based on text (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: 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


Unit 1  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 Discovery by Sujit Mukherjee
5. Translation as Recovery by Sujit Mukherjee

Structure of Questions and Distribution of Marks:
Internal Exam Marks Division:  
- Assignment: 10 Marks [Translation in Praxis]  
- Presentation: 10 Marks [Translation Theory]  
- MCQ Test 10 Marks  

External Exam Marks Division:  

Section I  
MCQ (Chronological facts, History of Translation, Theory)  

Section II  
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 50 marks  

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)

<table>
<thead>
<tr>
<th>Section 2</th>
<th>40 marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Q. 1 Unit I (Short notes 2/4)</td>
<td>10 marks</td>
</tr>
<tr>
<td>Q. 2 Unit 2 (Reports 1/2)</td>
<td>10 marks</td>
</tr>
<tr>
<td>Q. 3 Unit 3 (2/4)</td>
<td>10 marks</td>
</tr>
<tr>
<td>Q. 4 Unit 4 (2/4)</td>
<td>10 marks</td>
</tr>
</tbody>
</table>

Recommended reading

*The Structure of Technical English* A.J. Herbert

*News Writing and Reporting for Today’s Media* Itule Bruce

*An Introduction to Journalism* Carole Fleming

*Mass Communication in India* Keval Kumar

*Television news Writing and Reading* H. H. Mustafa Jaidi

*The Cinema as Art* Ralph Stephenson, Jean Debrix

*How Films are Made* Khwaja Ahemad Abbas

*Word Power Made Easy* Norman Lewis

*Imaginative Writing* Janet Burroway

*Problems of Indian Creative Writers in English* 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:

<table>
<thead>
<tr>
<th>Total Marks per semester:</th>
<th>100</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester end exam:</td>
<td>70</td>
</tr>
<tr>
<td>Internal assessment:</td>
<td>30</td>
</tr>
</tbody>
</table>
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  
Skills and Proficiency in English:  
55 marks  
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:**  
30 marks  
Internal Assessment  
- Assignment  
  Press release  
- MCQ  
  Based on the prescribed text  
- Seminar  
  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  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  15 marks
  (Paragraph)
  Translation from Mother Tongue into English

Recommended reading:
* [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


Teaching time: 22.5 Hours.

Unit 2


Teaching time: 22.5 Hours

**Structure of questions and allotment of Marks:**

<table>
<thead>
<tr>
<th>Q.</th>
<th>Type of Question</th>
<th>Allotment</th>
<th>Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Q. 1</td>
<td>Objective type questions based on text</td>
<td>(20 x 1)</td>
<td>20</td>
</tr>
<tr>
<td>Q. 2</td>
<td>1 out of 2 long answer question (text-1)</td>
<td>(11 x 1)</td>
<td>11</td>
</tr>
<tr>
<td>Q. 3</td>
<td>Short Note (2 out of 4) (Text-1)</td>
<td>(07 x 2)</td>
<td>14</td>
</tr>
<tr>
<td>Q. 4</td>
<td>1 out of 2 long question (Text-2)</td>
<td>(11 x 1)</td>
<td>11</td>
</tr>
<tr>
<td>Q. 5</td>
<td>2 out of 4 short notes (Text-2)</td>
<td>(07 x 2)</td>
<td>14</td>
</tr>
</tbody>
</table>

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

Unit 1

Teaching Time: 45 hours


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


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.

(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

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.  


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


Unit 1

Teaching Time: 45 Hours

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


Unit 2

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 (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
SEMMESTER: 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

Teaching time: 15 hrs

Proficiency in Language

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.

*[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

Unit 2
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 (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


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.


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

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 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


Unit 2
Teaching time: 22.5 Hours


(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) 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

Recommended reading:


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


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.


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
Honning 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.

*[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/testing of written skills = 10, Multiple Choice type Questions = 10


Questions based on the prescribed text 25 marks (to be asked from “Reading for Pleasure” sections only)
Skills and Proficiency in English: 45 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,
Grammar: Using dictionary 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
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:
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

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<tr>
<th>Component</th>
<th>Marks</th>
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</thead>
<tbody>
<tr>
<td>Semester end exam</td>
<td>70</td>
</tr>
<tr>
<td>Internal assessment</td>
<td>30</td>
</tr>
<tr>
<td><strong>100</strong></td>
<td></td>
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</tbody>
</table>

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

Reading and Writing Skills:
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.
*[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 – 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
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
Skills and Proficiency in English: 55 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 15 marks
(Paragraph)
Translation from Mother Tongue into English

Recommended reading:
Murphy’s English Grammar (with CD - Rom). Cambridge University Press.
*[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:**

<table>
<thead>
<tr>
<th>Section</th>
<th>Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Internal Assessment</strong></td>
<td>30 marks</td>
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<tr>
<td><strong>Distribution of Marks</strong></td>
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<tr>
<td>• Assignment</td>
<td>10 marks</td>
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<tr>
<td>• MCQ</td>
<td>10 marks</td>
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<tr>
<td>Based on the prescribed text</td>
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<tr>
<td>• Seminar</td>
<td>10 marks</td>
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<tr>
<td>Group discussion</td>
<td></td>
</tr>
<tr>
<td><strong>External Exam</strong></td>
<td>70 marks</td>
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<tr>
<td><strong>Section 1</strong></td>
<td>20 marks</td>
</tr>
<tr>
<td>MCQ</td>
<td>Twenty sentences of one mark each</td>
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<tr>
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<tr>
<td><strong>Section 2</strong></td>
<td>50 marks</td>
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<tr>
<td>Q. 1 Descriptive questions – answers</td>
<td>2/4</td>
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<tr>
<td>(Based on the prescribed text)</td>
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<tr>
<td>Q. 2 Brief questions – answers</td>
<td>3/5</td>
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<tr>
<td>(Based on the prescribed text)</td>
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<tr>
<td>Q. 3 Reshaping the story</td>
<td>01</td>
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<td>Q. 4 Press release</td>
<td>1/2</td>
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<tr>
<td>Comprehension of report</td>
<td>01</td>
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Recommended reading:
Murphy’s English Grammar (with CD-Rom). Cambridge University Press.
*[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:

<table>
<thead>
<tr>
<th>Internal Assessment</th>
<th>30 marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignment</td>
<td>10 marks</td>
</tr>
</tbody>
</table>

   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)
  a. Theory of business communication
  b. Grammar
  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
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 networks 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) 15 marks

   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 McGrow- Hill

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

Business Communication; by Rajesh Vishwanathan; Himalaya Publishers

Business Communication; by Nageshwar Rao
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:
Teaching time: 15 hrs
Text: 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
   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  
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, itsy-bitsy, microscopic, minuscule, minute, petite, tiny, wee

make - create, establish, institute, 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, 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, trapse, 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 exit 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; Bright x Narrow; 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 exit and such answers should also be considered valid

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 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 : airplane, 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 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; cloth/e/are; 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

Ty
<table>
<thead>
<tr>
<th>problem and solution</th>
<th>hungry/eat, thirsty/drink, itch/scratch, broken/repair, tired/sleep/relax</th>
</tr>
</thead>
<tbody>
<tr>
<td>degrees of a characteristic</td>
<td>big/enormous, cold/freezing, hot/burning, wave/tsunami, small/miniscule</td>
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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 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/testing 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.


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)

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

**Part 2**  
- **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/testig 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 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:  
*[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

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<th>Component</th>
<th>Marks</th>
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<tr>
<td>Semester end exam</td>
<td>70</td>
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<td>Internal assessment</td>
<td>30</td>
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<tr>
<td><strong>Total</strong></td>
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</table>

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  
  Creative Writing - paragraph  
  10 marks

• MCQ  
  Grammar  
  Types of sentences, Voices  
  10 marks

• Seminar  
  Narrating/Describing an Object, Experience, Details regarding  
  Visit to a Place or an Industry, a TV Show or a Movie  
  10 marks

External Exam  
  70 marks

Section 1  
  20 marks

  MCQ  
  (Twenty sentences of one mark each)

  Grammar –  
  Types of sentences, voices  
  10 marks

  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:**


*[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.
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-encompassing, 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, expert, 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, itsy-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, 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

t rue / 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, tramp, 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, pernicious, 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 exit 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 exit 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
Recommended reading:

Communication Skills 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 McGrow- 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

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 McGrow- 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 2/4 10 marks
(Based on the prescribed text)

Q 3 Short Notes 2/4 10 marks
(Based on the prescribed text)

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)  

Q 1 (A) Short Questions (3/5)  

(B) Short Note (1/2)  

Q 2 (A) Active and Passive Voice  

(B) Parts of Speech (Fill in the blanks with adj/adv/noun/verb form of given word or identify the underlined word)  

Q 3 Comprehension  

Practical:  

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:  

(1) Introducing yourself; (2) Introducing People to others; (3) Answering the Telephone and Asking Someone; (4) Taking 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  

Skills and Proficiency in English:  

Direct – indirect speech  

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

Drafting of Letters (Official)  

40 marks  

60 marks  

99
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

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<td>70</td>
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<td>Practical:</td>
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**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

**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: 1Congratulating 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; 9Persuading 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: 15 hrs  
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 6

Name 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.

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 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.
*[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

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, though-provoking, moving, tantalizing, piquant, lively, spicy, sharp, consuming, arresting, enthralling, spellbinding

little - small, diminutive, little, miniature, puny, exiguous, dinky, slight, limited, itsy-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

ture / 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, toddler, tour, trapse, 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 exit 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 exit and such answers should also be considered valid

Recommended reading:

Communication Skills 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 McGrow- 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**
Communication Skills:
Topics: Group Discussion
Teaching time: 05 hrs

**Unit 2**
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**
Paragraph Writing (with given outline and key words)
Teaching time: 10 hrs

**Unit 4**
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
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 McGrow- 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