

## **B.A. III - Semester V**

### **Course: English C.C. V (L.L.)**

(For Non-English Medium Students)

Title of the Course: **English for Empowerment**

Subject Code No.:

Course:	L	Cr	P / T	D	TP	TW	T
<b>English for Empowerment</b>	3	4	2*	2.30	75	25	100

Tutorial batches of 40 students each.

#### **Objectives:**

- i. To read a wide variety of short texts for better comprehension
- ii. To develop listening and comprehension skills through audio discourses (news, debates, presentations) in academic and media forums
- iii. To articulate personal and formal responses in fluent English in a variety of situations
- iv. To enhance vocabulary and grammatical correctness
- v. To write formal letters, emails

#### **Learning Outcomes:**

At the end of the course, the students will be able to:

- i. Read, comprehend and respond to questions on seen and unseen texts
- ii. Listen and respond to aural debates and discussions
- iii. Speak fluently in simple English in a variety of situations
- iv. Write formal letters of application, leave, request and resignation
- v. Articulate responses in grammatically correct English

Credits: 04

Teaching hours: 60

Marks: 100

Unit	Topic and Details	No. of Lectures/Tutorial* assigned***	Weightage in %
1	<b>Reading Comprehension</b> Selected stories from, <i>Let's Go Home and Other Stories</i> , by Meenakshi Mukherjee. Orient Blackswan Pvt Ltd. New Delhi (2009) <ul style="list-style-type: none"> <li>• The Meeting Pool by Ruskin Bond</li> <li>• Green Parrots in a Cage by GopiGaubha</li> <li>• The Portrait of a Lady by Khushwant Singh</li> </ul>		30%
2	<b>Speaking skills</b> <ul style="list-style-type: none"> <li>• Simulated interviews, dramatic situations, everyday conversations, telephonic etiquette</li> </ul>		20%
3	<b>Listening Skills</b> <ul style="list-style-type: none"> <li>• Listening and responding to news on TV or from English newspapers [class activity], audio recordings of debates from different media sources or from the newspaper to be read in class and simulated debates in the classroom/ seminars</li> </ul>		20%
4	<b>Writing Skills</b> <ul style="list-style-type: none"> <li>• Learning to write formal letters like application letters, application for leave, reports and resignation letters</li> <li>• Short answers and answers to objective questions</li> <li>• Language and grammar exercises from Seen and Unseen Texts. (Students should be given practice in sentence formation, correct the sentences and Direct-Indirect speech)</li> </ul>		30%

**Evaluation Scheme:-****Internal Examination:**

## 1. Speaking skills

25 Marks  
: 15Marks

- 1) Evaluating students' comprehension of and response to simulated discussions, debates in a variety of situation (5x3)
- 2) Evaluating ability to communicate in a variety of everyday situations (classroom, home, public space)
- 3) Evaluating telephonic etiquette

2. Listening to recordings/ passages read by the teacher in class  
And responding in writing

: 10 Marks

**External Examination:****75 Marks**

Seen Comprehension passage (Inferential and opinion based questions)	:15 Marks
Unseen passage for simple comprehension and grammar exercises	: 15 Marks
Application letter with CV	: 20 Marks
Formal Letter (one out of two)	: 10 Marks
Do as directed	: 15 Marks

**Recommended Reading:**

- NagarajGeetha, *Write to Communicate*. Cambridge University Press/Foundation Books. 2004.
- Sasikumar V. *A Course in Listening and Speaking II*. Cambridge University Press, 2006
- Bovee, ThillSchertzman. *Business Communication Today* [7th Edition]. Pearson Education. 2006
- Freeman, Sarah. *Written Communication in English*. Orient Longman. Hyderabad. 2008
- Ganguly, Anand. *Group Discussion; For Admissions & Jobs*. Pustak Mahal. Delhi. 2005
- Mohan, Krishna & Singh, N. P. *Speaking English Effectively*. Cambridge University Press. Cambridge. 2002
- MoulaShaikh. ed. *Communication Skills : A Practical Approach*. Frank Bros. &Co.. 2011.
- Taylor, Shirley & V. Chandra. *Communication for Business: A Practical Approach* [4th Edition]. Pearson Education. 2011
- Grellet Francoise. *Developing Reading Skills*. Cambridge University Press. 1981.

## B.A. III CC Semester VI

**Course: English C.C. VI (Lower level)**  
(for Non-English Medium Students)

**Title of the Course: English for Success**

**Course Code:**

**Credits: 04**

**Marks: 100**

Course	L	Cr	P/T	D	TP	TW	T
English for Success	3	4	1	2.30	75	25	100

**\*Tutorial batches of 40 each.**

### Objectives:

- i. To acquaint students with different narrative styles in English.
- ii. To enhance listening and comprehension skills of students in job interviews and group discussions.
- iii. To develop advanced speaking skills to use in work and social environments.
- iv. To write formal letters expressing views and opinions from different perspectives.
- v. To understand advanced vocabulary and grammar based questions for competitive exams.

### Learning outcomes:

- i. At the end of the course, students should be able to:
- ii. Read and understand texts using different narrative styles.
- iii. Listen to speeches and give opinions.
- iv. Write formal letters expressing views and opinions.
- v. Solve vocabulary and grammar exercises.

Credits: 04

Teaching hours: 50

Marks: 100

Unit	Topic and Details	No. of teaching hours assigned	Weight age in %
1.	<p><b><u>Listening skills:</u></b></p> <p>To understand and decipher different types and styles of English in academic lectures, speeches, Television programmes / T.V serials, poetry recitation, plays.</p>	As per norms	20%
2.	<p><b><u>Speaking skills:</u></b></p> <p>Make PPT and present in groups.</p> <p>Note: Students must be taught the art of making PPT on different topics like Environment, Health, Corruption, etc.</p>		20%
3.	<p><b><u>Reading skills:</u></b></p> <p><i>Visions-Revisions: Katha Regional Fiction</i> by Keerti Ramachandra Editor, Katha, New Delhi, 1998.</p> <p>i. "The Chest" – Sirish Panchal ii. "Nayak Khalnayak Vidhushak" – Mannu Bhandari</p>		30%
4.	<p><b><u>Writing skills:</u></b></p> <p>a. Letter to Editor (Appeal and complaint) b. Formal letters of thanks, appreciation and sympathy c. Essay writing (guided) (same as PPT topics)</p> <p><b><u>NOTE:</u></b> Practice in vocabulary and grammar exercises of the competitive exams type be given to students (Multiple choice questions can be given based on WH- words, main verbs, helping verbs, determiners, prepositional phrases, singular/ plural, cluster words, etc.)</p>		30%

**Evaluation Scheme:**

**Internal Examination**

1. PPT presentations

2. Testing listening comprehension with a written response to audio/video, recording of lectures, speeches, T.V serials, seminars

**External Examination**

1. Seen passage (Inferential & opinion based questions)

2. Unseen passage for simple comprehension and grammar exercises

3. Letter to editor

4. Short notes on the prescribed stories (2 out of 3)

5. Essay writing (Guided)

**25 marks**

15 marks

10 marks

**75 marks**

15 marks

15 marks

10 marks

20 marks

15 marks

**Recommended Readings**

Sharma, A.P. editor. *Twenty Great Women of India*, Prashant publications, 2003.

Freeman, Sarah, *Written Communication in English*, Orient Longman, 2008.

Lowne, Cathy, editor. *Speeches that changed the World*, Bounty Books, 2005.

Mohan. Krishna & Singh, N.P, *Speaking English Effectively*, Cambridge University Pross, 2002.

Bovee, Thill Schertzman, *Business Communication Today*, 7th Edition, Pearson Education, 2006.

Taylor, Shirley & V. Chandra, *Communication for Business: A practical Approach*, 4<sup>th</sup> Edition, Pearson Education, 2011.

Rai, Urmila & Rai, S.N *Business Communication*, 7<sup>th</sup> Edition, Himalaya Publishing House, 2015.

S.Balasubramaniam & Board of Editors, *Soft Skills for Interpersonal Communication*, Orient Blackswan, 2011.

Bakshi, Raj. *English Grammar Practice*, Orient Blackswan, 2006.