

C.C. English (for Non-English Medium Students)Scheme: **Semester III**

Paper: English C.C. Paper III (L.L.)

Title of the Paper: **Using English Effectively**

Subject Code No.: 350301

Paper	L	Cr	P / T	D	TP	TW	T
Using English Effectively	3+1*	4		2.30	75	25	100

*Tutorial batches of 25 students each.

Objectives:

- I) To read, understand and respond to simple texts and narratives.
- II) To learn to answer various types of questions based on texts and narratives both orally as well as in writing.
- III) To learn to speak simple English fluently in day to day conversation.
- IV) To learn to write informal letters, invitations, apologies, requests, intimations and appeals etc.

Learning Outcomes:

Learners will be able:

- I) To read, comprehend and answer simple questions on texts and narratives.
- II) To acquire oral communication skills to greet people, start or end a conversation in polite manner, to give directions etc.
- III) To be able to write informal letters, invitations, apologies, requests, intimations and appeals etc.

Unit I: Reading Comprehension

- 1. 'The First Party' by Attia Hosain
 - 2. 'Summer Vacation' by Kamala Das
- From 'The Inner Courtyard' (stories by Indian Women) Edited by Lakshmi Holmstrom published by Rupa & Company, New Delhi, 2002

Unit II: Speaking and Listening Skills

1. Greetings.

2. Introducing self and others.
3. Starting and ending a conversation.
4. Inviting and accepting invitations
5. Thanking and apologising

Unit III: Writing Skills

1. Language exercises in vocabulary and revising prepositions and tenses
2. Subject agreement and paragraph writing
3. Informal letters, invitations, apologies, requests, intimations and appeals etc.
4. Guided answers to questions based on seen and unseen texts.

Evaluation Scheme:-

Internal Examination: 25 Marks

Spoken English : 10 Marks

Language in Use : 15 Marks

(Do as directed, Vocabulary and Grammar)

External Examination: 75 Marks

1. Unseen Comprehension (with guided answers to questions) : 15 Marks

2. Language in Use : 15 Marks

(Do as directed; Fill in the blanks, Multiple Choice, Sentence Construction)

3. A) Guided paragraph writing : 08 Marks

B) Organising a paragraph from jumbled sentences : 07Marks

4. Passage from the prescribed texts with objective or short answer questions : 15 Marks

5. Two informal letters (invitations, apologies, requests, intimations and appeals etc)
: 15 Marks

Recommended :

1. Organised writing, V. Saraswati, Orient Longman.
2. Strengthen your English, V.R. Narayanswami, Orient Longman

C.C. English (for Non-English Medium Students)Scheme: **Semester IV**

Paper: English C.C. Paper IV (L.L.)

Title of the Paper: **Advancing With English**Subject Code No.: **450401**

Paper	L	Cr	P / T	D	TP	TW	T
Advancing With English	4	4		2.30	75	25	100

Objectives:

- To enable students to read simple texts fluently with proper understanding.
- To enable students to speak simple English in informal as well as formal situations.
- To enable students to write correctly and coherently in English (answers from the texts, notes, instructions, direction, letters and paragraphs).

Learning Outcomes:

Learners will be able:

- IV) To read, understand and write responses in simple English.
- V) Learn ways of refusing or rejecting in a polite manner with the help of suitable words (telephone conversations, at the restaurant, at the shopping mall etc)
- VI) Learn to answer various types of questions like factual, interpretative and personal responses.

Unit I: Reading Comprehension

1. 'The Library Girl' by Vishwapriya L. Iyengar
 2. 'My Beloved Charioteer' by Shashi Deshpande
- From 'The Inner Courtyard' (stories by Indian Women) Edited by Lakshmi Holmstrom published by Rupa & Company, New Delhi, 2002

Unit II: Speaking & Listening Skills**Public Speaking**

6. Welcome Speech.
(To welcome and introduce the chief guest of a programme)
7. Drafting or Delivering Speech.

8. Vote of thanks.

Unit II: Writing Skills

5. Writing Reports: Themes for examples: in-house Annual day, cultural and sports day, newspaper and medical camps, heavy rain etc.
6. Writing Formal Letters of Enquiries and Complaints
7. E-mails
8. Grammar: Do as directed: verb, tenses, vocabulary , jumbled sentences

*Evaluation Scheme:-

Internal Examination: 25 Marks

Spoken English : 10 Marks

Language in Use : 15 Marks

(Verbs, Tenses, Do as Directed, Vocabulary & Grammar)

External Examination: 75 Marks

1. Reading Comprehension : 15 Marks
2. Language in Use : 15 Marks
(Fill in the blanks, Multiple Choices, Sentence Construction, and Do as Directed)
3. Writing emails (formal and personal) : 15 Marks
4. Short answer questions or multiple choice questions based on 'The Inner Courtyard' : 15 Marks
5. A) Write a Report : 15 Marks

OR

B) Letter of Enquiry / Complaint.

Recommended Reading:

1. Gangal J K. *A Practical Course In Effective English Speaking*. PHI Learning Private Limited. 2012.
2. Gangal J K. *A Practical Course In Developing Writing Skills in English*. PHI Learning Private Limited. 2011.
3. Sinha Chaudhari Santanu. *Learn English*. Mcgraw Hill Education Pvt.ltd. New Delhi. 2013.