

Sri A.S.N.M. Government College (Autonomous)
(NAAC Re-accredited by 'B+' Grade with 2.67 CGPA)
Palakol, West Godavari District - 534260

BOARD OF STUDIES 2023-24



DEPARTMENT OF ENGLISH

Curriculum for the Academic Year 2023-24

HELD ON: 11-09-2023

Sri A.S.N.M. Government College (Autonomous)

(NAAC Re-accredited by 'B+' Grade with 2.67 CGPA)

Palakol, West Godavari District - 534260

BOARD OF STUDIES MEETING 2023-24

DEPARTMENT OF ENGLISH

AGENDA

Minutes of board of studies meeting of English held on 11-09-2023 at 10:00 A.M in the Department of English, A.S.N.M College Palakollu

Subject	To review the revised syllabi of 1 st & 2 nd , 3 rd Semesters -Paper-I,2,&3 A course in Communication and Soft Skills and Paper-II- A Course in Communication and Soft Skills syllabi of B.Sc. & B.Com (G)/B.Com (C.A)., Degree courses for adoption and implementation under Revised Choice Based Credit System (CBCS w.e.f. the academic year 2023-2024 onwards. To revise the first and second semester into 60,40 ratio where the pass percentage is scale down to 40% as pass percentage both in internal and external and continue the question papers for the 3 semester model question papers for B.A/ B.Sc/ B.Com (G) B.Com (C.A)., Degree cour paper III with maximum marks:60 & 40 III semester end examinations scaled at 50% as pass percentage abstract of question papers for Internal Assessment Test with maximum marks 25 for adoption implementation under Choice Based Credit System (CBCS) w.e.f. the academic year 2023-2024 onwards.
Subject	To review and continue the existing break-up of Internal Assessment Test marks:40 for Paper-I, A Course in Communication and Soft Skills and Paper II, A Course in Communication and Soft Skills of 1 st & 2 nd Semesters o B.A/B.Sc./ B.Com (G)/B.Com (C.A)., Degree courses, given below, respectively for adoption and implementation under Choice Based Credit System (CBCS) w.e.f. the academic year 2023-2024 onwards
Subject	To review and continue the existing qualifying marks of 1 st & 2 nd Semesters end examinations of B.A/ B.Sc./ B.Com (G)/B.Com (C.A)., Degree courses, the maximum marks :60 and qualifying marks: scale down to 40% a. Written Examination: 35 marks b. Assignment/ Seminar/Project: 05 marks c. Extracurricular activities: 05 marks d. Attendance and performance 05 marks
Subject	To review and continue the existing qualifying marks of 1 st , 2 nd & 3 rd Semesters end examinations of B.A/B.Sc./ B.Com (G)/B.Com (C.A)., Degree courses, the maximum marks :60 and qualifying marks: 40.
Subject	To approve the syllabi of Bridge Course, Certificate Course, Business Writing and Communication skills (SEC) discuss the mode of conduct of classes for the academic year 2023-2024.
Subject	To approve conducting community service project for the first year.
Subject	To approve conducting internships for II Year



**SRI A.S.N.M. GOVERNMENT COLLEGE
(AUTONOMOUS), PALAKOL
I B.A./B.com./B.sc – ENGLISH Semester-I
2023-24**

**Program & Semester
I B.A./B.com./B.sc
ENGLISH
SEM-I**

**Course Code
ENG-1**

**TITLE OF THE COURSE
ENGLISH PRAXIS - PAPER I**

Teaching

Hours Allocated: 60 (Theory and Activities) (4 Hrs./wk.)

L T P C

Pre-requisites

LISTENING, SPEAKING, READING & WRITING

- 4 - 4

Course Objectives:

1. Developing active listening competence.
2. Enhancing language proficiency through grammar mastery.

Course outcomes:

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

COS	Course Outcome	Knowledge Level
CO1	Understand the importance of listening and practice effective listening.	K2
CO2	Use grammar effectively for accuracy in writing and speaking.	K3
CO3	Use relevant vocabulary in everyday communication.	K3
CO4	Acquire ability to use Soft Skills in professional and daily life.	K4
CO5	Confidently use the Skills of Communication	K5

SYLLABUS:

UNIT: Listening Skills

- i. Importance of Listening
- ii. Types of Listening
- iii. Barriers to Listening
- iv. Effective Listening

II. UNIT: Phonetics

- a) Sounds of English: Vowels and Consonants
- b) Syllable
- c) Word Accent
- d) Intonation

III. UNIT: Grammar

- a) Concord
- d) Articles
- c) Prepositions
- d) Tenses
- e) Question Tags

IV. UNIT: Speaking Skills

- a) Greetings & Introduction
- b. Asking and Giving Information
- c. Yes, We Can - Barack Obama

d. Agreeing/ Disagreeing

e. A Leader Should Know How to Manage Failure - Dr. A.P.J. Abdul Kalam

V. UNIT: Soft Skills

a. SWOC

b. Attitude

c. Emotional Intelligence

d. Netiquette

e. Interpersonal Skills

4. TEXT BOOKS: ENGLISH PRAXIS COURSE – I

5. REFERENCE BOOKS:

1. Soft Skills, Dr. Alex (New Delhi: S. Chand & Company Ltd) 2009.
2. Interpersonal Skills Training, Philip Burnard (New Delhi: Viva Books Private Ltd)
3. Soft Skills for Everyone, Jeff Butterfield (New Delhi: Cengage Learning India Pvt Ltd) 2012
4. Emotional Intelligence, Daniel Goleman (London: Bloomsbury Publishing) 1996
5. A Text Book of English Phonetics for Indian Students, Balasubramanian
6. A Handbook for English Language Labor, E. Suresh Kumar, P. Sreehari
7. Communication Skills (2nd Edition), Sanjay Kumar & PushpLata, Oxford University Press, 2016.

ACTIVITIES/ADDITIONAL INPUTS:

Make the students listen to news excerpts. Watch interviews and speeches on You Tube. Role plays on formal and informal conversations.

PROGRAMME OUTCOMES:

Upon the successful completion of Graduate & Post Graduate programme, students will be able to:

PO 1. Problem analysis: Identify, formulate, review research literature, and analyze complex problems reaching substantiated conclusions using first principles of mathematics, humanities and Sciences.

PO 2. Design/development of solutions: Design solutions for complex problems and design system components or processes that meet the specified needs with appropriate consideration for the public health and safety, and the cultural, societal, and environmental considerations.

PO 3. Conduct investigations of complex problems: Use research-based knowledge and research methods including design of experiments, analysis and interpretation of data, and synthesis of the information to provide valid conclusions.

PO 4. Modern tool usage: Create, select, and apply appropriate techniques, resources, IT tools including development, design, and prediction and modelling to real world activities with an understanding of the limitations.

PO 5. Environment and sustainability: Understand the impact of the professional problem solutions in societal and environmental contexts, and demonstrate the knowledge of, and need for sustainable development.

PO 6. Individual and team work: Function effectively as an individual, and as a member or leader in diverse teams, and in multidisciplinary settings.

PO 7. Efficient Communication & Life Skills: Apply ethical principles and commit to professional ethics and responsibilities and norms of the practice.

PO 8. Life-long learning: Learn “how to learn”- Self-motivated and self-directed learning. Adapt to the ever emerging demands of work place and life.

CO-PO Mapping:**(1: Slight [Low]; 2: Moderate [Medium]; 3: Substantial [High], '-' : No Correlation)**

COx	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8
CO1		2	2			2	3	2
CO2	1	2					3	
CO3				2			3	
CO4	2	2	2			3	3	3
CO5		2				3	3	2

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Programme	Semester	Title of The Paper	Paper Code	W.E.F
B.Com (G), B.Com (C.A), B.Sc, B.A Honours Honours	I	English Course in Communication and Soft Skills	ENG-1	2023-24

MODEL QUESTION PAPER

Time: 3Hrs

Marks: 60

(LISTENING SKILLS)

I. Answer any Two questions from the following:

2x3= 6 Marks

1. Write a Note on the importance of Listening.
2. What are the various types of Listening? Explain any Three in detail.
3. What are the Barriers of Listening?
4. Explain the salient features of Effective Listening?

(PHONETICS)

II. Answer any Three questions from the following:

3x4= 12 Marks

1. Write Phonetic sounds in English according to IPA.
2. Define syllable and mention 4 types of Syllables.
3. Write spelling for the transcribed words in English

a)/keik/ b)/si:/ c)/plei/ d)/tri:/

4. Mark stress for the following words given below:

a) Mankind b) bank c) delay d) famous

5. Identify the Tone (Intonation) for the following Sentences:

- a) Are you ready?
- b) Where are you going?
- c) I have two brothers.
- d) How beautiful you are!

(GRAMMAR)

III. A Fill in the blanks with suitable words given in brackets:

5x1=5 Marks

- a) Neither Sam nor his parents ———there. (was, were)
- b) The man and his wife ——— waiting outside. (is, are)
- c) The News ———. (is, are) correct.
- d) One of My friends ——— (has, have) gone to America.
- e) Physics ——— (is, are) a tough subject.

B. Fill in the blanks with suitable Articles and Prepositions :

5x1=5 marks

- a) Mr Prasad is ——— Industrialist.
- b) ——— Nile is the longest River.
- c) She is ——— tallest girl in the class.
- d) He lives ——— America.
- e) My friend went ——— Delhi yesterday.

C. Fill in the blanks with Verb forms given in brackets:

5x1=5 Marks

- a) The sun _____ in the East. (rise)
- b) Hema _____ at the Guruvoyoor dance festival next week. (perform)
- c) We _____ Indians. (be)
- d) Ram _____ Law last year. (study)
- e) I _____ (read) a lesson now.

D. Add Question Tags for the following statements:

2x1=2 Marks

- a) Sima sings well, _____?
- b) They are celebrating their victory, _____?

(SPEAKING SKILLS)

V. Answer any Three questions from the following:

3x5=15 Marks

1. (a) Explain the importance of Greetings. Mention one Context.

OR

- (b) Define SWOC Analysis?

2. (a) How do we seek information? Mention one Context.

OR

- (b) How do we give information? Mention one Context.

3. (a) Write a Note on Netiquette.

OR

- (b) How to develop Interpersonal Skills.

4. (a) Write a Conversation between an Employee and an Employer agreeing a Deal.

OR

- (b) Write a Conversation between friends to disagree a Business Proposal.

(SOFT SKILLS)

V. Answer any Two questions from the following:

2x5=10 Marks

- 1. What is Attitude and explain Positive Attitude?
- 2. Explain the salient features of Emotional Intelligence.
- 3. What are the Six Leadership traits that Dr Kalam discussed?
- 4. Why does Obama in his Speech say that change has come to America?

Internal Assessment SEM - I

Pattern of Mid-Term examinations

SL No.	Type of Questions	No. of Questions	Marks allotted	Total marks
1	Bits or Multiple Choice Questions	5+5	5	10
2	Very Short Questions	-	-	-
3	Essay Questions	2	5	10
4	Assignments Text Book based or any other critical essay and one computer based.			
Total Marks : 20				

Pattern of External Assessment:


SL No.	Type of Questions	No. of Questions	Marks allotted	Total marks
1	Very Short Questions	18	1	18
2	Short Questions	3	4	12
3	Essay Questions Student will be given internal choice. Two questions from each Unit from all the 5 Units	6	5	30
Total Marks : 60				

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Programme	Semester	Title of The Paper	Paper Code	W.E.F
B.Com (G), B.Com (C.A), B.Sc, B.A Honours Honours	I	English A Course in Communication & Soft Skills	ENG-I	2023-24

Blue Print

Unit	Title	No. of Questions / Marks
UNIT – I	Listening Skills	2x3=6 Marks
UNIT – II	Phonetics	3x4=12 Marks
UNIT – III	Grammar	12x1=12 Marks
UNIT – IV	Speaking Skills	3x5=15 Marks
UNIT – V	Soft skills	3x5=15 Marks

	SRI A.S.N.M. GOVERNMENT COLLEGE (A), PALAKOL, W.G. DT I B.A./B.com./B.sc – ENGLISH Semester-II 2023-24	Program &Semester I B.A./B.com./B.sc ENGLISH SEM-II			
Course Code	TITLE OF THE COURSE A COURSE IN COMMUNICATION AND SOFT SKILLS				
Teaching	Hours Allocated: 60 (Theory)	L	T	P	C
Pre-requisites:		-	4	-	4

Course Objectives:

1. Developing active listening competence.
2. Enhancing language proficiency through grammar mastery.

Course outcomes:

At the end of the course, the student will be able to;

COS	Course Outcome	Knowledge Level
CO1	Use reading skills for effective comprehension.	K2
CO2	Build up a repository of active vocabulary.	K3
CO3	Own writing strategies in academic skills.	K1
CO4	Enable writing skills for future purposes.	K2
CO5	Enhance communicative competence through Reading and Writings skills acquired.	K3

Syllabus:-

I. UNIT

Poetry Skills

- : 1.Ulysses Alfred Lord Tennyson
- : 2. Vocabulary: Conversion of Words
- : 3. One Word Substitutes
- : 4.Collocations

II. UNIT

Prose Non-Detailed Text Skills

- :1. The Best Investment I Ever A.J.Cronin Made
- : 2.Florence Nightingale Abrar Mohsin
- : 3.Skimming and Scanning

III. UNIT

Prose	: 1.TheNight Train at Deoli	Ruskin Bond
Poetry	: 2. Stopping by Woods on a Snowy Evening	Robert Frost
Skills	: 3.Reading Comprehension (TopDown, Bottom Up and Schema Theory)	
	: 4. Note Making/ Taking	

IV.UNIT

Poetry	: 1.Night of the Scorpion Nissim Ezekiel
Skills	: 2.Expansion of Ideas
	: 3.Notices, Agendas and Minutes

V.UNIT

Non-Detailed Text	: 1.An Astrologer's Day RK Narayan
Skills	: 2. Curriculum Vitae and Resume
	: 3. Letters
	: 4.E-Correspondence

References:

1. Communication Skills (2nd Edition), Sanjay Kumar &PushpLata, Oxford University Press, 2016.
2. The New Oxford Guide to Writing, Thomas. S. Kane,
3. Reading Skills: How to Read Better and Faster- Speed Reading, Reading Comprehension & Accelerated Learning (2nd Edition), Nick Bell.
4. English Vocabulary in Use: Upper Intermediate, Cambridge University Press.

Activities:

- Asking the students to prepare a model resume.
- Quiz on one word substitutes.
- Collocation pair activity.
- Asking the students to read news clippings and make notes.

PROGRAMME OUTCOMES:

Upon the successful completion of Graduate & Post Graduate programme, students will be able to:

PO 1. Problem analysis: Identify, formulate, review research literature, and analyze complex problems reaching substantiated conclusions using first principles of mathematics, humanities and Sciences.

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CO-PO Mapping:

(1: Slight [Low]; 2: Moderate [Medium]; 3: Substantial [High], '-': No Correlation)

COx	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8
CO1	2	2					1	
CO2							1	
CO3		2					2	
CO4		2					2	
CO5	1	2	2			2	3	2

Internal Assessment SEM -II

Pattern of Mid-Term examinations

Sl. No.	Type of Questions	No. of Questions	Marks allotted	Total marks
1	Bits or Multiple Choice Questions	5+5	5	10
2	Very Short Questions	-	-	-
3	Essay Questions	2	5	10
4	Assignments Text Book based or any other critical essay and one computer based.			
				Total Marks : 20

Pattern of External Assessment:

Sl. No.	Type of Questions	No. of Questions	Marks allotted	Total marks
1	Very Short Questions	5	5	25
2	Short Questions	3	5	15
3	Essay Questions Student will be given internal choice. Two questions from each Unit from all the 5 Units	2	10	20
				Total Marks : 60

**SRI A.S.N.M. GOVERNMENT COLLEGE(A), PALAKOL,
W.G. DT**

Programme	Semester	Title of The Paper	Paper Code	W.E.F
All B.Com (G), B.Com (C.A), B.Sc, B.A Honours	II	English Praxis Course-II A Course in Conversational Skills	ENG-II	2023-24

MODEL QUESTION PAPER

Time: 3Hrs

MAX.MARKS: 60

SECTION-A

Answer any Three questions of the following:

3x5=15 Marks

1. How can you quickly look through a text to find specific information? Explain what skimming and scanning mean.
2. What happens in "The Night Train at Deoli"? Who are the key characters, and what is the setting of the story?
3. How do you make brief, organized notes from a text? Why is note-taking important in understanding a story?
4. Can you explain what happens in the poem "Night of the Scorpion"? What emotions does it evoke?
5. Who is the main character in "An Astrologer's Day," and what is the story about? What significant event takes place?

SECTION-B

Answer any Two questions of the following:

2x10=20 Marks

1. What is the poem "Ulysses" about? Can you describe the main character, Ulysses?
2. What is the story "The Best Investment I Ever Made" about? Who is the main character, and what did they do?
3. What is the importance of Florence Nightingale in history? What did she achieve?
4. In Robert Frost's poem, "Stopping by Woods on a Snowy Evening," what is the poem trying to convey? What do you feel when you read it?

SECTION-C

Answer all the following Questions:

5x5=25 Marks

I. Match the following One Word Substitutes from Column-A with Column-B.

Column-A

Column-B

- 1.Orinthology
- 2.Literate
- 3.Numismatics
- 4.Zoo
- 5.Thiest

- A. the study of coins
- B. wild animals are kept for exhibition
- C. the study of birds
- D. a person who believes on God
- E. a person who can read and write.

II. Prepare a C.V based on the following information

Wanted a computer operator to a reputed company, The candidates have possessed good academic background with graduation in science and also fluency in English can apply to the Manager, Aditya Group of Companies, AR Nagar Vijayawada with in 10 days.

III. Write a letter to the Principal of your college requesting him/her for better library facilities.

IV. Expand the proverb "Honesty is the best policy".

V. Prepare a notice to invite the students to attend the Republic Day Celebration.

**SRI A.S.N.M. GOVERNMENT COLLEGE(A), PALAKOL,
W.G. DT**

Programme	Semester	Title of The Paper	Paper Code	W.E.F
All B.Com (G), B.Com (C.A), B.Sc, B.A Honours	III	English Praxis Course-III A Course in Conversational Skills	ENG-III	2023-24

BLUE PRINT

Section A- Write Short Answers for any five of the following. Each question carries 4 Marks.

3x5=15 Marks

Q. No.	UNIT & TITLE
1	"The Night Train at Deoli"
2	Skills
3	"Night of the Scorpion"
4	Skills
5	Skills
6	"An Astrologer's Day"
7	Skills
8	Collocations

Section B & C. Answer the following questions.

Section-B 10x2=20M

Section-C 5x05=25M

TOTAL B&C= 45 M

Q. No.	Q. No.	UNIT & TITLE
1	A or B	"Ulysses" OR Skills
2	A or B	The Best Investment I Ever Made" OR Skills
3	A or B	Florence Nightingale OR Skills
4	A or B	"Stopping by Woods on a Snowy Evening" OR Skills
5	A or B	Skills



**SRI A.S.N.M. GOVERNMENT COLLEGE(A),
PALAKOL, W.G.DT
I B.A./B.com./B.sc – ENGLISH SEMESTER- II
2023-24**

Programme
& Semester
B.COM, B. A, B.SC
ENGLISH
Semester-II

Course Code
ENG - 3

TITLE OF THE COURSE
English Praxis Course-III
A Course in Conversational Skills

Teaching

Hours Allocated: 60 (Theory and Activities) (4 Hrs./wk.)

L

T

P

C

Pre-requisites

LISTENING, SPEAKING, READING & WRITING

4

4

-

4

1. Course Objectives:

1. Developing active listening competence.
2. Enhancing language proficiency through grammar mastery.

2. Course outcomes:

At the end of the course, the student will be able to;

COS	Course Outcome	Knowledge Level
CO1	Speak fluently in English.	K3
CO2	Participate confidently in any social interaction.	K4
CO3	Face any professional discourse.	K1
CO4	Demonstrate critical thinking.	K5
CO5	Enhance conversational skills by observing the professional interviews.	K3

SYLLABUS:-

I. UNIT:

Speech : 1. Tryst with Destiny Jawaharlal Nehru
Skills : 2. Greetings
 : 3. Introductions

II. UNIT:

Speech : Yes, We, Can Barack Obama
 : A Leader should know How to Manage Failure Dr. A.P.J. Abdul Kalam
Skills : Requests

III. UNIT:

Speech : Nelson Mandela's Interview With Lary King
Skills : Asking and Giving Information
 : Agreeing and Disagreeing

IV. UNIT:

Speech : JRD Tata's Interview With T.N.Ninan
Skills : Dialogue Building

V. UNIT:

Speech : You've Got to Find What You Love Steve Jobs
Skills : Debates
 : Descriptions
 : Role Play

: Giving Instructions/ Directions

4. TEXT BOOKS: ENGLISH PRAXIS COURSE – III

5. REFERENCE BOOKS:

1. Soft Skills, Dr. Alex (New Delhi: S. Chand & Company Ltd) 2009.
2. Interpersonal Skills Training, Philip Burnard (New Delhi: Viva Books Private Ltd)
3. Soft Skills for Everyone, Jeff Butterfield (New Delhi: Cengage Learning India Pvt Ltd) 2012
4. Emotional Intelligence, Daniel Goleman (London: Bloomsbury Publishing) 1996
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- PO 3. Conduct investigations of complex problems: Use research-based knowledge and research methods including design of experiments, analysis and interpretation of data, and synthesis of the information to provide valid conclusions.
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COx	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8
CO1	1	1					3	
CO2						3	3	
CO3	2	3	3	2		2	3	
CO4	3	3	3	2		2	2	3
CO5						2	3	

**SRI A.S.N.M. GOVERNMENT COLLEGE(A), PALAKOL,
W.G. DT**

Programme	Semester	Title of The Paper	Paper Code	W.E.F
All B.Com (G), B.Com (C.A), B.Sc, B.A Honours	III	English Praxis Course-III A Course in Conversational Skills	ENG-III	2023-24

MODEL QUESTION PAPER

Time: 3Hrs

MAX.MARKS: 60

I. Answer any five questions of the following:

5x4=20 Marks

1. What does Nehru mean by his remark that freedom and power brings responsibility?
2. Describe the significance of Greetings.
3. Explain the response of Dr.APJ Abdul Kalam on "A leader should know how to manage a failure."
4. How do we ask for information? Mention any three contexts?
5. How do you give directions to your friend to reach your house from Railway station?
6. What is the tone of Steve Jobs speech at Stanford University?
7. Give a clear description of your College in about 75words.
8. What are the three favorite interviewing techniques?

II Answer the following Questions:

5x8=40 Marks

1. a. What according to Pandit Nehru was the tryst with destiny that Indians made?

OR

- b. How do you introduce your team members to the Chief Guest?

2. a. Give an analysis of the leadership style of President Obama.

OR

- b. How do we make requests? Mention any five different contexts.

3. a. What according to Nelson Mandela is his biggest accomplishment and disappointment?

OR

- b. What is the pleasure in agreeing for a deal?

4. a. What do you think are the major changes in Indian Business according to JRD Tata?

OR

- b. Build a dialogue between a manager and a Customer in the Bank.

5. a. Describe the Approaches of Debate.

OR

- b. Explain different methods of Role Play.

Internal Assessment

Pattern of Mid-Term examinations

Sl. No.	Type of Questions	No. of Questions	Marks allotted	Total marks
1	Bits or Multiple Choice Questions	10	1	10
2	Very Short Questions	2	2	4
3	Essay Questions	1	6	6
4	Assignments Text Book based or any other critical essay and one computer based.	-	-	-
				Total Marks : 20

Pattern of External Assessment:

Sl. No.	Type of Questions	No. of Questions	Marks allotted	Total marks
1	Very Short Questions	-	-	-
2	Short Questions	5	4	20
3	Essay Questions Student will be given internal choice. Two questions from each Unit from all the 5 Units	8	5	40
				Total Marks : 60

SRI A.S.N.M. GOVERNMENT COLLEGE(A), PALAKOL, W.G. DT

Programme	Semester	Title of The Paper	Paper Code	W.E.F
All B.Com (G), B.Com (C.A), B.Sc, B.A Honours	III	English Praxis Course-III A Course in Conversational Skills	ENG-III	2023-24

BLUE PRINT

Section A- Write Short Answers for any five of the following. Each question carries 4 Marks.

5x4=20 Marks

Q. No.	UNIT & TITLE
1	"Tryst with Destiny" by Jawaharlal Nehru (Unit I)
2	Skills (Unit I)
3	"A Leader Should Know How to Manage Failure" by Dr.A.P.J.Abdul Kalam/ India Knowledge at Wharton (Unit II)
4	Skills (Unit III)
5	Skills (Unit-IV)
6	Speech by Steve Jobs (Unit V)
7	Skills (Unit V)
8	Interview with JRD Tata (Unit IV)

Section B. Answer the following questions. Each question carries 08 Marks

5x08=40 Marks

Q. No.	Q. No.	UNIT & TITLE
1	A or B	"Tryst with Destiny" by Jawaharlal Nehru (Unit I) OR Skills (Unit I)
2	A or B	"Yes, We Can" Barack Obama (Unit II) OR Skills (Unit II)
3	A or B	Nelson Mandela's Interview With Larry King (Unit III) OR Skills (Unit III)
4	A or B	JRD Tata's Interview With T.N.Ninan(Unit IV) OR Skills (Unit IV)
5	A or B	Skills (Unit V) OR Skills (Unit V)

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BRIDGE COURSE IN ENGLISH

for

I SEMESTER

BA., B.Com (G.), B.Com (C.A.), B.sc. Students
IN THE ACADEMIC YEAR 2023-2024

A TENTATIVE SYLLABUS

Mission

To enable learners to employ English with ease in all authentic contexts at all times

Shift in pedagogic practices:

Not teaching but practising English

Not teacher-centric but learner-centric approach

Not only oral and aural but also multisensory based

Not only formal but also informal contexts

Session-1

Warm up

Objectives:

- Creating love for the language
- Explaining the Significance of the language
- Building Self-confidence for using the language for functional purposes

Teaching Materials:

Video Clips – Youtube

Film Clips (The King's Speech, Pursuit of Happiness, etc)

Lyrics

Teaching Methods:

Screening of film clips and videos

Listening to lyrics

Home Tasks:

Watching selected English films and video clips

Watching English TV channels

Reading newspapers, magazines, best selling writings

Listening to lyrics

Session-2

Listening

Objectives:

- To enable learners to listen to native speakers
- To enable learners to appreciate films
- To enhance critical thinking skills of the learners

Teaching Materials:

Short Films (varied themes)

Documentaries (Places, celebrities, issues, animals)

Teaching Methods: *(Integrated approach)*

Watching films

Reviewing the Films

- ✓ Written Review
- ✓ Oral Review
- ✓ Published Reviews

Home Tasks:

Watching more films / Writing Reviews / Reading Reviews

Session-3

Reading Strategies

Objectives: To familiarize learners with multiple reading strategies depending on texts and purpose

To enable learners to enrich their repertoire of vocabulary (ESP)

To enable learners to read variety of texts

Materials:

Newspapers,

Stories

Subject texts

Methods:

Practice

Demo class

Theoretical input

Home task:

Reading the dailies, magazines

Maintaining journals

Session-4

Habitual Reading

Objectives:

- To inculcate the habit of reading newspapers daily
- To express opinions/ideas about contemporary happenings
- To get familiarized with the journalistic lingo/style of writing

Teaching Materials:

Newspapers and magazines Online/Printed version

Teaching Methods:

Reading the Newspaper – Individual Sharing/Group Sharing

Reading Editorials – Individual Sharing/Group Sharing

Home Tasks:

Reading Newspapers/magazines on a regular basis

Letters to the editor

Session-5

Extensive Reading

Objectives:

- To enable learners to read extensively based on their competence level and preference
- To enable learners to develop their creative thinking
- To enable learners to improve their presentation skills

Materials:

Essays

Short stories

Novels

Novelettes

Best sellers

Methods:

Individual Presentations

Group Work

Completing a story

Home task:

Reading novels, short stories, best sellers and so on...

Session-6

Intensive Reading

Objectives:

- To enable learners to read intensively paying attention to every detail
- To facilitate the process of learning for total comprehension
- To enable learners to apply their understanding in unfamiliar contexts

Materials:

Authentic Physics/Chemistry textbooks

Methods:

Reading Intensively

Oral Questioning

Written tests

Group discussion

Home task:

Reading their prescribed textbooks

Session-7

Informal Writing

Objectives:

- To enable learners to convey their message effectively
- To enable learners to employ different channels like mobile phone, Facebook, Twitter, Blogs
- To develop learners' ability to convey their ideas/opinions precisely and accurately

Materials:

Messages, texts, chats from online

Blogs

Methods:

Individual writing

Pair work

Group work

Home task:

Blogging/messaging/texting/chatting

Journal writing

Session-8

Formal writing

Objectives

- To help learners to write error-free sentences
- To familiarize learners with the basics of grammar
- To enable learners to identify good writing and model them

Materials

Emails (Letters)

Sentences

Paragraphs

Essays

Methods

Error Correction

Production of texts of different genres/kinds

Home Tasks

Emailing

Writing different kinds of texts

Session-9

Effective Writing

Objective

- To enable learners to identify common errors in sentences and beyond sentences
- To enable learners to rectify the errors and to write accurately and effectively
- To familiarize learners with the good standard of writing

Materials

Texts for teaching grammar:

Cartoons

Poems

Stories

News stories

Emails

Jokes... so on

Methods

Error identification

Grammatical rules

Exercises – words, sentences and discourse levels

Home Tasks

Activities online/paper and pen

Session-10

Speaking

Objectives

- To enable learners to speak in groups explaining their positions
- To enable learners to take part in a discussion appropriately
- To familiarize learners with the dynamics of group discussion

Materials

Topics for group discussion

Plays (one act)

Methods

Dividing the class and giving them topics

Discussions

Reports

Enacting plays/skits

Home Tasks

Preparation for GD such as reading, discussing with others, jotting down ideas and so on

Session-11

Speaking

Objective

- To enable learners to engage in activities such as role play, debate and extempore
- To enable learners to speak spontaneously with minimum preparation
- To develop learners' public speaking capability

Materials

plays

Topics to be assigned

Sample speeches

Methods

Reading out plays

Role play: in pairs/groups

Debate

Dumb charades

Home Tasks

Scripting and rehearsing for presentations

Session-12

Test

Test along the lines of TOFEL/IELTS to measure their linguistic compet

Resource Persons

1. Dr. K. Elango, Professor and Head
2. Dr. T. Shrimathy Venkatalakshmi, Professor
3. Dr. S.Soundiraraj, Associate Professor
4. Dr. Vecna Selvam, Assistant Professor
5. Dr. Stars Jasmine, Assistant Professor
6. Dr. P.R. Sujatha Priyadharsini, Assistant Professor

Outside Resource Persons

1. Dr. P.N. Ramani
2. Mr. Shane Jordan
3. Mr. John Joseph
4. Dr. Padma Ravindran
5. Dr. Mangalam Neelakandan

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SKILL COURSE
SEMESTER-II
BUSINESS WRITING

Theory

Credits: 2

2 hours/week

Course Outcomes:

By the end of this course, students will be able to:

1. Understand the fundamentals of business writing, including style, tone, and language.
2. Produce well-structured and concise business documents, such as emails, memos, and reports.
3. Apply principles of effective communication in business letters and interoffice correspondence.
4. Craft persuasive and well-organized business proposals and formal reports.
5. Cultivate a professional and ethical approach to business writing.

Unit 1. Introduction to Business Writing: Importance and purpose of effective business writing; Characteristics of good business writing; Common challenges and misconceptions. **Writing Clear and Concise Emails:** Appropriate email etiquette in the professional environment, organizing email content and using effective subject lines, Understanding tone and formality in email communication.

Unit 2. Memos and Interoffice Communication: Formatting and structure of memos, Writing memos for various purposes like updates, announcements, requests. Ensuring clarity and coherence in interoffice communication. **Business Letters and Formal Correspondence:** Structure and components of a business letter, writing persuasive and professional business letters, Responding to inquiries and complaints effectively.

Unit 3: Business Proposals and Reports: Crafting business proposals for projects and initiatives, Formal report writing - format, sections, and organization, Analyzing data and presenting findings in reports. **Writing for Digital Platforms:** Business writing for websites, social media, and online communication, Leveraging technology for efficient and impactful business writing

Activities:

1. **Writing Assignments:** Regular business writing tasks covering different document types.
2. **Business Proposal Project:** Crafting a comprehensive business proposal for a hypothetical scenario.
3. **Reports and Presentations:** Preparing formal reports and presenting findings to the class.
4. **Quizzes and Tests:** Assessing understanding of business writing principles and grammar.
5. **Class Participation:** Active engagement in discussions, peer reviews, and activities.

Text Books:

1. **Business Writing Basics** by Jane Watson (Author) Publisher: Self Counsel Press Inc; 2nd edition (1 August 2002) ISBN-10: 1551803860 ISBN-13: 978-1551803869
2. **Successful Business Writing - How to Write Business Letters, Emails, Reports, Minutes and for Social Media - Improve Your English Writing and Grammar: of Exercises and Free Downloadable Workbook** by Heather Baker Publisher: Universe of Learning Ltd; Illustrated edition (1 March 2012) ISBN-10 : 1849370745 ISBN-13 : 978-1849370745
3. **Business Correspondence and Report Writing, 6th Edition** by R C Sharma, Krishna Mohan, Virendra Singh Nirban. Publisher: McGraw Hill Education (India) Private Limited. ISBN-10: 9390113008 ISBN-13 : 978-9390113002

Reference Books:

1. "The Essential Business Handbook: The Nuts & Bolts of Getting Up and Running Fast" by John Storey and Amelia Storey (Indian Edition)
2. "The AMA Handbook of Business Writing: The Ultimate Guide to Style, Grammar, Punctuation, Usage, Construction, and Formatting" by Kevin Wilson and Jennifer Wauson.

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**BUSINESS WRITING
MODEL PAPER**

Time: 2 hrs

Max. Marks: 50

SECTION - A

Answer any **FOUR** of the following Questions
marks

4X5=20

1. Importance of Business Writing
2. E-mail etiquette
3. Memos
4. Formal Business letter
5. Report writing in Social Media
6. Online Communication

SECTION - B

Answer any **THREE** of the following questions
marks

3X10=30

7. Explain the characteristics of good business writing.
8. Briefly discuss the common challenges and misconceptions in good business writing.
9. Draw a Structure and formatting of Memos.
10. Bring out the structure and components of a business letter.
11. Write about Formal report writing.

BLUE PRINT

UNIT	5 MARKS	10 MARKS
1	2	02
2	2	02
3	2	01