

***Credit Structure-I  
(3-Subject Structure)***



**SNDT Women's University, Mumbai**

**Credit structure For Under Graduate Programmes in  
Humanities Faculties**

*As per Government of Maharashtra Circular dated  
13<sup>th</sup> March, 2024*

**NEP - 2020  
ENGLISH**

**(w.e.f. 2024-25)**

**Structure with Course Titles (Revised )**

**25 MAY 2024**

Structure with Course Titles

*(Options related to our area of study to be provided with “OR” for baskets of different types)*

| SN                         | Courses   | Type of Course | Credits   | Marks      | Internal   | External   |
|----------------------------|---|----------------|-----------|------------|------------|------------|
|                            | Semester I  |                |           |            |            |            |
| 10010101                   | Basic Concepts of Literary Studies- I   | Subject 1      | 2         | 50         | 50         | 0          |
|                            |   | Subject 2      | 2         | 50         | 0          | 50         |
|                            | -----   | Subject 3      | 2         | 50         | 50         | 0          |
| 10410111<br>OR<br>10410112 | English for Empowerment- I (for Students of Non-English Medium )<br>OR<br>Empowerment through English- I (for students of English Medium)           | OEC            | 4         | 100        | 50         | 50         |
| 10610101                   | English Skills for Employability - I  | VSC            | 2         | 50         | 50         | 0          |
| 10710101<br>OR<br>10710102 | Content Writing in English - I (Basics) (for students of English medium )<br>OR<br>Reading and Comprehension Skills in English( for students of     | SEC            | 2         | 50         | 50         | 0          |
| 10810111<br>OR<br>10810112 | English for Academic Writing- I (for students of English medium )<br>OR<br>English Language and Literature – I (for Students of Non-English medium) | AEC            | 2         | 50         | 0          | 50         |
|                            | -----   | IKS            | 2         | 50         | 0          | 50         |
|                            | -----   | VEC            | 2         | 50         | 0          | 50         |
|                            | -----   | CC             | 2         | 50         | 50         | 0          |
|                            |   |                | <b>22</b> | <b>550</b> | <b>300</b> | <b>250</b> |
|                            | Semester II   |                |           |            |            |            |
| 20010111                   | Basic Concepts of Literary Studies- II  | Subject 1      | 2         | 50         | 0          | 50         |
|                            | -----   | Subject 2      | 2         | 50         | 50         | 0          |

|                            |   |           |    |     |     |     |
|----------------------------|---|-----------|----|-----|-----|-----|
|                            | -----   | Subject 3 | 2  | 50  | 0   | 50  |
|                            |   | VSC       | 2  | 50  | 0   | 50  |
|                            |   | VSC       | 2  | 50  | 0   | 50  |
| 20410111<br>OR<br>20410112 | Empowerment through English Paper – II (for Students of English medium)<br>OR<br>English for Empowerment – II (for Students of Non-English medium)                | OEC       | 4  | 100 | 50  | 50  |
| 20710101<br>OR<br>20710102 | Content Writing in English - II (Advanced) (for Students of English medium )<br>OR<br>Speaking and Writing Skills in English (for students of Non-English medium) | SEC       | 2  | 50  | 50  | 0   |
| 20810111<br>OR<br>20810112 | English for Academic Writing- II (for Students of English medium)<br>OR<br>English Language and Literature – II (for Non-English students)                        | AEC       | 2  | 50  | 50  | 0   |
|                            | -----   | VEC       | 2  | 50  | 0   | 50  |
|                            | -----   | CC        | 2  | 50  | 50  | 0   |
|                            |   |           | 22 | 550 | 250 | 300 |

## Semester I

### 1.1 Subject I

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|--|---|
| Course Title                                     | Basic Concepts of Literary Studies - I  |
| Course Credits                                   | 2   |
| Course Outcomes                                  | <p>After going through the course, learners will be able to</p> <ol style="list-style-type: none"> <li>1. Comprehend the basic concepts of what constitutes literature and literariness</li> <li>2. Distinguish between different forms and styles of writing</li> <li>3. Identify the forms and genres of literature especially with regards to prose writing</li> <li>4. Think and write about books using their knowledge of the features of organized writing.</li> </ol> |
| Module 1 (Credit 1) Introducing Literary Studies |   |
| Learning Outcomes                                | <p>After learning the module, learners will be able to</p> <ol style="list-style-type: none"> <li>1. Discern the larger field of literary studies.</li> <li>2. Engage with what constitutes as literature.</li> </ol>   |
| Content Outline                                  | <ol style="list-style-type: none"> <li>1. What is Literature?</li> <li>2. The notion of literariness and figure of the literary author.</li> <li>3. Different types of literature, para-literature and other forms of creative and non-creative writing (The materials can be chosen by the teacher).</li> </ol>  |
| Module 2 (Credit 1) Forms of Literature          |   |
| Learning Outcomes                                | <p>After learning the module, learners will be able to</p> <ol style="list-style-type: none"> <li>1. The importance of understanding forms in literary studies.</li> <li>2. Identify various forms of literature.</li> </ol>  |
| Content Outline                                  | <ol style="list-style-type: none"> <li>1. What is form? What is Content?</li> <li>2. Fiction and type of Fiction: Drama, Poetry, Fantasy, Humor, Fable, Fairy Tales, Science Fiction, Realistic Fiction, Folklore, Horror, Historical Fiction, Short Stories, Legend, Mythology, Mystery and others.</li> <li>3. Non-fiction and its types: Essays, Biography, Autobiography, Reports and others.</li> </ol>  |

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|  | 4. Graphic narratives.<br>5. Learning about non-fiction: ‘A Tryst with Destiny’, Speech by Jawaharlal Nehru.<br>6. ‘Toba Tek Singh,’ a short story by Sadat Hassan Manto. |
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### **EVALUATION PATTERN - INTERNAL ASSESSMENT -50 MARKS**

1. Basic concepts and forms (quiz) (10 marks).
2. Identify and illustrate the characteristics of ANY one kind of nonfiction (20 marks).
3. Identify and illustrate the characteristics of ANY one kind of fiction (20 marks).

### **References**

1. Prasad, B. *A Background to the Study of English Literature*, 2008 (reprint). Chennai: Macmillan, India Ltd.
2. Klarer, Mario *An Introduction to Literary Studies*. 1998. London: Routledge.
3. Hopkins, Chris. *Thinking About Text- An Introduction to English Studies*. 2001. New York. : Palgrave.
4. Daiches, David. *A Study of Literature for Readers and Critics* 1968. London: Andre Deutsch.
5. Stephen, Martin. *English Literature: A Student Guide*. 2000, Longman, London.

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| <b>1.4. Open Elective Course OEC)</b><br><b>(For Students of Non-English Medium)</b> |  |
| <b>Course Title</b>  | <b>English for Empowerment-Paper I (For Students of Non- English Medium)</b>   |
| <b>Course Credits</b>  | 4  |
| <b>Course Outcomes</b>   | After going through the course, learners will be able to   |
|  | 1.Use literary texts as a context for learning language in use.  |
|  | 2. Listen and use language in context.   |
|  | 3.Learn the building blocks of paragraph writing.  |
|  | 4. Use the building blocks of paragraph writing to transfer information visually and verbally.   |
|  | 5. Understand and apply rules of email writing and letter writing.<br>6. Use the system of sounds in English.  |
| <b>Module 1 (Credit 1) Reading Short Stories</b>                                     |  |
| <b>Learning Outcomes</b>   | After learning the module, learners will be able to  |
|  | 1. To develop reading skills.  |
|  | 2. To comprehend literary texts.   |
| <b>Content Outline</b>   | <b>Prescribed Texts:</b><br><br>1. ‘Unnikatha’ by M.Mukundan.<br>2. ‘Girls’ by Mrinal Pande.<br>Yuvakatha, Vol.4. Ed. by Geeta Dharmarajan, Katha Publications, New Delhi, 1996. |
| <b>Module 2 (Credit 1) Language in Use</b>   |  |

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| <p><b>Learning Outcomes</b></p> | <p>After learning the module, learners will be able to</p> <ol style="list-style-type: none"> <li>1. Build Vocabulary.</li> <li>2. Learn Word-formation.</li> <li>3. Learn English Grammar- Nouns and their types, Subject-Verb Agreement.</li> <li>4. Use Tenses.</li> <li>5. Use linking words.</li> <li>6. Skimming and scanning.</li> </ol> |
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| <b>Content Outline</b>                                    | <b>Prescribed content:</b><br>1.Vocabulary.<br>2.Grammar- Nouns and their types, Subject-Verb Agreement.<br>3.Exercises on Tenses.<br>4.Exercises on linking-words.<br>5.Skimming and Scanning. |
| <b>Module 3 (Credit 1) Writing Paragraphs and Letters</b> |   |
| <b>Learning Outcomes</b>                                  | After learning the module, learners will be able to   |
|   | 1. Build sentences and write paragraphs.  |
|   | 2. Learn how to write informal letters.   |
| <b>Content Outline</b>                                    | <b>Prescribed Grammar components:</b><br>1.Coherence and Cohesion.<br>2.Information Transfer.<br>3.Introduction to Letter Writing/ Emails (Informal -Requests and Invitations).                 |
| <b>Module 4 (Credit 1) Listening and Speaking</b>         |   |
| <b>Learning Outcomes</b>                                  | After learning the module, learners will be able to   |
|   | 1. Understand spoken English.   |
|   | 2. Respond to the spoken structures.  |
| <b>Content Outline</b>                                    | <b>Prescribed components:</b><br><i>A Course in Listening &amp; Speaking – I</i> (Chapters 1 to 5) by V. Sasikumar, P.Kiranmai Dutt &Geetha Rajeevan., Cambridge Univ. Press, 2014.             |

### **Assignments/Activities towards Comprehensive Continuous Evaluation (CCE)**

#### **Evaluation Pattern- Internal and External -100 marks**

| <b>Internal Examination - 50 marks</b>             |              |
|--|--------------|
| <b>Activity</b>                                    | <b>Marks</b> |
| 1.Response to audio – visual material              | 10           |
| 2.Discussion about general topics related to texts | 10           |
| 3. Writing paragraphs and compiling them.          | 20           |



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| 4. Writing and compiling informal letters                    | 10 |
| <b>Semester end External Examination - 50 marks</b>          |    |
| 1. Questions on Unit-1 Seen Comprehension from Short stories | 15 |
| 2. Short notes based on the prescribed short stories (2/4)   | 10 |
| 3. Grammar and Vocabulary (Do as Directed)                   | 15 |
| 4. Paragraph writing or Letter Writing (Informal Letters)    | 10 |

### References:

1. Nagaraj, Geeta. *Write to Communicate*, Cambridge University Press/Foundation Books, 2004.
2. Sasikumar V. et.al. *A Course in Listening & Speaking*- I Cambridge University Press, 2006.
3. Moula Shaikh ed. *Communication Skills: A Practical Approach*. Frank Bros. & Co. 2011.
4. Grellet, Francoise. *Developing Reading Skills*, Cambridge University Press, 1981.

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| <b>1.4 Open Elective Course(OEC)<br/>(For Students of English Medium)</b> |  |
| <b>Course Title</b>   | <b>Empowering through English -Paper I (For English Medium Students)</b> |
| <b>Course Credits</b>   | 4  |
| <b>Course Outcomes</b>  | After going through the course, learners will be able to                 |
|   | 1. Understand and appreciate significant aspects in literary texts       |
|   | 2. Listen and comprehend different audio-visual narratives               |

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|   | 3. Recognize vocabulary items and write correct grammatical structures.   |
|   | 4. Apply the knowledge received to frame simple, creative, descriptive paragraphs.  |
|   | 5. Make presentations and creatively express their opinion in classroom activities  |
| <b>Module 1 (Credit 1) Understanding Poetry and Short Story</b>                 |   |
| <b>Learning Outcomes</b>  | After learning the module, learners will be able to   |
|   | 1. Comprehend literary texts.   |
|   | 2. Appreciate the literary aspects in the texts.  |
| <b>Content Outline</b>  | <p><b>Prescribed Texts:</b></p> <p><b>Poems</b></p> <ol style="list-style-type: none"> <li>1. Television by Roald Dahl.</li> <li>2. Home, they brought her warrior dead – Alfred Lord Tennyson.</li> </ol> <p><b>Short Stories</b></p> <ol style="list-style-type: none"> <li>1. Salt- Mannu Bhandari.</li> <li>2. Theresa's Man – Damodar Mouzo.</li> </ol> <p>(selections from Imaging the Other, Editors – Sara Rai, G J V Prasad, Publisher – Katha 1999, 208 pages).</p> |
| <b>Module 2 (Credit 1) Understanding and Responding to audio-visual content</b> |   |
| <b>Learning Outcomes</b>  | After learning the module, learners will be able to   |
|   | 1. Listen actively and respond to different views and perspectives from audio-visual content.   |
|   | 2. Share inputs in the class and express effectively on related content.  |
| <b>Content Outline</b>  | <p><b>Prescribed content:</b></p> <p>Teachers can select audio-visual content that could be based on environment and sustainability, gender, human values.</p>  |
| <b>Module 3 (Credit 1) Learning Grammar</b>                                     |   |
| <b>Learning Outcomes</b>  | After learning the module, learners will be able to   |
|   | 1. Use vocabulary appropriately and create sentence structures.   |
|   | 2. Construct grammatically correct sentences.   |

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| <b>Content Outline</b>                           | <b>Prescribed Grammar components:</b><br><br>Tense, Subject-verb agreement, Prepositions and Prepositional phrases, Vocabulary and Word substitution and formation, Articles |
| <b>Module 4 (Credit 1) Writing for a Purpose</b> |  |
| <b>Learning Outcomes</b>                         | After learning the module, learners will be able to  |
|  | 1. Write simple, creative, descriptive paragraphs.   |
|  | 2. Frame meaningful sentences in sequential order using linking words.   |
| <b>Content Outline</b>                           | <b>Prescribed components:</b><br><br>Students have to write short descriptive, creative paragraphs using linking words.  |

### Assignments/Activities towards Comprehensive Continuous Evaluation (CCE)

#### Evaluation Pattern- internal (50 marks) and External (50 marks)

| <b>Internal Examination - 50 marks</b>  |              |
|---|--------------|
| <b>Activity</b>   | <b>Marks</b> |
| 1. Response to audio – visual material  | 20           |
| 2. Discussion about general topics related to texts   | 10           |
| 3. Creative presentation of the text- (Suggestions-Recitation, Reading, Role Play, Dramatization) | 20           |
| <b>Semester end External Examination - 50 marks</b>   |              |
| 1. Questions on Unit-1 Seen Comprehension from Short stories                                      | 15           |
| 2. Question based on Poems  | 10           |
| 3. Grammar and Vocabulary (Do as Directed)  | 15           |
| 4. Paragraph writing  | 10           |

## References:

1. *Imaging the Other*. editors – Sara Rai, G J V Prasad, Publisher – Katha 1999, 208 pages).
2. *Organised Writing*. V Saraswati, Orient Longman.
3. *Strengthen Your English*. V R Narayanswami, Orient Longman.
4. John Lennard, *The Poetry Handbook. A Guide to Reading Poetry for Pleasure and Practical Criticism*, Oxford University Press.
5. *Merriam Webster's Vocabulary Builder*. Mary Wood Cornog 2010.
6. *Word Power Made Easy*. Norman Lewis 2020.
7. *Practical English Usage*. Michael Swan, Oxford.

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| <b>1.5 Vocational Skills Course (VSC)</b>                     |   |
| <b>Course Title</b>   | <b>English Skills for Employability -I</b>  |
| <b>Course Credits</b>   | <b>2</b>  |
| <b>Course Outcomes</b>  | <b>After going through the course, learners will be able to</b>   |
|   | <ol style="list-style-type: none"> <li>1. Acquire proficiency in English grammar for employability.</li> <li>2. Develop effective listening skills.</li> <li>3. Read, comprehend and respond to texts.</li> <li>4. Learn the art of writing for professional purposes.</li> <li>5. Speak and converse well in English.</li> </ol> |
| <b>Module 1 (Credit 1)- English Grammar for Employability</b> |   |
| <b>Learning Outcomes</b>                                      | <b>After learning the module, learners will be able to</b>  |
|   | <ol style="list-style-type: none"> <li>1. Learn the correct use of parts of speech.</li> <li>2. Build vocabulary and make sentences.</li> <li>3. Learn about the types of sentences.</li> <li>4. Understand the Subject-Verb agreement.</li> <li>5. Use the correct forms of Tenses.</li> </ol>                                   |

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| <b>Content Outline</b>                          | Parts of speech, vocabulary exercises, sentences and their types, Tenses and their usage, Common errors and misappropriations.  |
| <b>Module 2 (Credit 2) Communication Skills</b> |   |
| <b>Learning Outcomes</b>                        | <p><b>After learning the module, learners will be able to</b></p> <ol style="list-style-type: none"> <li>1. Develop effective listening skills.</li> <li>2. Know about Non-Verbal forms of communication.</li> <li>3. Acquire skills in Spoken English.</li> <li>4. Deliver speeches on formal occasions.</li> <li>5. Participate in Role Play activities.</li> <li>6. Develop reading skills.</li> </ol> |
| <b>Content Outline</b>                          | <ol style="list-style-type: none"> <li>1. Advantages of good listening.</li> <li>2. Types of and Barriers to listening.</li> <li>3. Techniques for Active listening.</li> <li>4. Listening and Note Taking.</li> <li>5. Exercises and activities for improving Spoken English.</li> <li>6. Role plays.</li> <li>7. Speeches for formal occasions.</li> </ol>  |

**External Evaluation: 50 marks:**

1. Questions on Grammar -10 marks.
2. Testing Vocabulary skills-10 marks.
3. Writing speeches-10 marks.
4. Reading Comprehension- 10 marks.
5. Speeches- 10 marks.

**References:**

1. Kumar, Sanjay & Lata Pushpa. *Communication Skills* Oxford University Press, New Delhi. 2015.

2. Raman, Meenakshi & Sharma, Sangeeta. *Professional English*. OUP, India, 2018.
3. Sapna, M. S. (Dr.) *Corporate Communication: Trends and Features*. Notion Press, 2020.

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| <b>1.6 Skill Enhancement course (SEC)</b><br><b>For English Medium Students</b> |   |
| <b>Course Title</b>   | <b>Content Writing in English- I (Basics)</b><br><b>For English Medium Students</b>                     |
| <b>Course Credits</b>   | 2   |
| <b>Course Outcomes</b>  | After going through the course, learners will be able to:   |
|   | 1. Develop skills in creative writing used for preparing contents for social media and other platforms. |
|   | 2. Enhance critical abilities to prepare content required for special purposes.                         |
|   | 3. Prepare themselves for good employment opportunities in the field.                                   |
| <b>Module 1 (Credit 1) Introduction to Content Writing</b>                      |   |
| <b>Learning Outcomes</b>  | After learning the module, learners will be able to:  |
|   | 1. Get a comprehensive understanding of what is Content Writing.  |
|   | 2. Understand the usage and importance of Content Writing   |

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|   | 3. Learn language skills required for content writing.  |
| <b>Content Outline</b>  | <b>1.</b> Introduction & Significance of Content Writing (Theory).<br><b>2.</b> Purpose & Role of a Content Writer (Theory).<br><b>3.</b> Language Skills in Content Writing.<br><i>(e.g., rules like using Present tense and choosing Active voice over passive)</i>   |
| <b>Module 2 (Credit 1) Locating Sources for Content Writing</b> |   |
| <b>Learning Outcomes</b>  | After learning the module, learners will be able to:  |
|   | 1. Locate and use credible sources to efficiently write the required content.   |
|   | 2. Write lucrative captions and advertisements for different media types.   |
| <b>Content Outline</b>  | <b>1.</b> Internet Skills: Research Skills & Supplementary Internet skills<br><i>(Give them topics to research to formulate content based on the types).</i><br><br><b>2.</b> Types of Contents and their formats: (Theory & Practice).<br>- Writing for social media (e.g., memes, and post captions).<br><br>- Creating advertisements. |

## PATTERN OF EVALUATION

**Assignments/Activities towards Comprehensive Continuous Evaluation (CCE): 25 marks**

**Internal Evaluation: 50 marks**

1. An assignment that aims to encourage the students to research content development for social media. (10 marks).
2. An assignment that aims to replicate Corporate Teamwork: A project based on promotional content to be given to the learners. Designations like Team Leader, Content researcher, Content Writer, and Content Editor be allotted to them. (10 marks).
3. Preparing samples of content writing (10 marks).
4. Write an appropriate caption using the current tools on the following product/brand (pick a topic). 10 marks.
5. Create an advertisement for a product/brand with a suitable approach to attract the consumer. – 10 marks.

## References

1. Gupta, Kounal. *CONTENT WRITING HANDBOOK: A Practical Crash Course to Write 30+ Content Types & Earn Online*. Henry Harvin, 2020.

2. Handley, Ann. *Everybody Writes: Your New and Improved Go-To Guide to Creating Ridiculously Good Content*. Wiley, 2022.
3. Schaefer, Mark W. *The Content Code: Six Essential Strategies for Igniting Your Content, Your Marketing, and Your Business*. Schaefer Marketing Solutions, 2015.

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| <b>1.6 Skill Enhancement Course (SEC)</b><br><br><b>For Non-English medium students</b> |  |
| <b>Course Title</b>   | Reading and Comprehension Skills in English  |
| <b>Course Credits</b>   | 2  |
| <b>Course Outcomes</b>  | At the end of the course, learners will be able to   |
|   | 1. Actively read different literary texts.<br>2. Recognise vocabulary items and comprehend the texts.<br>3. Apply the knowledge received to answer questions correctly.<br>4. Be familiar with the systems of sounds in English. |
| <b>Module 1 (Credit 1) Reading and Comprehending</b>                                    |  |
| <b>Learning Outcomes</b>  | After learning the module, learners will be able to  |



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|                          | <p>1) Actively read texts and articulate fluently.</p> <p>2) Comprehend, interpret and decode written language and texts using skimming and scanning during reading.</p> <p>3) Engage in interactive exercises while reading.</p> <p>4) Understand the systems of sound.</p>             |
| <b>Content Outline</b>   | <p>1.Texts from different sources (newspapers, internet, other literary texts)including the short stories prescribed using skimming and scanning.</p> <p>2.Chapters 1 to 5 from V. Sasikumar, P. Kiranmai Dutt &amp; Geetha Rajeevan, <i>A Course in Listening &amp; Speaking I</i>.</p> |
|                          |  |
| <b>Module 2</b>          | <b>Comprehension Skills</b>  |
| <b>Learning Outcomes</b> | <p>At the end of the module, the learners will be able to</p> <p>1.Expand vocabulary through practice.</p> <p>2.Annotate effectively for increased comprehension and retention.</p> <p>3.Synthesize information from the text and answer questions.</p>                                  |

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| <b>Content Outline</b> | <p>1. <i>The Doctor's Word</i>- RK Narayan.</p> <p>2. <i>The Gift of the Magi</i>- O. Henry.</p> <p>Skimming and Scanning from the lessons in Unit II.</p> <p>Unseen passages for comprehension (newspapers, magazines, other short stories, internet etc.).</p> |
|------------------------|--|

#### Assignments/Activities towards Comprehensive Continuous Evaluation (CCE)

##### Internal Assessment - 50 marks

1. Reading from different kinds of passages(Poems/news articles/short stories) (10 marks).
2. Highlighting vocabulary items and testing for pronunciation and meaning-15 marks.
3. Assignments/ worksheets on Unit-II Seen Comprehension from Short stories-10 marks.
4. Worksheets based on Vocabulary - 5 marks.
5. Worksheets on Unseen Comprehension-10 marks.

#### References

- 1.V. Sasikumar, P. Kiranmai Dutt & Geetha Rajeevan, *A Course in Listening & Speaking I*, Cambridge University Press, 2014. ISBN: 9788175963344.
2. *Communicative English* . edited by E. Suresh Kumar and P. Sreehari, Orient Blackswan.
- 3.Board of Editors(ed) *Popular Short Stories* Oxford University Press, Chennai, 2001 ISBN 0195623231.
- 4.Narayan, R K. *Malgudi Days*. Penguin Books USA 1987.

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| <b>1.7 Ability<br/>Enhancement<br/>Course AEC)<br/>For Students of</b> |  |
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| <b>English Medium</b>                                   |   |
| <b>Course Title</b>                                     | <b>English For Academic Writing- Paper I</b><br><b>For students of English Medium</b>   |
| <b>Course Credits</b>                                   | 2   |
| <b>Course Outcomes</b>                                  | After going through the course, learners will be able to:   |
|   | 1.Read simple texts fluently with proper understanding.   |
|   | 2.Understand the format of letter and email writing.  |
|   | 3 Develop skills for academic writing.  |
| <b>Module 1 (Credit 1) Reading and Listening Skills</b> |   |
| <b>Learning Outcomes</b>                                | After learning the module, learners will be able to:  |
|   | 1. Use literary text as a context to learn language.  |
|   | 2. Develop reading skills.  |
|   | 3. Listen and respond to audio content.   |
| <b>Content Outline</b>                                  | 1.Short stories from the book Advantage English<br>2. <i>Lawley Road</i> by R. K. Narayan<br>3. <i>Romance of a Busy Broker</i> by O Henry<br>4.Language in Use: Vocabulary Building, Verbs – Tenses, Subject-Verb Agreement<br>5.Comprehension- Close Reading, Skimming, Scanning<br>6.Selections of audio content that could be based on general interesting topics |
| <b>Module 2 (Credit 1) Speaking and Writing Skills</b>  |   |
| <b>Learning Outcomes</b>                                | After learning the module, learners will be able to:  |
|   | 1. Understand the basics of Academic Writing.   |
|   | 2. Write formal and goodwill letters and emails.  |
|   | 3. Introduce oneself and others in a formal set-up.   |
| <b>Content Outline</b>                                  | 1.Summary Writing<br>2.Formal Letters and Emails- Leave Note, Enquiries and Complaints<br>3.Goodwill Letters and Emails- Thank You and Congratulations<br>4.Introducing self and others   |

## PATTERN OF EVALUATION

### Assignments/Activities towards Comprehensive evaluation and marks

#### External (Summative) Assessment: 50 marks

Question 1 –

Seen Passage- Comprehension and Grammar (15 marks).

Question 2 – 15 marks.

A. Formal Letters 1 out of 2 (10 marks).

B. Summary Writing-5 marks.

Question 3- Drafting speeches 10 marks.

Question 4- Goodwill Letters by Email- 10 marks.

## References

1. B. Yadav Raju, C Murlikrishna. *Advantage English*. Orient BlackSwan, 2009.
2. Gangal, J.K. *A Practical Course in Effective English-Speaking Skills*. PHI Learning Private Limited, 2012.
3. Gangal, J.K. *A Practical Course in Developing Writing Skills in English*. PHI Learning Private Limited, 2011.
4. Swales, John M. and Christine Feak. *Academic Writing for Graduate Students: Essential Tasks and Skills*. University of Michigan Press ELT, 2012. (3<sup>rd</sup> Edition)

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| <b>1.7 Ability Enhancement course (AEC)<br/>For Students of Non-English medium</b> |  |
| <b>Course Title</b>  | <b>English Language and Literature- I<br/>For Students of Non-English medium</b> |
| <b>Course Credits</b>  | 2  |
| <b>Course Outcomes</b>   | After completing the course, the learners will be able to:                       |
|  | 1.Read and understand simple literary texts.                                     |
|  | 2.Be aware of and apply the forms of email and letter writing.                   |
| <b>Module 1 (Credit 1) Reading and Listening Skills</b>                            |  |

|  |  |
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| <b>Learning Outcomes</b>                               | After learning the module, learners will be able to:   |
|  | 1. Use the literary text as a context to learn language through receptive skills.  |
|  | 2. Develop reading skills.   |
| <b>Content Outline</b>                                 | Short stories from Let's Go Home and other Stories by Meenakshi Mukherjee.<br>1. <i>The Portrait of a Lady</i> by Khushwant Singh<br>2. <i>Let's go Home</i> by Kewlian Sio<br>Comprehension- Close Reading, Skimming, Scanning  |
| <b>Module 2 (Credit 1) Speaking and Writing Skills</b> |  |
| <b>Learning Outcomes</b>                               | After learning the module, learners will be able to:   |
|  | 1. Use language in context.  |
|  | 2. Learn to communicate effectively through formal, goodwill letters and emails.   |
| <b>Content Outline</b>                                 | 1. Language in Use: Vocabulary Building, Verbs – Tenses, Subject-Verb Agreement<br>2. Formal Letters - Leave Notes, Enquiries and Complaints<br>3. Goodwill Letters - Thank You and Congratulatory notes<br>The student should also be able to write emails in all the above given topics. |

## PATTERN OF EVALUATION

### External (Summative) Assessment: 50 marks

Question 1 –

Seen Passage- Comprehension and Grammar (15 marks)

Question 2 – 20 marks

A. Formal Letter and Email- 1 out of 2 (10 marks)

B. Goodwill Letter and Email- 1 out of 2 (10 marks)

Question 3- Drafting speeches- 15 marks

## References

1. *Let's Go Home and Other Stories*. Ed. by Meenakshi Mukherjee. Orient Blackswan Pvt Ltd. New Delhi (2009)
2. Gangal, J.K. *A Practical Course in Effective English-Speaking Skills*. PHI Learning Private Limited, 2012.
3. Gangal, J.K. *A Practical Course in Developing Writing Skills in English*. PHI Learning Private Limited, 2011.
4. Urmila Rai, S.M Rai (2007), *Business Communication*. Himalaya Publishing House Pvt. Ltd.
5. *Principles and Practices of Business Communication*. Aspi Doctor and Rhoda Doctor, Sheth Publishers.

## SEM II

### 2.1 Subject 1

|  |   |
|--|---|
| Course Title                           | Basic Concepts of Literary Studies- II  |
| Course Credits                         | 2   |
| Course Outcomes                        | <p>After going through the course, learners will be able to</p> <p>1 Enhance their ability to truly appreciate and understand literature by being able to analyze and discuss it with proper critical vocabulary.</p> <p>2.Have more concentrated ability to deepen their knowledge of techniques and forms.</p> <p>3.Demonstrate familiarity with be able to use the intellectual strategies that literary critics use to interpret and discuss literary works.</p> <p>4.Identify poetic forms and critical terms associated with the study of poetry.</p> |
| Module 1 (Credit 1) Genres and Fiction |   |

|  |  |
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| Learning Outcomes  | After learning the module, learners will be able to  |
|  | 1. Be familiar with various genres- popular as well as canon literary texts.   |
|  | 2. Develop literary response to various literary texts.  |
| Content Outline  | Adventure, Bildungsroman, Chick lit, Crime and Detective, Epistolary, Family Saga, Feminist, Gothic, Graphic, Historical, Magic Realism, Realist, Romance, Utopian, Victorian, War, Autobiographical & Biographical works. |
| Module 2 (Credit 1)) Language Skills in Literary Writing |  |
| Learning Outcomes  | After learning the module, learners will be able to  |
|  | 1. Develop effective writing skills.   |
|  | 2. Write well developed essays.  |
| Content Outline  | 1.Importance of cohesion, coherence and structures in writing.<br>2.Voices and figures of speech.<br>3.Collocations and word-formations.<br>4. Linking words, synthesis and clauses.                                       |

#### Assignments/Activities towards Comprehensive Continuous Evaluation (CCE)

##### External Evaluation-50 marks

1. Long question on literary texts prescribed – 20 marks.
2. Short notes on literary texts-10 marks.
3. MCQs on basic concepts- 20 marks.

##### References

- 1.Maynard, John R. "The Bildungsroman." *A Companion to the Victorian Novel* 1 (2002): 279-301.
- 2.David, Deirdre, ed. *The Cambridge companion to the Victorian novel*. Cambridge University Press, 2012.
- 3.Lodge, David. *The art of fiction*. Random House, 2012.

4.Lentricchia, Frank, and Thomas McLaughlin, eds. *Critical terms for Literary study*. University of Chicago Press, 2010.

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| <b>2.4 Open Elective Course (OEC)</b>                    |   |
| <b>For students of English Medium</b>                    |   |
| <b>Course Title</b>                                      | <b>Empowerment through English -Paper II ( For Students of English Medium )</b>   |
| <b>Course Credits</b>                                    | 4   |
| <b>Course Outcomes</b>                                   | After going through the course, learners will be able to  |
|  | 1.Read and comprehend literary texts  |
|  | 2.Relate to the visual and verbal aspects in graphical texts  |
|  | 3.Apply appropriate vocabulary and construct correct grammatical structures in oral presentations                       |
|  | 4.Write full length essays expressing their views on different issues   |
| <b>Module 1 (Credit 1) Understanding Novella</b>         |   |
| <b>Learning Outcomes</b>                                 | After learning the module, learners will be able to   |
|  | 1. Read and comprehend literary texts   |
|  | 2.Analyse and respond to the textual content  |
| <b>Content Outline</b>                                   | <b>Prescribed Texts:</b><br><br>The Living Mountain by Amitav Ghosh<br><br>An Imprint of HarperCollins Publishers, 2022 |
| <b>Module 2 (Credit 1) Understanding Graphic Content</b> |   |



|   |  |
|---|--|
| <b>Learning Outcomes</b>                    | After learning the module, learners will be able to  |
|   | 1. Understand and relate to graphic content (in books/magazines)                                 |
|   | 2.Create and make effective verbal and visual presentations                                      |
| <b>Content Outline</b>                      | <b>Prescribed text:</b><br><br>Amar Chitra Katha Comics :- APJ Abdul Kalam. Ed. By Anant Pai     |
| <b>Module 3 (Credit 1) Learning Grammar</b> |  |
| <b>Learning Outcomes</b>                    | After learning the module, learners will be able to  |
|   | 1. Construct grammatically correct sentences   |
|   | 2.Use correct structures in presentations  |
| <b>Content Outline</b>                      | <b>Prescribed Grammar components:</b><br><br>Tense, Voice, Direct and Indirect speech            |
| <b>Module 4 (Credit 1) Essay Writing</b>    |  |
| <b>Learning Outcomes</b>                    | After learning the module, learners will be able to  |
|   | 2.Write full-length essay with logical flow thought  |
| <b>Content Outline</b>                      | <b>Prescribed component:</b><br><br>Extended writing- Expository and Argumentative Essay Writing |

## Assignments/Activities towards Comprehensive Continuous Evaluation (CCE)

### Evaluation Pattern

| Internal Examination - 50 marks   |       |
|---|-------|
| Activity  | Marks |
| 1.Assignments (Conversation/Role play) based on prescribed text                                   | 20    |
| 2.Classroom presentation/project on Amar Chitra Katha (prescribed and others)                     | 20    |
| 3. Discussion in group on general topics (aimed at developing expository or argumentative skills) | 10    |
| Semester end External Examination - 50 marks  |       |
| 1.Unseen Comprehension  | 15    |
| 2.Short notes on Novella – (3 from 5)   | 15    |
| 3.Grammar and Vocabulary (Do as Directed)   | 10    |
| 4.Essay writing   | 10    |

### References:

1. *English Grammar in Use*. Raymond Murphy, Cambridge.

2. Amar Chitra Katha Comics
3. *Champak*. (English Magazine) Delhi Press
4. *How to Study a Novel*. Andre Brink, Macmillan 1995
5. Gangal J K. *A Practical Course In Developing Writing Skills in English*. PHI Learning Private Limited. 2011
6. Sinha Chaudhari Santanu. *Learn English*. McGraw Hill Education Pvt.ltd. New Delhi. 2013.

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| <b>2.6 Open Elective Course (OEC)</b>                  |  |
| <b>For Students of non-English medium</b>              |  |
| <b>Course Title</b>                                    | <b>English for Empowerment -Paper II ( For Students of Non-English Medium)</b> |
| <b>Course Credits</b>                                  | 4  |
| <b>Course Outcomes</b>                                 | After going through the course, learners will be able to                       |
|  | 1. Use literary texts as contexts for teaching language in use.                |
|  | 2.Enable listening and using language in context.                              |
|  | 3.Write longer, descriptive and creative text.                                 |
|  | 4.Develop accuracy, appropriateness and fluency in communication.              |
| <b>Module 1 (Credit 1) Understanding Short Stories</b> |  |
| <b>Learning Outcomes</b>                               | After learning the module, learners will be able to                            |
|  | 1. Improve Reading skills.   |
|  | 2. Analyze and respond to the textual content                                  |

|   |   |
|---|---|
| <b>Content Outline</b>  | <b>Prescribed Texts:</b><br><br>First two short stories from <i>Yuvakatha</i> , vol 7, ed. By Keerti Ramachandra, Katha, New Delhi, 1996. |
| <b>Module 2 (Credit 1) Language in Use ( In Graphics and Magazines)</b> |   |
| <b>Learning Outcomes</b>  | After learning the module, learners will be able to   |
|   | 1. Understand and relate to graphic content (in books/magazines)  |
|   | 2. Create and make effective verbal and visual presentations<br>3. Write short and long sentences using the given words.                  |
| <b>Content Outline</b>  | <b>Prescribed text:</b><br><br>1. Articles from magazines in English.<br>2. Cartoon books, graphic stories, animated audio-visual content |
| <b>Module 3 (Credit 1) Paragraph and Letter Writing</b>                 |   |
| <b>Learning Outcomes</b>  | After learning the module, learners will be able to   |
|   | 1. Write longer paragraphs on given topics.   |
|   | 2. Write Formal Letters of Complaints / letters to editors.   |
| <b>Content Outline</b>  | <b>Prescribed components:</b><br><br>1. Long Paragraph Writing<br>2. Formal Letters of Complaints. Letters to editors.                    |
| <b>Module 4 (Credit 1) Speaking Skills</b>                              |   |

|                          |   |
|--------------------------|---|
| <b>Learning Outcomes</b> | After learning the module, learners will be able to   |
|                          | 1.Develop listening skills.   |
|                          | 3. Respond to spoken structures.  |
| <b>Content Outline</b>   | <b>Prescribed component:</b><br><br><i>A Course in Listening and Speaking – II, V.Sasikumar et.al,</i><br>Cambridge University Press, 2014. |

### **Assignments/Activities towards Comprehensive Continuous Evaluation (CCE)**

#### **Evaluation Pattern**

| <b>Internal Examination - 50 marks</b>                          |              |
|---|--------------|
| <b>Activity</b>   | <b>Marks</b> |
| 1.Assignments (Conversation/Role play) based on prescribed text | 20           |
| 2.Collection of samples of long paragraphs                      | 10           |
| 3,Compilation of Sample Formal Letters                          | 10           |
| 4. Group Discussions on given topics                            | 10           |
| <b>Semester end External Examination - 50 marks</b>             |              |
| 1.Unseen Comprehension  | 15           |
| 2.Short notes on Novella – (3 from 5)                           | 15           |
| 3.Grammar and Vocabulary (Do as Directed)                       | 10           |

|  |    |
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| 4.Long Paragraph writing OR<br>Formal Letter Writing | 10 |
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### References:

- 1.Nagaraj, Geeta. *Write to Communicate*,Cambridge University Press/Foundation Books, 2004
2. Sasikumar V. et.al . *A Course in Listening & Speaking- II* Cambridge University Press, 2006.
- 3.Moula Shaikh ed. *Communication Skills : A Practical Approach*. Frank Bros. & Co. 2011
4. Grellet, Francoise. *Developing Reading Skills*,Cambridge University Press, 1981.

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| <b>2.7 Skill Enhancement Course (SEC)</b><br><br><b>For Students of English Medium</b> |  |
| <b>Course Title</b>  | <b>Content Writing in English- II (Advanced)</b><br><br><b>For Students of English Medium</b>          |
| <b>Course Credits</b>  | 2  |
| <b>Course Outcomes</b>   | After going through the course, learners will be able to:  |
|  | 1. Develop skills in creative writing used for preparing content for social media and other platforms. |
|  | 2. Enhance critical abilities to prepare content required for special purposes.                        |
|  | 3. Plan for a career in media  |

|   |  |
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| <b>Module 1 (Credit 1) – Introduction to Anti-Plagiarism policies</b> |  |
| <b>Learning Outcomes</b>  | After learning the module, learners will be able to:   |
|   | 1. Exercise ethical standards while drafting content to avoid plagiarism and follow the correct publishing conduct.                        |
|   | 2. Use accurate style to match the purpose of the content.   |
|   | 3. Write slogans and taglines that represent the appropriate goals of the brand and Content.   |
| <b>Content Outline</b>  | 1. Copywriting<br>2. Types of writing & correct usage of words.<br>3. Types of Content and their format.<br>4. Ethics and Publishing rules |
| <b>Module 2- Credit :1 Creating Brochures and Manuals</b>             |  |
| <b>Learning Outcomes</b>  | After learning the module, learners will be able to:   |
|   | 1. Design better Graphics for Brochures/Posters/<br>Event Invites- using writing tools available on the internet.                          |
|   | 2. Write suitable content for the Brochure writing with the correct information.   |

|                        |   |
|------------------------|---|
| <b>Content Outline</b> | <ol style="list-style-type: none"> <li>1. Internet Skills: Basic Graphic Skills e.g. Canva</li> <li>2. Types of Content and their format: Posters, Event Invites ,Brochures, flyers etc.</li> </ol> |
|------------------------|---|

## **PATTERN OF EVALUATION**

### **INTERNAL EVALUATION : 50 marks**

1. Creating a brochure/poster/event invite for a given topic - 1 /2 (10 marks)
2. Make a detailed brochure -1 /2 (10 marks)
3. Theory based questions -can be objective- 10 marks
- 4 . Edit the following advertisement making it appropriate for print media. **10 marks (Specify the type of media required)**
- 5 . Invent a copy/slogan/tagline for the following advertisement given on a product/brand/service industry. (10 marks)

### **References**

1. Gupta, Kounal. *CONTENT WRITING HANDBOOK: A Practical Crash Course to Write 30+ Content Types & Earn Online*. Henry Harvin, 2020.
2. Handley, Ann. *Everybody Writes: Your New and Improved Go-To Guide to Creating Ridiculously Good Content*. Wiley, 2022.
3. Schaefer, Mark W. *The Content Code: Six Essential Strategies for Igniting Your Content, Your Marketing, and Your Business*. Schaefer Marketing Solutions, 2015.

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| <b>2.7 Skill Enhancement Course (SEC)</b><br><br><b>For Students of Non-</b> |  |
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|--|--|
| <b>English medium</b>                          |  |
| <b>Course Title</b>                            | <b>Speaking and Writing Skills in English</b><br><b>For Students of Non-English Medium</b>   |
| <b>Course Credits</b>                          | <b>2</b>   |
| <b>Course Outcomes</b>                         | At the end of the course, learners will be able to   |
|  | <ol style="list-style-type: none"> <li>1) Speak and interact well in various situations.</li> <li>2) Develop soft skills such as self-analysis, self-confidence by working individually, in pairs and groups.</li> <li>3) Use nonverbal language effectively.</li> <li>4) Organize and develop paragraphs from a topic sentence using linking words.</li> <li>5) Develop ability to write formal and Informal messages and descriptive essays.</li> <li>6) Acquire competence using the right vocabulary in spoken as well as written forms of communication.</li> </ol> |
| <b>Module 1 (Credit 1) Speaking in English</b> |  |
| <b>Learning Outcomes</b>                       | After learning the module, learners will be able to  |
|  | <ol style="list-style-type: none"> <li>I. Articulate fluently and coherently in different situations on familiar topics</li> <li>2. Learn the use of nonverbal language</li> <li>3. Engage in interactive spoken and exercises individually, in pairs and groups in a variety of situations</li> </ol>   |

|                          |  |
|--------------------------|--|
| <b>Content Outline</b>   | <p>1. Communication Skills</p> <p>UNIT 1-6 Understanding Communication, Greeting and Introducing, Making Requests, Asking for and Giving Permission, Offering Help, Giving Instructions and Directions</p> <p>V. Sasikumar, P. Kiranmai Dutt &amp; Geetha Rajeevan, <i>A Course in Listening &amp; Speaking I</i> (Pg nos 61-90)</p> <p>2. Non Verbal Communication- The Body Language (Pg nos 58-64)</p> <p>Gangal, J.K. <i>A Practical Course in Effective English Speaking Skills</i></p> |
|                          | .  |
| <b>Module 2</b>          | Using Vocabulary and Writing in English  |
| <b>Learning Outcomes</b> | <p>At the end of the module, the learners will be able to</p> <ol style="list-style-type: none"> <li>1. Expand vocabulary through practice</li> <li>2. Acquire confidence in using the right vocabulary for the right purpose.</li> <li>3. Develop, organize and write paragraphs and simple formal and informal messages</li> <li>4. Write descriptive essays.</li> </ol>   |
| <b>Course Outline</b>    | <ol style="list-style-type: none"> <li>1. Developing and organising paragraphs from a topic sentence using linking words</li> <li>2. Writing Descriptive essays</li> <li>3. Writing simple, formal and informal messages</li> <li>4. Using Verbs – Tenses, Subject, Verb Agreement, Articles &amp;</li> </ol>  |

|  |             |
|--|-------------|
|  | Proposition |
|--|-------------|

### Internal Evaluation-

1. Situations using Greeting and Introducing/ making requests (Individual, Pair work)-10 marks
2. Situations asking for and giving permission, offering help, giving instructions and directions (Individually/ in pairs and groups) questions on body language- 15 marks
3. Worksheet on Grammar-5 marks
4. Worksheets based on writing simple, formal and informal messages - 5marks
5. Assignments on Descriptive essays-10 marks
6. Assignments developing and organising paragraphs from a topic sentence using linking words-5 marks

### References

- 1.V. Sasikumar, P. Kiranmai Dutt & Geetha Rajeevan, *A Course in Listening & Speaking I*, Cambridge University Press, 2014. ISBN: 9788175963344.
- 2.Gangal, J.K. *A Practical Course in Effective English Speaking Skills*. PHI Learning Private Limited, 2016.
3. *Communicative English*. edited by E. Suresh Kumar and P. Sreehari, Orient Blackswan.

|  |  |
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| <b>2.8 Ability<br/>Enhancement Course<br/>(AEC)<br/><br/>For students of English</b> |  |
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|   |  |
|---|--|
| <b>Medium</b>   |  |
| <b>Course Title</b>                                     | <b>English for Academic Writing- Paper II</b><br><b>For Students of English medium</b>                                       |
| <b>Course Credits</b>                                   | 2  |
| <b>Course Outcomes</b>                                  | After going through the course, learners will be able to:  |
|   | 1. Read, understand, and respond to simple narratives.   |
|   | 2. Learn to write letters and emails correctly and coherently in English.  |
|   | 3. Strengthen -skills for academic writing.  |
| <b>Module 1 (Credit 1) Reading and Listening Skills</b> |  |
| <b>Learning Outcomes</b>                                | After learning the module, learners will be able to:   |
|   | 1. Learn to answer various types of questions based on texts.  |
|   | 2. Develop the ability to take and make notes.   |
|   | 3. Identify and use tense forms and prepositions accurately.   |
| <b>Content Outline</b>                                  | 1. Short stories from the book Advantage English<br>a. <i>The Thief</i> by Ruskin Bond<br>b. <i>The Bet</i> by Anton Chekhov |
|   | 2. Language in Use: Vocabulary Building, Verbs – Tenses, Subject-Verb Agreement, Prepositions                                |
|   | 3. Note Taking and Note Making   |
| <b>Module 2 (Credit 1) Speaking and Writing Skills</b>  |  |

|                          |   |
|--------------------------|---|
| <b>Learning Outcomes</b> | After learning the module, learners will be able to:  |
|                          | 1.Learn to interpret visual data and write with clarity.  |
|                          | 2. Strengthen the ability to carry out formal letter and email writing.   |
|                          | 3. Invite and request in person or telephonically.  |
| <b>Content Outline</b>   | 1.Interpretation of Data: Visual to Verba<br>2.Formal Letters and Emails- Requests and Invitation<br>3.Conversational practice (invite or requests) |

### **PATTERN OF EVALUATION;**

EXTERNAL EVALUATION= 50 marks

1. Question 1- Drafting letter/ Email Students are required to write an email requesting a teacher. (10 marks)
2. Question 2- Short notes based on the stories 2/4 (10 marks)
3. Question 3- Write an imaginary dialogue on a given scene from the prescribed short stories. (10 marks)
- 4.Question 4 – Seen Passage- Comprehension and Grammar (20 marks)

### **References**

1. B. Yadav Raju, C Murlikrishna. *Advantage English*. Orient BlackSwan, 2009.
2. Gangal, J.K. *A Practical Course in Effective English Speaking Skills*. PHI Learning Private Limited, 2012.
3. Gangal, J.K. *A Practical Course in Developing Writing Skills in English*. PHI Learning Private Limited, 2011.
4. Swales, John M. and Christine Feak. *Academic Writing for Graduate Students: Essential Tasks and Skills*. University of Michigan Press ELT, 2012. (3<sup>rd</sup> Edition)

|                                       |  |
|---------------------------------------|--|
| <b>2.8 Ability Enhancement Course</b> |  |
|---------------------------------------|--|

|   |  |
|---|--|
| (AEC)   |  |
| <b>For Students of Non-English medium</b>               |  |
| <b>Course Title</b>                                     | <b>English Language and Literature – Paper II</b>  |
| <b>Course Credits</b>                                   | <b>2</b>   |
| <b>Course Outcomes</b>                                  | After going through the course, learners will be able to   |
|   | 1. Read, understand, and respond to simple narratives.   |
|   | 2. Learn to write letters and emails correctly and coherently in English.  |
| <b>Module 1 (Credit 1) Reading and Listening Skills</b> |  |
| <b>Learning Outcomes</b>                                | After learning the module, learners will be able to  |
|   | 1. Learn to answer various types of questions based on texts.  |
|   | 2. Develop the ability to organize, connect and condense key points of information.  |
| <b>Content Outline</b>                                  | 1. Short stories from the book <i>Let's Go Home and other Stories</i> by Meenakshi Mukherjee.<br>a. <i>The White Dove</i> by Indrayani Sowkar<br>b. <i>The Meeting Pool</i> by Ruskin Bond |
|   | 2. Note Taking and Note Making   |
| <b>Module 2 (Credit 1) Speaking and Writing Skills</b>  |  |

|                          |   |
|--------------------------|---|
| <b>Learning Outcomes</b> | After learning the module, learners will be able to   |
|                          | 1. Use tense forms accurately.  |
|                          | 2. Strengthen the ability to write formal letters and emails  |
| <b>Content Outline</b>   | 1. Language in Use: Vocabulary Building, Verbs – Tenses, Subject-Verb Agreement, Prepositions<br>2. Formal Letters and Emails- Requests and Invitations |

## PATTERN OF EVALUATION

EXTERNAL EVALUATION -50 marks

Question 1- Seen Passage- Comprehension and Grammar (20 marks)

Question 2 – 10 marks Formal Letter and Email- 1 out of 2 (10 marks)

Question 3- 20 marks- Short notes based on stories 2 /4 .

## References

1. *Let's Go Home and Other Stories*, by Meenakshi Mukherjee. Orient Blackswan Pvt Ltd. New Delhi (2009)
2. Gangal, J.K. *A Practical Course in Effective English Speaking Skills*. PHI Learning Private Limited, 2012.
3. Gangal, J.K. *A Practical Course in Developing Writing Skills in English*. PHI Learning Private Limited, 2011.
4. Turkel, Judi Kesselman and Franklynn Peterson *Note-Taking Made Easy*. University of Wisconsin Press, 2001.
5. Urmila Rai, S.M Rai (2007), *Business Communication*. Ok Communication, Aspi Doctor and Rhoda Doctor, Sheth Publishers.

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