

FYBA

C.C. English (LL)

Scheme: Semester I

Paper: CC

Title of the Paper: **Starting with English**

Subject code no: \_\_\_\_\_

	L	Cr	P / T	D	TP	TW	T
<b>Starting with English</b>	4	4		2.30	75	25	100

**Objectives:**

- I) To use literary texts as a context for teaching language in use
- II) To allow students opportunities to listen and use language in context
- III) To teach the building blocks of Paragraph Writing
- IV) To use the building blocks of Paragraph Writing to Transfer Information Visually & Verbally
- V) To make students aware of the forms of email writing and letter writing
- VI) To introduce students to the systems of sounds in English

**Learning Outcomes:** At the end of the course the students will be able to:

- I) Start using language more accurately and fluently in the above mentioned spoken and written context successfully transfer information from visual & verbal and verbal to visual.
- II) Understand the format of letter and email writing and use the tools of paragraphing and be able to compose simple emails and letters
- III) Understand the systems of sound

**Unit I:**

- *Unnikatha* by M Mukundan & *Girls* by Mrinal Pande from *Yuvakatha* – Vol. IV, Ed by Geeta Dharmarajan, Katha Publications, New Delhi, 1996

## Unit II:

- Language in Use
- Vocabulary – Antonyms, Synonyms, Word Formation
- Grammar – Def. of Noun, Simple Notes of Noun, Countable & Uncountable Nouns e.g. Hair – Hairs
- Subject / Verb Argument – Concept of Subject & Verb e.g. I am busy, not I are busy
- Reading using the text to teach Skimming & Scanning

## Unit III:

- Using correct sentences to form a coherent paragraph
- Information Transfer
- Verbal to visual / visual & verbal

e.g.: paragraph to graph/ pie chart etc and vice versa. Introduction to letter writing / email format, informal letter writing / email (request & invitation ) subject lines of email and matter of email asking and giving information)

## Unit IV:

- *Chapters 1 to 5* from V. Sasikumar, P. Kiranmai Dutt & Geetha Rajeevan, *A Course in Listening & Speaking I*, Cambridge University Press, 2014. ISBN: 9788175963344.

## Evaluation Scheme:

### Internal Examination

Speaking & Listening	10 marks
Language in Use	15 marks
(Do as directed, Vocabulary & Grammar – 2 tests)	

### External Examination

Language in Use	25 marks
(Do as Directed, Fill in the Blanks, Multiple Choices, Sentence Construction)	
Information Transfer	10 marks
(Tables, Graphs)	

Reading Comprehension

10 marks

(Seen Passage)

Skimming & Scanning

Email (One)

15 marks

Letter Writing

15 marks

SYBA

**C.C. English (LL)**

**Semester III**

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

Title of the Course: **Effective English**

Subject Code No.: **350301**

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

\*Tutorial batches of 25 students each.

**Objectives:**

- I) To initiate understanding and response to simple texts and narratives.
- II) To develop the ability to answer various types of questions based on texts and narratives both orally as well as in writing.
- III) To encourage to speak simple English fluently in day to day conversation.
- IV) To enable 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 speak fluently in English viz. to greet people, start or end a conversation in polite manner, to give directions etc.
- III) To write informal letters, invitations, apologies, requests, intimations and appeals etc.

**Credits:** 04

**Teaching hours:** 50

**Marks:** 100



Unit	Topic and Details	No. of Lectures/ Tutorial* assigned	Weightage in %
1	<b>Reading Comprehension</b> 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	20	35%
2	<b>Speaking skills</b> <ul style="list-style-type: none"> <li>• Greetings.</li> <li>• Introducing self and others.</li> <li>• Starting and ending a conversation.</li> <li>• Inviting and accepting invitations <i>Letter</i></li> <li>• Thanking and apologising</li> </ul>	08*	15%
3	<b>Listening Skills</b> <ul style="list-style-type: none"> <li>• Listening comprehension exercises based on prescribed text (Unit 1, audio and video sources)</li> </ul>	07*	10%
4	<b>Writing Skills</b> <ul style="list-style-type: none"> <li>• Language exercises in vocabulary and revising prepositions and tenses</li> <li>• Subject agreement and paragraph writing</li> <li>• Informal letters, invitations, apologies, requests, intimations and appeals etc.</li> <li>• Guided answers to questions based on seen and unseen texts.</li> </ul>	25	40%

**Evaluation Scheme:-**

**25 Marks**

**Internal Examination:**

: 15Marks

1. Speaking skills

: 10 Marks

2. Listening comprehension

(Do as directed, Vocabulary and Grammar)

**75 Marks**

**External Examination:**

: 15 Marks

1. Unseen Comprehension

(Only contextualised grammar questions will be asked and Short answer question, Jumbled sentences, Match the column, Vocabulary etc.)

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

: 15 Marks

3. Language in Use

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

4. a) Guided paragraph writing

: 08 Marks

b) Organising a paragraph from jumbled sentences

: 07Marks

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

3. Ball, F. 1997. The Development of Reading skills, Oxford: Basic Blackwell

4. Bygate, M. 1987. Speaking. OUP

5. Krishnaswamy, N. and Sriraman, T. Teaching spoken English and Communication skills. Madras: T. R Publications

6. Gangal J K. *A Practical Course In Effective English Speaking*. PHI Learning Private Limited. 2012.

TYBA

**C.C. English (for non-English Medium Students)**

**Semester V**

Course: English C.C. Paper V (L.L.)

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

Subject Code No.:

Course:	L	Cr	P / T	D	TP	TW	T
<b>English for Empowerment</b>	3	4	1*	2.30	75	25	100

Tutorial batches of 25 students each.

**Objectives:**

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

**Learning Outcomes:**

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

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



Credits: 04

Teaching hours: 50

Marks: 100

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



**Evaluation Scheme:-**

**Internal Examination:**

**25 Marks**

1. Speaking skills : 15 Marks

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

2. Listening to recordings/ passages read by the teacher in class and responding in writing : 10 Marks

**External Examination:**

**75 Marks**

Seen Comprehension passage (Inferential and opinion based questions) :15 Marks

Unseen passage for simple comprehension and grammar exercises : 15 Marks

Application letter with CV : 20 Marks

Formal Letter (one out of two) : 10 Marks

Do as directed : 15 Marks

**Recommended Reading:**

Nagaraj Geetha, *Write to Communicate*. Cambridge University Press/Foundation Books. 2004.

Sasikumar V. *A Course in Listening and Speaking II*. Cambridge University Press, 2006

Bovee, Thill Schertzman. *Business Communication Today* [7<sup>th</sup> Edition]. Pearson Education. 2006

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

Ganguly, Anand. *Group Discussion; For Admissions & Jobs*. Pustak Mahal. Delhi. 2005

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

Moula Shaikh. ed. *Communication Skills : A Practical Approach*. Frank Bros. & Co.. 2011.

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

Grellet Francoise. *Developing Reading Skills*. Cambridge University Press. 1981.

FYBA

C.C. English (LL)

Scheme: Semester II

Paper: CC

Title of the Paper: **Exploring English**

Subject code no: \_\_\_\_\_

	L	Cr	P / T	D	TP	TW	T
<b>Exploring English</b>	4	4		2.30	75	25	100

**Objectives:**

- I) To use literary texts as a context for teaching language in use
- II) To allow students opportunities to listen and use language in context
- III) To teach students to write longer description and creative texts
- IV) To help students to develop accuracy, appropriacy and fluency in communication

**Learning Outcomes:** At the end of the course the students will be able to:

- I) Use tense forms accurately
- II) Use language in context for referential and inferential moving
- III) Write Short, Simple, Descriptive and Creative Pieces Accurately and Fluently
- IV) Understand the Accuracy, Appropriacy & Fluency in Spoken Language.

**Unit I:**

- First two short stories from *Yuvakatha* – Vol. VII, Ed by Keerti Ramachandra, Katha, New Delhi, 1996. ISBN: 9788185586434

**Unit II:**

- Vocabulary – Antonyms, Synonyms, Word Formation, Making Sentences of their own.
- Verb Tenses – Simple & Continuous Form
- Use of 'ing' – verb form eg coming, going in sentences

### **Unit III: Reading**

- Using the stories to teach inferential meanings

Linking Paragraph: for e.g. using First, Next, Secondly etc for linking sentences and paragraph.

### **Unit IV: Writing**

- Guided essays & creative pieces (for .e.g story writing- give beginning – ask to write the end).

### **Unit V: Speaking**

- Chapters VI to IX from V. Sasikumar, P. Kiranmai Dutt & Geetha Rajeevan, *A Course in Listening & Speaking II*, Cambridge University Press, 2014. ISBN: 9788175962941

### **Evaluation Scheme:**

#### **Internal Examination**

Speaking & Listening	10 marks
Language in Use	15 marks
(Verb Tenses, Do as Directed, Vocabulary & Grammar)	

#### **External Examination**

Language in Use	30 marks
(Do as Directed, Fill in the Blanks, Multiple Choices, Sentence Construction)	
Reading Comprehension	15 marks
(Influence Based Questions)	
Guided Essay	15 marks
Creative Writing (Limit Words to 150)	15 marks



**External Examination:**

**75 Marks**

1. Reading Comprehension

: 15 Marks

(Passage from the prescribed texts with objective or short answer questions)

2. Short answer questions or multiple choice questions based on 'The Inner Courtyard'

:15 Marks

Language in Use

: 15 Marks

(Fill in the blanks, Correct the following, Multiple Choices, Sentence Construction, and Do as Directed)

4. Writing emails (one out of two questions to be answered)

:10 Marks

5. a) Report Writing

: 10Marks

b) Letter of Enquiry / Complaint.

: 10 Marks

**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.

L = No. of Lectures / week, P / T = Practical / Tutorial in hrs, D = Duration of Theory paper for Examination in hrs, TP = Theory Paper-marks, TW = Term Work - marks,

P/V = Practical / Viva Voce - marks, T = Total

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**Semester IV**

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

Title of the Course: **English for Practical Purposes**

Subject Code No.: 450401

Paper	L	Cr	P / T	D	TP	TW	T
English for Practical Purposes	3	4	1*	2.30	75	25	100

\*Tutorial batches of 25 students each.

**Objectives:**

- I) To enable students to read simple texts fluently with proper understanding.
- II) To enable students to speak simple English in informal as well as formal situations.
- III) 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:

- I) To read, understand and write responses in simple English.
- II) 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)
- III) Learn to answer various types of questions like factual, interpretative and personal responses.

**Credits:** 04

**Teaching hours:** 50

**Marks:** 100

Unit	Topic and Details	No. of Lectures/ Tutorial*	Weightage

		assigned	in %
1	<b>Reading Comprehension</b> a) 'The Library Girl' by Vishwapriya L. Iyengar b) '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	20	35%
2	<b>Speaking Skills</b> <ul style="list-style-type: none"> <li>• Short Speeches : on topics of general interest</li> <li>• Welcome Speech (To welcome and introduce the chief guest of a programme)</li> <li>• Vote of thanks.</li> </ul>	08*	15%
3	<b>Listening Skills</b> <ul style="list-style-type: none"> <li>• Listening comprehension exercises based on prescribed text (Unit 1, audio and video sources)</li> </ul>	07*	10%
4	<b>Writing Skills</b> <ul style="list-style-type: none"> <li>• Writing Reports: Themes for examples: in-house Annual day, cultural and sports day, newspaper and medical camps, heavy rain etc.</li> <li>• Writing Formal Letters of Enquiries and Complaints</li> <li>• E-mails</li> <li>• Grammar: Do as directed: verb, tenses, vocabulary , jumbled sentences</li> </ul>	25	40%

**Evaluation Scheme:-**

**Internal Examination:**

1. Speaking Skills
2. Listening comprehension

**25 Marks**

: 15 Marks

: 10 Marks



TYBA

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

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

**Course Code:655501**

**Credits: 04**

**Marks: 100**

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

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

**Objectives:**

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

**Learning outcomes:**

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

Credits: 04

Teaching hours: 50

Marks: 100

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

## Evaluation Scheme:

### Internal Examination

25 marks

1. PPT presentations 15 marks
2. Testing listening comprehension with a written response to audio/video, recording of lectures, speeches, T.V serials, seminars 10 marks

### External Examination

75 marks

1. Seen passage (Inferential & opinion based questions) 15 marks
2. Unseen passage for simple comprehension and grammar exercises 15 marks
3. Letter to editor 10 marks
4. Short notes on the prescribed stories (2 out of 3) 20 marks
5. Essay writing (Guided) 15 marks

## Recommended Readings

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

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

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

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

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

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

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

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

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