



1.1.2: The programmes offered by the institution focus on employability / entrepreneurship / skill development and their course syllabi are adequately revised to incorporate contemporary requirements

**SYLLABUS OF THE COURSES FOCUSING
EMPLOYABILITY / ENTREPRENEURSHIP / SKILL
DEVELOPMENT**

Colour Coding

EMPLOYABILITY

ENTREPRENEURSHIP

SKILL DEVELOPMENT

B.A. ENGLISH

I B.A., ENGLISH	PROFESSIONAL ENGLISH FOR ARTS AND SOCIAL SCIENCES - I For all I END, TAE, HID Courses	CODE: PEAS01A
SEMESTER – I		HRS / WK 1
PART – IV		CREDITS: 1

OBJECTIVES:

- To develop the language skills of students by offering adequate practice in professional contexts.
- To enhance the lexical, grammatical and socio-linguistic and communicative competence of first year physical sciences students
- To focus on developing students' knowledge of domain specific registers and the required language skills.
- To develop strategic competence that will help in efficient communication
- To sharpen students' critical thinking skills and make students culturally aware of the target situation.

LEARNING OUTCOMES:

- Recognize their own ability to improve their own competence in using the language
- Use language for speaking with confidence in an intelligible and acceptable manner
- Understand the importance of reading for life
- Read independently unfamiliar texts with comprehension
- Understand the importance of writing in academic life
- Write simple sentences without committing error of spelling or grammar

NB: All four skills are taught based on texts/passages.

SEMESTER I	COURSE CODE: PEAS01A	COURSE TITLE: PROFESSIONAL ENGLISH FOR ARTS AND SOCIAL SCIENCES – I										HOURS:1	CREDIT: 1	
COURSE OUTCOMES	PROGRAMME OUTCOMES(PO)					PROGRAMME SPECIFIC OUTCOMES (PSO)								MEAN SCORE OF CO'S
Co	PO 1	PO 2	PO 3	PO 4	PO 5	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5	PSO 6	PSO 7	PSO 8	Mean score
CO1	5	5	4	1	5	5	5	5	5	4	5	5	5	4.5
CO2	5	5	4	1	5	5	5	2	2	2	4	4	5	3.7
CO3	5	5	3	1	5	5	5	4	4	4	5	5	5	4.3
CO4	5	5	5	1	5	5	5	4	4	4	5	5	5	4.4
CO5	5	5	5	1	5	5	5	2	2	2	4	4	4	3.7
Mean Overall Score														4.1

Result: The score of this course 4.1 (**VERY HIGH**)

Association	1%-20%	21%-40%	41%-60%	61%-80%	81%-100%
Scale	1	2	3	4	5
Interval	0<=rating<=1	1.1<=rating<=2	2.1<=rating<=3	3.1<=rating<=4	4.1<=rating<=5
Rating	Very Poor	Poor	Moderate	High	Very High

This Course is having **VERY HIGH** association with Programme Outcome and Programme Specific Outcome

UNIT I: COMMUNICATION

- Listening:** Listening to audio text and answering questions - Listening to Instructions
- Speaking:** Pair work and small group work.
- Vocabulary:** Register specific - Incorporated into the LSRW tasks

UNIT II: DESCRIPTION

- Reading:** Skimming/Scanning-Reading passages on products, equipment and gadgets.
- Writing:** Process Description –Compare and Contrast Paragraph-Sentence Definition and Extended definition- 3, Free Writing.
- Vocabulary:** Register specific -Incorporated into the LSRW tasks.

UNIT III: NEGOTIATION STRATEGIES

- Listening:** Listening to interviews of specialists / Inventors in fields (Subject specific)
- Speaking:** Brainstorming. (Mind mapping).
Small group discussions (Subject- Specific)
- Vocabulary:** Register specific - Incorporated into the LSRW tasks

UNIT IV: PRESENTATION SKILLS

- Reading:** Reading Comprehension passages
- Writing:** Writing Recommendations Interpreting Visuals inputs
- Vocabulary:** Register specific - Incorporated into the LSRW tasks

UNIT V: CRITICAL THINKING SKILLS

- Listening:** Listening comprehension- Listening for information.
- Speaking:** Making presentations (with PPT- practice).
- Reading:** Comprehension passages –Note making. Comprehension: Motivational article on Professional Competence, Professional Ethics and Life Skills)
- Writing:** Problem and Solution essay– Creative writing –Summary writing
- Vocabulary:** Register specific - Incorporated into the LSRW tasks

I B.A., ENGLISH	PROFESSIONAL ENGLISH FOR ARTS AND SOCIAL SCIENCES-II For I END, TAE, HID Courses	CODE:PEAS02A
SEMESTER – II		HRS / WK 1
PART – IV		CREDITS: 1

Objectives:

- The Professional Communication Skills Course is intended to help Learners in Arts and Science colleges,
- Develop their competence in the use of English with particular reference to the workplace situation.
- Enhance the creativity of the students, which will enable them to think of innovative ways to solve issues in the workplace.
- Develop their competence and competitiveness and thereby improve their employability skills.
- Help students with a research bent of mind develop their skills in writing reports and research proposals.

SEMESTER II		COURSE CODE: PEAS02A				COURSE TITLE: PROFESSIONAL ENGLISH FOR ARTS AND SOCIAL SCIENCES II								HOUR:1	CREDIT: 1
COURSE OUTCOMES		PROGRAMME OUTCOMES (PO)				PROGRAMME SPECIFIC OUTCOMES (PSO)								MEAN SCORE OF CO'S	
CO	PO 1	PO 2	PO 3	PO 4	PO 5	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5	PSO 6	PSO 7	PSO 8	MEAN SCORE	
CO1	5	5	4	4	5	5	5	5	3	5	5	5	3	4.5	
CO2	5	5	4	5	5	5	5	5	4	5	5	3	4	4.6	
CO3	5	5	4	5	5	5	5	5	3	4	5	4	5	4.6	
CO4	4	5	5	5	5	4	5	5	4	5	5	5	3	4.6	
CO5	5	5	5	5	4	5	5	5	3	4	5	5	3	4.5	
Mean Overall Score														4.5	

Result: The score of this course 4.5 (**VERY HIGH**)

Association	1%-20%	21%-40%	41%-60%	61%-80%	81%-100%
Scale	1	2	3	4	5
Interval	0<=rating<=1	1.1<=rating<=2	2.1<=rating<=3	3.1<=rating<=4	4.1<=rating<=5
Rating	Very Poor	Poor	Moderate	High	Very High

The value shows that the course has **VERY HIGH** association with programme outcomes and programme specific outcomes

Unit I: Communicative Competence

Listening:	Listening to two talks/lectures by specialists on selected subject specific topics -(TED Talks) and answering comprehension exercises (inferential questions)
Speaking:	Small group discussions (the discussions could be based on the listening and reading passages- open ended questions)

Unit II: Persuasive Communication

Reading:	Reading texts on advertisements (on products relevant to the subject areas) and answering inferential questions
Writing:	Dialogue writing- writing an argumentative /persuasive essay.

Unit III: Digital Competence

Listening:	To interviews (subject related)
Speaking:	Interviews with subject specialists (using video conferencing skills), Creating Vlogs (How to become a vlogger and use vlogging to nurture interests – subject related)

Unit IV: Creativity and Imagination

Reading:	Essay on Creativity and Imagination (subject based)
Writing:	Basic Script Writing for short films (subject based), Creating webpages, blogs, flyers and brochures (subject based), Poster making – writing slogans/captions(subject based)

Unit V: Workplace Communication & Basics of Academic Writing

Speaking:	Short academic presentation using PowerPoint
Reading & Writing:	Product Profiles, Circulars, Minutes of Meeting. Writing an introduction, paraphrasing

II B.A., ENGLISH	SOFT SKILLS	Code : 3NENSS
Semester – IV		HRS / WK - 3
NME		CREDITS :2

OBJECTIVES

To provides strong practical orientation to the students.

To help them in building and improving their skills in communication, the effective use of English, business correspondence, presentations, team building, leadership, time management, group discussions, interviews, and inter-personal skills.

COURSE OUTCOMES

CO 1: Soft skills help the students to learn about the cultural and linguistic barriers.

CO 2: It enhances the positive qualities of the students.

CO 3: Soft skills promote and strengthen the leadership qualities and communication skills.

CO 4: It makes the students to learn the work ethics.

CO 5: It helps to understand the corporate lifestyle.

SEMESTER IV		COURSE CODE: 3N EN SS					COURSE TITLE: SOFT SKILLS							HOURS 3	CREDITS:2
COURSE OUTCOMES		PROGRAMME OUTCOMES (PO)					PROGRAMME SPECIFIC OUTCOMES (PSO)								MEAN SCORE OF CO'S
CO	PO 1	PO 2	PO 3	PO 4	PO 5	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5	PSO 6	PSO 7	PSO 8	Mean score	
CO1	5	5	4	4	5	5	5	5	4	5	5	5	3	4.6	
CO2	5	5	4	5	5	5	5	5	3	5	5	5	5	4.7	
CO3	5	5	4	5	5	5	5	5	3	5	5	5	5	4.7	
CO4	5	5	5	5	5	5	5	5	3	5	5	5	3	4.7	
CO5	5	5	5	5	5	5	5	5	3	5	5	5	3	4.7	
Mean Overall Score														4.6	

Result: The score of this course 4.6 (**VERY HIGH**)

Association Scale	1%-20%	21%-40%	41%-60%	61%-80%	81%-100%
Interval	0<=rating<=1	1.1<=rating<=2	2.1<=rating<=3	3.1<=rating<=4	4.1<=rating<=5
Rating	Very Poor	Poor	Moderate	High	Very High

The value shows that the course has **VERY HIGH** association with programme outcomes and programme specific outcomes

UNIT – I: [18 HOURS]
Learning Skills
Interview Skills
Adaptability Skills

UNIT – II: [18 HOURS]
Non-Verbal Communication Skills
Written Communication Skills
Barriers to Communication

UNIT – III: [18 HOURS]
Emotional Intelligence Skills
Stress Management and Time Management Skills
Problem-Solving Skills

UNIT – IV: [18 HOURS]
Effective Teamwork Skills
Leadership, Assertiveness and Negotiation Skills
Teaching Personality Development

UNIT – V: [18 HOURS]
Formation of Attitude
Functions of Attitude
Components of Attitude: Emotional, Behavioral, Cognitive.

TEXT BOOKS:

1. Dhanavel, S P. *English and Soft Skills*. Orient Blackswan Private Limited, 2010.
2. Tenge, Ajay R. *Soft Skills*. Orient Blackswan Private Limited, 2015.

REFERENCE BOOKS:

1. Allport, G.W., *Personality: A Psychological Interpretation*. New York: Holt, 2010.
2. Asha. *Effective Business Communication*. PHI Private Learning Limited, 2000.
3. Barrett, D. J. *Leadership Communication*. McGraw-Hill, 2010.
4. Mitra.B, *Personality Development & Soft Skills*. 1st edition. Oxford Press, 2011.
5. Payne, H.J. *Communication and Social Skills*. New York: Harper and Row, 2013.

II B.A., ENGLISH	JOURNALISM AND MASS COMMUNICATION	Code: AEN404A
SEMESTER - IV		HRS / WK 7
ALLIED – 3		Credits: 5

OBJECTIVES:

1. To introduce students to the new perspective in the form of Journalism & Mass Communication.
2. To make them learn the important components of Journalism & Mass communication.

Course Outcomes:

At the end of the course students

CO1: Understand basic concepts of communication in the society.

CO2: Comprehend various types of journalism and their characteristics.

CO3: Learn basics writing for print media, news values of reporters.

CO 4: Understand news values and media in the society.

CO5: Knew the requirements of the electronic media organization.

SEMESTER IV		COURSE CODE: AEN404A				TITLE OF THE COURSE: JOURNALISM AND MASS COMMUNICATION						HOURS 7	CREDITS: 5	
COURSE OUTCOMES		PROGRAMME OUTCOMES (PO)				PROGRAMME SPECIFIC OUTCOMES (PSO)								MEAN SCORE OF CO'S
CO	PO 1	PO 2	PO 3	PO 4	PO 5	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5	PSO 6	PSO 7	PSO 8	MEAN SCORE
CO1	5	5	5	2	5	5	3	4	4	4	5	5	5	4.3
CO2	5	5	5	1	5	5	5	3	3	3	4	4	4	4.0
CO3	5	5	4	1	4	5	5	1	1	1	3	3	4	3.2
CO4	5	5	5	2	5	5	5	5	5	4	5	5	5	4.6
CO5	5	5	5	2	5	5	5	3	3	3	4	4	5	4.1
Mean Overall Score														4.04

Result: The score of this course 4.04 (**VERY HIGH**)

Association	1%-20%	21%-40%	41%-60%	61%-80%	81%-100%
Scale	1	2	3	4	5
Interval	0<=rating<=1	1.1<=rating<=2	2.1<=rating<=3	3.1<=rating<=4	4.1<=rating<=5
Rating	Very Poor	Poor	Moderate	High	Very High

This Course is having **VERY HIGH** association with Programme Outcome and Programme Specific Outcome

UNIT I: MASS COMMUNICATION-ORIGIN AND DEVELOPMENT [18 HRS]

1. Need for Communication.
2. Types of Communication.
3. Elements of Communication.
4. Barriers of Communication.
5. 7-C's of Communication.
6. Functions and uses of Mass Communication.
7. Media of Communication-The Indian Context.
8. Oral Communication.
9. Traditional Forms of Communication.
10. Communication through Mass Media-Print Media-Broadcasting
11. Media, Multimedia Communication.

UNIT II: JOURNALISM [18 HRS]

1. What is Journalism?
2. History of Journalism
3. The Role of the Press
4. The Press as a Mass Media
5. Freedom of the Press
6. Functions of the Press
7. Press Organization / Press Council
8. Journalism as a Career
9. Qualification of a Successful Journalist
10. The Journalistic Writing
11. Journalism in India, Past and Present

UNIT III: PRINT MEDIA [18 HRS]

1. What is News?
2. Collecting the Fact
3. Reporting the News
4. Editing the News
5. How to write Headlines
6. The News Editor
7. The Sub-Editor
8. The Editor and Editorial Policy

UNIT IV: REPORT WRITING [18 HRS]

1. The Reporter
2. The Chief Reporter and other Correspondents
3. Feature Writing
4. Writing for the Magazines
5. The Freelance Journalist

UNIT V: ELECTRONIC MEDIA [18 HRS]

1. Radio
2. Television
3. The Internet
4. Writing for Radio and Television

Text Books:

1. VirAggarwalV.S.Gupta. **Handbook of Journalism and Mass Communication** Concept Publishing Company, New Delhi.
2. Puri. G.K. **Competition Succes: Review Communication** . New Delhi: Sudha Publication,
3. Roy, Baron **Beginner's Guide to Journalism** New Delhi: PushtakMahal, 2003.

Reference Books:

1. Champ Tikoo and Jaya Sasikumar :Writing with a purpose.
2. Graham Thomson K. Guide to Letter Writing.

Question Paper Pattern
JOURNALISM & MASS COMMUNICATION

Semester IV
Code: AEN404A

Section-A	Total Marks 75
I. Short Questions (No Choice)	10x2 = 20
Section-B	
II Paragraph (150 Words) (Either or type)	5x5 = 25
Section-C	
III Essays (300 Words) (Answer 3 out of 5)	3x10 = 30

NOTE: Questions must be taken covering all units in all the three sections

I B.Sc.,	PROFESSIONAL ENGLISH FOR LIFE SCIENCES - I	CODE:PELS01A
SEMESTER – I		HRS / WK 1
PART – IV		CREDITS: 1

OBJECTIVES:

- To develop the language skills of students by offering adequate practice in professional contexts.
- To enhance the lexical, grammatical and socio-linguistic and communicative competence of first year physical sciences students
- To focus on developing students’ knowledge of domain specific registers and the required language skills.
- To develop strategic competence that will help in efficient communication
- To sharpen students’ critical thinking skills and make students culturally aware of the target situation.

LEARNING OUTCOMES:

- Recognise their own ability to improve their own competence in using the language
- Use language for speaking with confidence in an intelligible and acceptable manner
- Understand the importance of reading for life
- Read independently unfamiliar texts with comprehension
- Understand the importance of writing in academic life
- Write simple sentences without committing error of spelling or grammar

NB: All four skills are taught based on texts/passages.

SEMESTER I		COURSE CODE: PELS01A					COURSE TITLE: PROFESSIONAL ENGLISH FOR LIFE SCIENCES - I								HOURS:1	CREDITS: 1
COURSE OUTCOMES		PROGRAMME OUTCOMES (PO)					PROGRAMME SPECIFIC OUTCOMES (PSO)								MEAN SCORE OF CO'S	
Co	PO 1	P O2	P O3	P O4	PO 5	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5	PSO 6	PSO 7	PSO 8	Mean score		
CO1	5	5	4	1	5	5	5	5	5	4	5	5	5	4.5		
CO2	5	5	4	1	5	5	5	2	2	2	4	4	5	3.7		
CO3	5	5	3	1	5	5	5	4	4	4	5	5	5	4.3		
CO4	5	5	5	1	5	5	5	4	4	4	5	5	5	4.4		
CO5	5	5	5	1	5	5	5	2	2	2	4	4	4	3.7		
Mean Overall Score														4.1		

Result: The score of this course 4.1 (**VERY HIGH**)

Association	1%-20%	21%-40%	41%-60%	61%-80%	81%-100%
Scale	1	2	3	4	5
Interval	0<=rating<=1	1.1<=rating<=2	2.1<=rating<=3	3.1<=rating<=4	4.1<=rating<=5
Rating	Very Poor	Poor	Moderate	High	Very High

This Course is having **VERY HIGH** association with Programme Outcome and Programme Specific Outcome

Units	Content
Unit1	Listening- Listeningto Instructions
	Imperatives
	Speaking- Role play Modals
Unit2	Reading-Skimming&Scanning
	Learning new words and concepts One word substitutes
	Writing- DevelopingstoryfromPictures
Unit3	Listening- Listeningto Interviewers
	Speaking-brainstorming Small group discussions
Unit4	Reading- comprehension passages
	Writing- essay writing
	Collocational and idiomatic use of vocabulary
Unit5	Listening- listening comprehension
	Speaking-Negotiation&MindMapping
	Reading- note making
	Writing-process description Compare and contrast
	Sentence definition and extended definition

I	PROFESSIONAL ENGLISH FOR PHYSICAL SCIENCES - I	CODE:PEPS01A
SEMESTER – I		HRS / WK 1
PART – IV		CREDITS: 1

OBJECTIVES:

- To develop the language skills of students by offering adequate practice in professional contexts.
- To enhance the lexical, grammatical and socio-linguistic and communicative competence of first year physical sciences students
- To focus on developing students’ knowledge of domain specific registers and the required language skills.
- To develop strategic competence that will help in efficient communication
- To sharpen students’ critical thinking skills and make students culturally aware of the target situation.

LEARNING OUTCOMES:

- Recognise their own ability to improve their own competence in using the language
- Use language for speaking with confidence in an intelligible and acceptable manner
- Understand the importance of reading for life
- Read independently unfamiliar texts with comprehension
- Understand the importance of writing in academic life
- Write simple sentences without committing error of spelling or grammar

NB: All four skills are taught based on texts/passages.

SEMESTER I		COURSE CODE: PEPS01A				COURSE TITLE: PROFESSIONAL ENGLISH FOR PHYSICAL SCIENCES - I								HOURS:1	CREDITS: 1
COURSE OUTCOMES		PROGRAMME OUTCOMES (PO)				PROGRAMME SPECIFIC OUTCOMES (PSO)								MEAN SCORE OF CO'S	
Co	PO 1	PO 2	PO 3	PO 4	PO 5	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5	PSO 6	PSO 7	PSO8	Mean score	
CO1	5	5	4	1	5	5	5	5	5	4	5	5	5	4.5	
CO2	5	5	4	1	5	5	5	2	2	2	4	4	5	3.7	
CO3	5	5	3	1	5	5	5	4	4	4	5	5	5	4.3	
CO4	5	5	5	1	5	5	5	4	4	4	5	5	5	4.4	
CO5	5	5	5	1	5	5	5	2	2	2	4	4	4	3.7	
Mean Overall Score														4.1	

Result: The score of this course 4.1 (**VERY HIGH**)

Association	1%-20%	21%-40%	41%-60%	61%-80%	81%-100%
Scale	1	2	3	4	5
Interval	0<=rating<=1	1.1<=rating<=2	2.1<=rating<=3	3.1<=rating<=4	4.1<=rating<=5
Rating	Very Poor	Poor	Moderate	High	Very High

This Course is having **VERY HIGH** association with Programme Outcome and Programme Specific Outcome.

UNIT 1: COMMUNICATION

Listening: Listening to audio text and answering questions - Listening to Instructions

Speaking: Pair work and small group work.

UNIT 2: DESCRIPTION

Reading: Skimming/Scanning- Reading passages on products, equipment and gadgets.

Writing: Process Description –Compare and Contrast Paragraph- Sentence Definition and Extended definition- Free Writing.

Vocabulary: Register specific -Incorporated into the LSRW tasks.

UNIT 3: NEGOTIATION STRATEGIES

Listening: Listening to interviews of specialists / Inventors in fields (Subject specific)

Speaking: Brainstorming. (Mind mapping). Small group discussions (Subject- Specific)

Vocabulary: Register specific - Incorporated into the LSRW tasks

UNIT 4: PRESENTATION SKILLS

Reading: Reading Comprehension passages

Writing: Writing Recommendations Interpreting Visuals inputs

Vocabulary: Register specific - Incorporated into the LSRW tasks

UNIT 5: CRITICAL THINKING SKILLS

Listening: Listening comprehension- Listening for information.

Speaking: Making presentations (with PPT- practice).

Reading: Comprehension passages –Note making. Comprehension: Motivational article on Professional Competence, Professional Ethics and Life Skills)

Writing: Problem and Solution essay– Creative writing –Summary writing

Vocabulary: Register specific - Incorporated into the LSRW tasks

I	PROFESSIONAL ENGLISH FOR LIFE SCIENCES - II	CODE:PELS02A
SEMESTER – II		HRS / WK 1
PART – IV		CREDITS: 1

OBJECTIVES:

- To develop the language skills of students by offering adequate practice in professional contexts.
- To enhance the lexical, grammatical and socio-linguistic and communicative competence of first year physical sciences students
- To focus on developing students’ knowledge of domain specific registers and the required language skills.
- To develop strategic competence that will help in efficient communication
- To sharpen students’ critical thinking skills and make students culturally aware of the target situation.

LEARNING OUTCOMES:

- Recognise their own ability to improve their own competence in using the language
- Use language for speaking with confidence in an intelligible and acceptable manner
- Understand the importance of reading for life
- Read independently unfamiliar texts with comprehension
- Understand the importance of writing in academic life
- Write simple sentences without committing error of spelling or grammar

NB: All four skills are taught based on texts/passages.

SEMESTER II		COURSE CODE: PELS02A					COURSE TITLE: PROFESSIONAL ENGLISH FOR LIFE SCIENCES - II								HOURS:1	CREDITS:1
COURSE OUTCOMES		PROGRAMME OUTCOMES(P O)					PROGRAMME SPECIFIC OUTCOMES (PSO)								MEAN SCORE OF CO'S	
Co	PO 1	PO 2	PO 3	PO 4	PO 5	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5	PSO 6	PSO 7	PSO 8	Mean score		
CO 1	5	5	4	1	5	5	5	5	5	4	5	5	5	4.5		
CO 2	5	5	4	1	5	5	5	2	2	2	4	4	5	3.7		
CO 3	5	5	3	1	5	5	5	4	4	4	5	5	5	4.3		
CO 4	5	5	5	1	5	5	5	4	4	4	5	5	5	4.4		
CO 5	5	5	5	1	5	5	5	2	2	2	4	4	4	3.7		
Mean Overall Score														4.1		

Result: The score of this course 4.1 (**VERY HIGH**)

Association	1%-20%	21%-40%	41%-60%	61%-80%	81%-100%
Scale	1	2	3	4	5
Interval	0<=rating<=1	1.1<=rating<=2	2.1<=rating<=3	3.1<=rating<=4	4.1<=rating<=5
Rating	Very Poor	Poor	Moderate	High	Very High

This Course is having **VERY HIGH** association with Programme Outcome and Programme Specific Outcome

Units	Content
Unit1	Listening- Listening to lectures by specialists and answering comprehension exercises
	Speaking: Debate
	Just a minute (JAM)
Unit2	Reading- Reading text on advertisement
	Writing: Persuasive essay
Unit3	Listening- Interviews with subject specialists and its skills
	Speaking-Interviews with subject specialists and its skills
Unit4	Reading- Essay on creativity and imagination
	Writing- basic script writing for short films -creating vlogs, flyers
	Speaking-short academic presentation using powerpoint
	Reading- Minutes of meeting
	Writing–Punctuations(comma, semicolon, brackets etc)
Unit 5	Speaking – Short Academic Presentation Using Powerpoint
	Writing – Product Profiles, Circulars, Minutes of Meeting, Writing an Introduction, Paraphrasing, Punctuation, Capitalization.

I	PROFESSIONAL ENGLISH FOR PHYSICAL SCIENCES - II	CODE:PEPS02A
SEMESTER – I		HRS / WK 1
PART – IV		CREDITS: 1

OBJECTIVES:

- To develop the language skills of students by offering adequate practice in professional contexts.
- To enhance the lexical, grammatical and socio-linguistic and communicative competence of first year physical sciences students
- To focus on developing students’ knowledge of domain specific registers and the required language skills.
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LEARNING OUTCOMES:

- Recognise their own ability to improve their own competence in using the language
- Use language for speaking with confidence in an intelligible and acceptable manner
- Understand the importance of reading for life
- Read independently unfamiliar texts with comprehension
- Understand the importance of writing in academic life
- Write simple sentences without committing error of spelling or grammar

NB: All four skills are taught based on texts/passages.

SEMESTER I		COURSE CODE: PEPS02A					COURSE TITLE: PROFESSIONAL ENGLISH FOR PHYSICAL SCIENCES - II								HOURS:1		CREDITS: 1	
COURSE OUTCOMES		PROGRAMME OUTCOMES(P O)					PROGRAMME SPECIFIC OUTCOMES (PSO)										MEAN SCORE OF CO'S	
Co	PO 1	PO 2	PO 3	PO 4	PO 5	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5	PSO 6	PSO7	PSO 8	Mean score				
CO1	5	5	4	1	5	5	5	5	5	4	5	5	5	4.5				
CO2	5	5	4	1	5	5	5	2	2	2	4	4	5	3.7				
CO3	5	5	3	1	5	5	5	4	4	4	5	5	5	4.3				
CO4	5	5	5	1	5	5	5	4	4	4	5	5	5	4.4				
CO5	5	5	5	1	5	5	5	2	2	2	4	4	4	3.7				
Mean Overall Score														4.1				

Result: The score of this course 4.1 (VERY HIGH)

Association	1%-20%	21%-40%	41%-60%	61%-80%	81%-100%
Scale	1	2	3	4	5
Interval	0<=rating<=1	1.1<=rating<=2	2.1<=rating<=3	3.1<=rating<=4	4.1<=rating<=5
Rating	Very Poor	Poor	Moderate	High	Very High

This Course is having **VERY HIGH** association with Programme Outcome and Programme Specific Outcome

UNIT 1: COMMUNICATION

Listening: Listening to audio text and answering questions - Listening to Instructions

Speaking: Pair work and small group work.

UNIT 2: DESCRIPTION

Reading: Skimming/Scanning- Reading passages on products, equipment and gadgets.

Writing: Process Description –Compare and Contrast Paragraph-Sentence Definition and Extended definition- Free Writing.

Vocabulary: Register specific -Incorporated into the LSRW tasks.

UNIT 3: NEGOTIATION STRATEGIES

Listening: Listening to interviews of specialists / Inventors in fields (Subject specific)

Speaking: Brainstorming. (Mind mapping). Small group discussions (Subject- Specific)

Vocabulary: Register specific - Incorporated into the LSRW tasks

UNIT 4: PRESENTATION SKILLS

Reading: Reading Comprehension passages

Writing: Writing Recommendations Interpreting Visuals inputs

Vocabulary: Register specific - Incorporated into the LSRW tasks

UNIT 5: CRITICAL THINKING SKILLS

Listening: Listening comprehension- Listening for information.

Speaking: Making presentations (with PPT- practice).

Reading: Comprehension passages –Note making. Comprehension: Motivational article on Professional Competence, Professional Ethics and Life Skills)

Writing: Problem and Solution essay– Creative writing –Summary writing

Vocabulary: Register specific - Incorporated into the LSRW tasks

II BBA (CA)	ENGLISH FOR COMPETTITIVE EXAMS <i>Offered to BBA (CA) Department</i>	CODE:GBB31A
SEMESTER III		HRS / WK 5
Inter-Disciplinary Course (IDC)		CREDITS: 4

Objectives

1. To enrich the students in English Competitive Examinations.
2. To create an awareness on Bank Examinations.
3. To stabilize the career with banking skills.

Course Outcome:

At the end of the course Students should exhibit

CO 1:Creative thinking, decision making, communication, and understanding of operations and change

CO2:Verbal ability and quantitative ability

CO3:Individual presentations and interview skills

CO4:The skills and self-confidence to assist in effective career

CO5:Professional life to work as a business manager and entrepreneur.

SEMESTER III		COURSE CODE: GBB31A				COURSE TITLE: English for Competitive Exams				HOURS 5				CREDITS: 4
COURSE OUTCOMES		PROGRAMME OUTCOMES (PO)				PROGRAMME SPECIFIC OUTCOMES (PSO)								MEAN SCORE OF CO'S
CO	PO 1	PO 2	PO 3	PO 4	PO 5	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5	PSO 6	PSO 7	PSO 8	Mean score
CO1	5	4	4	5	5	4	5	5	5	4	5	4	5	4.6
CO2	5	4	3	5	4	3	4	5	4	5	5	3	5	4.2
CO3	5	5	4	3	3	4	3	4	5	5	5	3	5	4.1
CO4	5	5	4	4	5	5	5	3	5	4	4	5	5	4.5
CO5	5	5	4	5	3	4	4	5	4	5	5	4	5	4.4
Mean Overall Score														4.3

Result: The score of this course 4.3 (**HIGH**)

Association	1%-20%	21%-40%	41%-60%	61%-80%	81%-100%
Scale	1	2	3	4	5
Interval	0<=rating<=1	1.1<=rating<=2	2.1<=rating<=3	3.1<=rating<=4	4.1<=rating<=5
Rating	Very Poor	Poor	Moderate	High	Very High

This Course is having **HIGH** association with Programme Outcome and Programme Specific Outcome

Unit – I: Knowledge [18 HRS]

1. Parts of Speech
2. Sentence Structure
3. Answering a Passage
4. Fill In the Blanks (American Words, Grammar, Homophones)

Unit – II: Understanding [18 HRS]

1. Error Spot
2. Odd One Out
3. Phrase Replacement
4. Sentence Connector

Unit – III: Skill/ Ability [18 HRS]

1. Cloze Test
2. Sentence Rearrangement
3. Double Filters
4. Reading Comprehension

Unit – IV: Writing [18 HRS]

1. Word Association
2. One Word Substitution
3. Verbal Ability
4. Writing Skill with Expressions.

Unit – V: Creative Technique [18 HRS]

1. Multiple Meaning
2. Miscellaneous
3. Sentence Improvement
4. Mock Interview

Text Books

1. R.S.Agarwal, *Objective English*. Chennai.
2. Lewis, Norman. *Word Power Made Easy*.
3. S.P.Bakshi and Richa Sharma. *Descriptive General English*.

Reference Books:

1. Allport, G.W., *Personality: A Psychological Interpretation*. New York: Holt, 2010.
2. Asha. *Effective Business Communication*. PHI Private Learning Limited, 2000.

II B.Com (BM)	ENGLISH FOUNDATIONAL COURSE FOR BANK EXAMINATIONS <i>Offered to Commerce (BM) Department</i>	CODE:GBM42A
SEMESTER IV		HRS / WK 5
Inter-Disciplinary Course (IDC)		CREDITS: 4

Objectives

1. To enrich the students in English Competitive Examinations.
2. To create an awareness on Bank Examinations.
3. To stabilize the career with banking skills.

Course Outcome:

At the end of the course Students should exhibit

CO 1: Creative thinking, decision making, communication, and understanding of operations and change

CO2: Verbal ability and quantitative ability

CO3: Individual presentations and interview skills

CO4: The skills and self-confidence to assist in effective career

CO5: Professional life to work as a business manager and entrepreneur.

SEMESTER IV		COURSE CODE: GBM42A					COURSE TITLE: English Foundational Course for Bank Examinations					HOURS 5			CREDITS :4
COURSE OUTCOMES		PROGRAMME OUTCOMES (PO)					PROGRAMME SPECIFIC OUTCOMES (PSO)								MEAN SCORE OF CO'S
CO	PO 1	PO 2	PO 3	PO 4	PO 5	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5	PSO 6	PSO 7	PSO 8	Mean score	
CO1	5	4	4	5	5	4	5	5	5	4	5	4	5	4.6	
CO2	5	4	3	5	4	3	4	5	4	5	5	3	5	4.2	
CO3	5	5	4	3	3	4	3	4	5	5	5	3	5	4.1	
CO4	5	5	4	4	5	5	5	3	5	4	4	5	5	4.5	
CO5	5	5	4	5	3	4	4	5	4	5	5	4	5	4.4	
Mean Overall Score														4.3	

Result: The score of this course 4.3

Association	1%-20%	21%-40%	41%-60%	61%-80%	81%-100%
Scale	1	2	3	4	5
Interval	0<=rating<=1	1.1<=rating<=2	2.1<=rating<=3	3.1<=rating<=4	4.1<=rating<=5
Rating	Very Poor	Poor	Moderate	High	Very High

This Course is having **HIGH association** with Programme Outcome and Programme Specific Outcome

Unit – I: Knowledge [18 HRS]

1. Parts of Speech
2. Sentence Structure
3. Answering a Passage
4. Fill In the Blanks (American Words, Grammar, Homophones)

Unit – II: Understanding [18 HRS]

1. Error Spot
2. Odd One Out
3. Phrase Replacement
4. Sentence Connector

Unit – III: Skill/ Ability [18 HRS]

1. Cloze Test
2. Sentence Rearrangement
3. Double Filters
4. Reading Comprehension

Unit – IV: Writing [18 HRS]

1. Word Association
2. One Word Substitution
3. Verbal Ability
4. Writing Skill with Expressions.

Unit – V: Creative Technique [18 HRS]

1. Multiple Meaning
2. Miscellaneous
3. Sentence Improvement
4. Mock Interview

Text & Reference

1. R.S.Agarwal, *Objective English*. Chennai.
2. Lewis, Norman. *Word Power Made Easy*.
3. S.P.Bakshi and Richa Sharma. *Descriptive General English*.

Reference Books:

1. Allport, G.W., *Personality: A Psychological Interpretation*. New York: Holt, 2010.
2. Asha. *Effective Business Communication*. PHI Private Learning Limited, 2000.

III BCA	Tech-Empowerment English Training (OFFERED BY ENGLISH DEPARTMENT TO BCA DEPARTMENT)	CODE: GCA63A
SEMESTER VI		HOURS -5
GENERIC ELECTIVE(GE)		CREDITS -4

Objectives:

1. To enrich the students in English Competitive Examinations.
2. To create an awareness on TOEFL/IELTS Examinations.
3. To stabilize the career with Computer-English skills.

Course Outcomes:

At the end of the course students

CO 1: Develop their intellectual, personal and professional abilities

CO 2: Acquire basic language skills (listening, speaking, reading and writing) in order to communicate with speakers of English language

CO 3: Comprehend the main ideas of texts or paragraphs, and guessing vocabulary from context.

CO 4: Acquire professional skills integrating three basic skills, research, information technology and critical thinking

CO 5: Gain Knowledge about the career goals and background.

SEMESTER VI		COURSE CODE: GCA63A				COURSE TITLE: Tech Empowerment English Training				HOURS 5				CREDITS: 4
COURSE OUTCOMES		PROGRAMME OUTCOMES (PO)				PROGRAMME SPECIFIC OUTCOMES (PSO)								MEAN SCORE OF CO'S
CO	PO 1	PO 2	PO 3	PO 4	PO 5	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5	PSO 6	PSO 7	PSO 8	Mean score
CO1	5	5	4	4	5	5	5	5	3	5	5	5	3	4.5
CO2	5	5	4	5	5	5	5	5	4	5	5	5	5	4.7
CO3	5	5	4	5	5	5	5	5	3	5	5	5	5	4.7
CO4	5	5	5	5	5	5	5	5	3	5	5	5	3	4.7
CO5	5	5	5	5	5	5	5	5	4	5	5	5	3	4.8
Mean Overall Score														4.7

Result: The score of this course 4.7

Association	1%-20%	21%-40%	41%-60%	61%-80%	81%-100%
Scale	1	2	3	4	5
Interval	0<=rating<=1	1.1<=rating<=2	2.1<=rating<=3	3.1<=rating<=4	4.1<=rating<=5
Rating	Very Poor	Poor	Moderate	High	Very High

The value shows that the course has **VERY HIGH association** with programme outcomes and programme specific outcomes

Unit – I: Practical Knowledge

1. Building Vocabulary
2. Parts of Speech
3. Sentence Formation
4. Phonetic Sounds

Unit – II: Understanding

1. Listen and Repeat
2. Situational Writing
3. British / American English
 - Introduction
 - Its Use
 - Difference

Unit – III: Developing Ability (Practical-Lab)

1. Reading Comprehension
2. Listening Comprehension
3. American English & British English Conversation

Unit – IV: Practical Development

1. Situational Speaking
2. Public Speaking
3. Debate
4. Group Discussion

Unit – V: Career Skill

1. Book Review
2. Interview Skills
3. Mock Interview

Note:

Units I, II, IV & V are practised in class.

Unit III is engaged in Lab.

Text Book:

1. Green, David. *Contemporary English Grammar: Structures and Composition*. Chennai: Macmillan Publishers India Pvt. Ltd., 2010.

Reference Book:

2. Balasubramanian, T. : A Text book of English Phonetics for Indian Students (Macmillan)

III BCA	An Advanced Course in Communication Skills and Media Awareness (OFFERED BY ENGLISH DEPARTMENT TO BCA DEPARTMENT)	CODE:19GCA64B
SEMESTER VI		HOURS -5
GENERIC ELECTIVE (GE)		CREDITS -4

Objectives:

1. It focuses particularly on the skills in spoken and written communication in English in order to enhance their employment opportunities.
2. Prepares students for job applications and interviews.
3. Train students to make effective presentations.

Course Outcomes:

At the end of the course students

CO1:Demonstrate a basic understanding of communication

CO 2:Identify and analyze basic theories of communication

CO 3:Explore the impact of social media on people's relationships, especially the family, gender, intimate relationships and friendships.

CO 4:Consider the current state of the 'digital divide' and how social media relates to the Social problems.

CO 5:Examine other possible welfare benefits

SEMESTER VI		COURSE CODE: 19GCA64B					COURSE TITLE: An Advanced Course in Communication Skills and Media Awareness					HOURS 5			CREDITS:4	
COURSE OUTCOMES		PROGRAMME OUTCOMES (PO)					PROGRAMME SPECIFIC OUTCOMES (PSO)								MEAN SCORE OF CO'S	
CO	PO 1	PO 2	PO 3	PO 4	PO 5	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5	PSO 6	PSO 7	PSO 8	MEAN SCORE		
CO 1	5	5	4	4	5	5	5	5	3	5	5	5	3	4.5		
CO 2	5	5	4	5	5	5	5	5	4	5	5	3	4	4.6		
CO 3	5	5	4	5	5	5	5	5	3	4	5	4	5	4.6		
CO 4	4	5	5	5	5	4	5	5	4	5	5	5	3	4.6		
CO 5	5	5	5	5	4	5	5	5	3	4	5	5	3	4.5		
Mean Overall Score														4.5		

Result: The score of this course 4.5 (VERY HIGH)

Association	1%-20%	21%-40%	41%-60%	61%-80%	81%-100%
Scale	1	2	3	4	5
Interval	0<=rating<=1	1.1<=rating<=2	2.1<=rating<=3	3.1<=rating<=4	4.1<=rating<=5
Rating	Very Poor	Poor	Moderate	High	Very High

The value shows that the course has **VERY HIGH** association with programme outcomes and programme specific outcomes

Unit – I: Practical Communication Skills

1. E-Mail
2. Presentation Skills
3. Curriculum Vitae and Cover Letters
4. Facing an Interview
5. Report Writing
6. Persuasion Skills
7. Idioms in Use

Unit – II: Media Awareness:

1. Kinds of News
2. Who and Which News get Prominence?
3. Who Controls the News?
4. Types of Radio Programmes
5. Types of Television Programmes
6. Elements of Advertising
7. New Media – The Internet

Unit – III: The Film Medium:

1. Birth of Cinema
2. Evolution of Cinema silent to sound Era
3. Techniques and trends in film making across the over 100 year existence

Unit – IV: The Traditional Media

1. Introduction to the Traditional means of communication and their influence on our cultural consumption patterns.
2. Oral and folk traditions media forms with reference to India and Tamilnadu.

Unit – V: The New Media

1. The Emergence of newer media of communication in the global village and the internet.
2. E-Mail and mobile telephony as media of cultural and socio political communication.
3. Cross cultural communication with technology.

Methodology:

Theoretical inputs through classroom lectures, visits to media organizations, seminars and interaction with practicing media persons.

Text books:

1. Prakash. C.L.N. An Advanced course in communication skills and Media Awareness, Cambridge University Press India Pvt.Ltd, New Delhi, 2007.
2. George Gerbner et al. The Global media Debate: Its Rise, Fall and Renewal. Norwood, Nj:Ablex 1991.
3. Richard Vincent et al. Towards Global equity in communication: MacBride Update Cresskill, NJ, Hampton Press,1999.

Reference Books:

1. Stephens, Mitchell, A History of the news. NEWYORK, Viking Press,1988.
2. Fidler Roger, Mediamorphosis, Understanding New Media. Thousand Oaks, Pine Forge Press,1977.

For all UG Courses	BASIC ENGLISH FOR COMPETITIVE EXAMINATIONS	CODE:VAEN01
OFFERED BY ENGLISH DEPARTMENT		HOURS -30
VALUE ADDED COURSE		CREDIT

OBJECTIVES:

- ❖ To prepare the students for Competitive Examinations
- ❖ To standardize the students in Basic English Grammar

Course Outcomes:

At the end of the course students

CO1: To attain standardisation in the basic English grammar.

CO2: Grasps the idea of competitive examination.

CO3: Able to distinguish the language and cultural barriers.

CO4: To comprehend the societal issues.

CO5: To develop the employability skill.

SEMESTER I		course code : VAEN01					COURSE TITLE: BASIC ENGLISH FOR COMPETITIVE EXAMINATIONS							HOURS 30	CREDITS: -
Course Outcomes		Programme outcome					Programme & papers outcome								Mean score
CO	PO 1	PO 2	PO 3	PO 4	PO 5	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5	PSO 6	PSO 7	PSO 8		
CO 1	5	5	5	5	5	4	5	5	4	3	4	5	3	4.3	
CO 2	5	5	5	4	5	5	4	4	3	5	4	3	5	4.3	
CO 3	4	5	5	5	5	5	4	5	5	5	3	5	3	4.5	
CO 4	5	5	5	4	4	5	5	5	3	5	4	4	5	4.5	
CO 5	5	5	5	5	4	4	5	5	3	4	5	4	4	4.4	
Mean overall score														4.4	

Result: The score of this course 4.4 (**VERY HIGH**)

Association	1%-20%	21%-40%	41%-60%	61%-80%	81%-100%
Scale	1	2	3	4	5
Interval	$0 \leq \text{rating} < 1$	$1.1 \leq \text{rating} < 2$	$2.1 \leq \text{rating} < 3$	$3.1 \leq \text{rating} < 4$	$4.1 \leq \text{rating} < 5$
Rating	Very Poor	Poor	Moderate	High	Very High

The Value shows that course has **VERY HIGH** association with programme outcomes and programme specific outcomes.

UNIT – I: (18 HOURS)
❖ Phrasal Verb
❖ Question Tag

UNIT – II: (18 HOURS)
❖ Sentence Completion
❖ Idioms

UNIT – III: (18 HOURS)
❖ Usage of Prepositions and Articles
❖ Error Spotting

UNIT – IV: (18 HOURS)
❖ Misspelt Words
❖ ‘If’ Clause

UNIT – V: (18 HOURS)
❖ Rearrange the Sentences
❖ Reading Comprehension

TEXT BOOKS:

1. Bhatnagar, R. P. and Rajul Bhargava. *English for Competitive Examinations*. Macmillan India Limited: Chennai, 2005. Print.
2. Malathi, et al. *Functional English*. New Century Book House (P) LTD.: Chennai, 2008. Print.
3. Sethulatha. R. *Idioms and Phrases*. Shakespeare Publications: Chennai, 2013. Print.

REFERENCE BOOK:

1. Sommasundram, S.T. *Improve Your English*. Kandavel Publications: Chengalpett, 2014. Print.

For all UG Courses	VALUE ADDED COURSE - COMMUNICATIVE ENGLISH	CODE: VAEN02
OFFERED BY ENGLISH DEPARTMENT		HOURS -30
VALUE ADDED COURSE		CREDIT

Objectives:

- (i) To make students to speak English well
- (ii) To enhance employability
- (iii) To develop personality and imbibe confidence

Course Outcomes:

At the end of the course students

CO1: Attain the proficiency in English.

CO2: Enhances the analytical thinking.

CO3: Helps to differentiate the written and spoken skills.

CO4: Knowing the cultural difference through soft skills.

CO5: Motivates to become creative writers

Semester I	Course code : VAEN02					COURSE TITLE: Value Added Course in Communicative English					Hours 30	Credits:		
Course Outcomes	Programme out come					Programme & papers out come								Mean Score
CO	PO 1	PO 2	PO 3	PO 4	PO 5	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5	PSO 6	PSO 7	PSO 8	
CO1	5	5	4	5	4	5	5	4	5	3	5	4	5	4.5
CO2	5	5	5	5	4	3	5	5	3	4	5	5	4	4.4
CO3	5	3	4	5	4	5	4	5	5	5	4	4	5	4.4
CO4	5	5	5	4	4	5	5	5	3	5	4	5	5	4.6
CO5	5	5	5	5	5	5	5	5	3	3	5	4	4	4.5
Mean overall score														4.4

Result: The score of this course 4.4 (**VERY HIGH**)

Association	1%-20%	21%-40%	41%-60%	61%-80%	81%-100%
Scale	1	2	3	4	5
Interval	0<=rating<=1	1.1<=rating<=2	2.1<=rating<=3	3.1<=rating<=4	4.1<=rating<=5
Rating	Very Poor	Poor	Moderate	High	Very High

The Value shows that course has **VERY HIGH** association with programme outcomes and programme specific outcomes.

UNIT-I: Basic Grammar:**[18 hrs]**

1. The Sentence
2. Parts of Speech
3. Tenses
4. Voice
5. Direct and Indirect speech
6. Degrees of Comparison
7. Spotting Errors

Note: Refer to *Contemporary English Grammar: Structures and Composition-* David Green

UNIT-II: Functional Grammar:**[18 hrs]**

1. Articles
2. Singular or Plural
3. Short form (I am not – I'm not)
4. There is/ There are (Use of is / are)
5. Short answer (Is there a university, Yes there is)
6. Positive/ Negative answer (Have you got the keys? – Yes, I have/ No I haven't)
7. Countable, Uncountable nouns.
8. Possessive Form (The boy's mother, sister's name)
9. Negative Sentences (He works, he doesn't work)
10. Questions in Simple present.
11. Frequency adverbs
12. Questions in the present continuous. (What is she holding? A Plate)
13. Questions in simple past
14. Past Continuous tense
15. Present Perfect
16. Adjectives – Comparison
17. Question tag
18. Present Perfect Continuous
19. Too + adjective + to
20. Irregular Verbs
21. At, on, in, X
22. Neither..... nor/ either..... or
23. Reply Questions
24. Permission, request
25. Use of so....that
26. Choose the correct Alternative
27. If Clause
28. They hurt themselves (reflexive pronoun)
29. Unless
30. A Piece of Paper
31. Irregular Verbs
32. The sooner, the better

Note: 1-9 refer to Grammar in practice Book 1, 10- 20 refer to Grammar in Practice Book 3, 21-31 refer to Grammar in Practice Book 4, 32 refer to Grammar in Practice Book 6.

UNIT-III: Spoken Communication:

[18 hrs]

1. Phonetics – Phonemic Symbols – with eg.
2. Greeting
3. Introducing
4. Inviting Someone
5. Making Requests
6. Offering Help
7. Seeking Permission
8. Asking for advice
9. Expressing a Gratitude
10. Asking about Remembering
11. Persuading
12. Complimenting/Congratulating.
13. Expressing Sympathy
14. Complaining
15. Apologising
16. Making Suggestions
17. Warning Someone
18. Starting conversation with stranger.
19. Leaving someone for a short time.
20. Ending a Conversation.
21. Asking for information
22. Asking for someone's opinion.
23. Asking if someone is sure.
24. Asking someone to say something again
25. Checking that you have understood.
26. Asking whether someone knows
27. Asking about possibility
28. Asking if someone is able to do something
29. Asking about preference
30. Asking if you are obliged to do something
31. Asking if someone agrees
32. Describing something
33. Some useful expressions
34. **Some common errors**
 - a) Unnecessary use of Prepositions
 - b) Omission of Prepositions
 - c) Use of wrong Prepositions
 - d) Use of Articles
 - e) Unnecessary use of articles
 - f) Use of Wrong Tenses
 - g) Use of wrong form of Words
 - h) Use of wrong words
 - i) Wrong order of Words.

Note: Refer to *Communication and Language skills*. (Phonetics), *Spoken English for you*. (2-34).

UNIT-IV: Written Communication**[18 hrs]**

1. Communicating by letter
2. Different ways of presenting information
3. Description and narration
4. Note-taking
5. Reporting
6. Arguing
7. Expressing yourself

Note: Refer to *Written Communication in English*

UNIT-V: Soft skills**[18 hrs]**

1. Public speaking and presentation skills
2. Interviews
3. Narrations
4. Group discussions

Note: Refer to *An Advanced Course in Communication Skills and Media Awareness*. (pg: 23-33)

(Public speaking and presentation skills), *Springboard to Success* (Pg: 123-157),

Text Books:

1. Sen, SanghitaMahendra, Alan krita and Patnaik, priyadarshi. *Communication and Language skills*. Delhi: CUP, 2015.
2. Kaushik, Sharda and Bajwa, Bindu. *Springboard to success: Workbook for developing English and Employability skills*. India: Orient Blackswan Private Limited, 2010.
3. Dr.Prakash, C.L.N. *An Advanced course in communication skills and Media Awareness*. New Delhi: Foundation books, 2007.
4. Freeman, Sarah. *Written Communication in English*. Hyderabad: Orient BlackswanPvt.Ltd. 2009.
5. Pillai, Radhakrishna.G, *Spoken English for you*. Madras: Emerald Academic Press, 1994.
6. Green, David. *Contemporary English Grammar: Structures and Composition*. Chennai: Macmillan Publishers India Pvt. Ltd., 2010.
7. Gower, Roger. *Grammar in practice (Book 1-6)*. South Asia: CUP, 2007.

Reference Books:

1. *Bridge Course* book compiled by PG & Research Department of English, St.Joseph's College of Arts and Science (Autonomous), Cuddalore.
2. Raju, Yadav, B.ed.*English for Better Performance*. India: Orient Blackswan Pvt. Ltd., 2014.