

# Maharaja Suhel Dev University, Azamgarh



Choice Based Credit System (CBCS)

## ENGLISH

Undergraduate Syllabus For  
Minor Elective Course

Designed as per Syllabus Development Guidelines

[3-YEAR UG PROGRAMM]

NEP - 2020

Programme/Class: <b>CERTIFICATE</b>	Year: <b>B.A. I</b>	Semester: <b>I OR II</b>
<b>Subject: ENGLISH</b> <b>Minor/Elective English Syllabus For First Year of Graduation</b>		
Students from other faculty/subjects are required to opt this course either in I or II semester as a Minor Paper (06-Credits) in addition to their Major Papers.		
Course Code: -A040101M	Course Title: <b>Language Skills &amp; Grammar</b>	
Credits: 06/90 Contact hours	Paper: <b>Minor/Elective</b>	
Max. Marks: 25+75 Total: 100	Min. Pass Marks: .....	
Total No. of Lectures-Tutorials-Practical (in hours per week): <b>6-0-0.</b>		
<b>Course Outcomes:</b> After completing this course, the students will be able to:		
<ul style="list-style-type: none"> <li>• Acquire basic language skills and use them in communication.</li> <li>• Learn pronouncing English words.</li> <li>• Make use of thesaurus and dictionaries for learning synonyms, antonyms, idioms and phrases and one-word equivalents.</li> <li>• Describe or express opinions on topics of their personal interest, such as their experience of events, their hopes and ambitions</li> <li>• Read and understand information on topical matters and explain the advantages and disadvantage of situation.</li> <li>• Learn the art of writing paragraphs and essays, letters, reports, blogs, emails, etc.</li> <li>• Develop grammatical and linguistic skills or competence to be able to avoid common errors of usage related to articles, conjunctions etc.</li> <li>• Learn the basics of pronunciation.</li> <li>• Improve fluency through regular practices and speaking skills.</li> <li>• Learn the skills of facing interviews, making a speech, negotiating skills and all other language – related fields.</li> </ul>		
<b>Unit</b>	<b>Topic</b>	<b>No. of Lectures</b>
<b>I</b>	<b>Listening and Speaking Skills:</b> <ul style="list-style-type: none"> <li>• Active-Passive Listening</li> <li>• Speaking Skills: Fluency, Stress, Intonation, Assertion, Rhetorical questions</li> <li>• Oral Presentation, Debate, Elocution, Extempore</li> </ul>	<b>25</b>
<b>II</b>	<b>Writing Skills:</b> <ul style="list-style-type: none"> <li>• Report Writing</li> <li>• Paragraph writing</li> <li>• Letter Writing: Formal and Informal</li> </ul>	<b>20</b>

III	<b>Technical and Modern Communication:</b> <ul style="list-style-type: none"> <li>• Resume Writing</li> <li>• Email</li> <li>• Blogs and Comments on Social Media</li> </ul>	15
IV	<b>Grammar:</b> <ul style="list-style-type: none"> <li>• Common Errors in the Use of English (Noun, Pronoun, Adjective, Adverb, Conjunction, etc.)</li> <li>• Correct Use of Verbs</li> <li>• Correct Use of Articles</li> <li>• Vocabulary (Homonyms, Homophones, Pair of Words, etc.)</li> </ul>	20
V	<b>Types of Writing:</b> <ul style="list-style-type: none"> <li>• Expository, Descriptive, Persuasive and Narrative Essays.</li> <li>• Precis Writing</li> </ul>	10
VI	<b>Public Speaking:</b> <ul style="list-style-type: none"> <li>• Introducing the guest</li> <li>• Welcome Speech</li> <li>• Vote of Thanks</li> <li>• Group Discussion</li> </ul>	10

### Recommended Readings

- Pathak et al. *Foundation Course in English Language*. (Revised Ed.). Cambridge University Press 2022.

### Suggested Readings

- Sanjay Kumar Pushplata. *Communications Skills*. Oxford University Press, 2<sup>nd</sup> edition.
- Norman Lewis. *Word Power Made Easy*. Penguin Books India, 2015.
- R.K. Bansal and J.B. Harrison. *Spoken English*, Orient Swan, 1983.
- Advanced Learner's Dictionary. 9<sup>th</sup> Editions. Oxford University Press
- Murphy, Raymond. *English Grammar in Use*. Cambridge University Press, 2002.
- Bikram K. Das. *Functional Grammar and Spoken and Written Communication in English*. Orient Black Swan, 1<sup>st</sup> edition, 2006.
- E. Suresh Kumar, B Sandhya. J. Savithri and P. Sreehari. *Enriching, Speaking and Writing Skills*. Orient Black Swan, 2014.
- Shilpa Sapre – Bharmal, et al. *Communication Skills in English*. Orient Blackswan, 2012.
- Abrams, M.H. and Harpham G.G., *A Glossary of Literary Terms*. Cengage Learning, Delhi – 2015.
- Wren and Martin. *A Final Course of Grammar and Composition*. Publisher: S. Chand 2014.

**Suggested Continuous Evaluation Methods:**

Continuous Internal Evaluation shall be based on Project/Assignment and Internal Class Test. Speaking and Listening skills dictionary work, etc.

Practical / Project / Assignment	10 Marks
Internal Class Test	15 Marks
Course prerequisites:	Open to all
<b>Suggested equivalent online courses:</b> <ul style="list-style-type: none"> <li>• On Swayam, Vidyamitra, Inlibnet.ac.in,</li> <li>• Literature study – egyankosh.ac.in</li> </ul>	
<b>Further Suggestions:</b> .....	

Programme/Class: <b>DIPLOMA</b>	Year: <b>B.A. II</b>	Semester: <b>III OR IV</b>
Subject: <b>ENGLISH</b> <b>Minor/Elective English Syllabus For Second Year of Graduation</b>		
Students from other faculty/subjects are required to opt this course either in III or IV semester as a Minor Paper (06-Credits) in addition to their Major Papers.		
Course Code: <b>-A040202M</b>	Course Title: <b>Media and Communication Skills</b>	
Credits: <b>06/90</b> Contact hours	Paper: <b>Minor/Elective</b>	
Max. Marks: <b>25+75</b> Total : <b>100</b>	Min. Pass Marks: <b>.....</b>	
Total No. of Lectures-Tutorials-Practical (in hours per week): <b>6-0-0</b> .		
<b>Course Outcomes:</b> After completing this course, the students will be able to:		
<ul style="list-style-type: none"> <li>• Learn the basics of mass communication.</li> <li>• Learn the skills of media writings, such radio or TV scripts</li> <li>• Learn the art of office communication, ethics of cyber and social media.</li> <li>• Frame official Letters, preparing CVs Filing FIR. RTI and complaints.</li> <li>• Learn the techniques of Report writing Minutes, Notices and Agendas.</li> <li>• Will be able to understand different types of Journalism and their importance.</li> <li>• Will be able to understand different forms of media and journalistic writing and reporting.</li> <li>• Articulate efficiently using verbal and non-verbal skills.</li> </ul>		
Tonic		No. of Lectures

I	<b>Introduction to Mass Communication:</b> <ul style="list-style-type: none"> <li>• Mass Communication and Globalization</li> <li>• Forms of Mass Communication</li> </ul>	15
II	<b>Advertisement:</b> <ul style="list-style-type: none"> <li>• Types of Advertisement</li> <li>• Advertising Ethics</li> <li>• How to Create Advertisement/Story brands</li> </ul>	15
III	<b>Media Writing:</b> <ul style="list-style-type: none"> <li>• Script Writing for TV and Radio</li> <li>• Writing News Reports and Editorials</li> </ul>	15
IV	<b>Introduction to Cyber Media and Social Media:</b> <ul style="list-style-type: none"> <li>• Types of Social Media</li> <li>• The Impact of Social Media</li> <li>• Introduction to Cyber Media</li> </ul>	15
V	<b>Official Correspondences:(Letter/Application)</b> <ul style="list-style-type: none"> <li>• Writing FIR</li> <li>• Letter of Complaints</li> <li>• Grievance Letters</li> <li>• Letter of Acceptance and Resignation</li> <li>• Redressal Letters and Right to Information RTI</li> </ul>	15
VI	<b>Professional Writing:</b> <ul style="list-style-type: none"> <li>• Proposal Writing</li> <li>• Covering Letters</li> <li>• Circulars</li> <li>• Memos</li> <li>• Notices</li> <li>• Agendas and Minutes</li> <li>• Power Point Presentation</li> </ul>	15

### Recommended Readings

Anjana Neira Dev, Anuradha Marwah, Swati Pal. *Creative Writing: A Beginner's Manual*. Pearson Education, New Delhi, 2009.

**Suggested Readings**

- Keith Coleman. *Effective Communication Skills, Communication & Social Skills* Publisher, 2019.
- Norman Lewis. *Word Power Made Easy*. Penguin Books India, 2015.
- Kamlesh Sadanand and Susheela Punitha. *Spoken English: A Foundation Course*. (Revised Edition) Part I, Orient Black Swan, 2014.
- V.N. Arora and Laxmi Chandra. *Improve your Writing*. Oxford University Press, 1981.
- Terry O' Brien. *Modern Writing Skills*. Rupa Publisher', 2011.
- R.C. Sharma and Krishna Mohan. *Business Correspondence and Report writing*. McGraw Hill Education (India) Pvt. Ltd. Chennai 5<sup>th</sup> ed. 2016.
- Gargesh, R. and Goswami, K.K. *Translation and Interpreting: Reader and Workbook*, Orient Longman, New Delhi, 2007.
- Menon, P.K. *Practice of Journalism*. Jaipur, Avishkar Publishers, 2005.
- Selvaraj, Madhur. *News Editing and Reporting*. New Delhi, Dominant Publishers, 2005.

**Suggested Continuous Evaluation Methods:**

Continuous Internal Evaluation shall be based on Project/Assignment and Internal Class Test. The marks shall be:

Practical / Project / Assignment	10 Marks
Internal Class Test	15 Marks
Course prerequisites :	Open to all
<b>Suggested equivalent online courses:</b>	
<ul style="list-style-type: none"> <li>• On Swayam, Vidyamitra, Inlibnet.ac.in,</li> <li>• Literature study – egyankosh.ac.in</li> </ul>	
<b>Further Suggestions:</b>	
.....	

Programme/Class: <b>DEGREE</b>	Year: <b>II</b>	Semester: <b>IV</b>
Subject: <b>ENGLISH</b>		
Course Code: -A040503T	Course Title: <b>Minor Research Project</b>	
<b>Course Outcomes:</b> <ul style="list-style-type: none"> <li>• The students will be able to understand the basic concepts of research.</li> <li>• The students will become familiar with various tools and techniques in research.</li> <li>• Will be able to develop awareness towards available primary and secondary resources.</li> <li>• Develop skills of Dissertation/Project Writing.</li> <li>• Will be able to use research platforms like Shodhganga etc, and digital libraries.</li> <li>• Will learn textual, editorial and bibliographical skills.</li> <li>• Will develop keen eye for Research.</li> <li>• Will be able to explore the concepts of history, culture, nationalism, gender and race, film and media and its relation to literature.</li> <li>• Will be able to identify various styles of referencing and citations.</li> <li>• Will develop a consciousness towards intellectual property and plagiarism.</li> </ul>		
Credits: 03	Paper: Core Compulsory	
Max. Marks: 100	Min. Pass Marks: .....	