

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

Common Minimum Syllabus-ENGLISH

Programme/Class: CERTIFICATE	Year: B.A. I	Semester: I OR II
Subject: ENGLISH Minor/Elective English Syllabus For First Year of Graduation		
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: Language Skills & Grammar	
Credits: 06/90 Contact hours	Paper: Minor/Elective	
Max. Marks: 25+75 Total: 100	Min. Pass Marks:	
Total No. of Lectures-Tutorials-Practical (in hours per week): 6-0-0.		
Course Outcomes: After completing this course, the students will be able to:		
• Acquire basic language skills and use them in communication. • Learn pronouncing English words. • Make use of thesaurus and dictionaries for learning synonyms, antonyms, idioms and phrases and one-word equivalents. • Describe or express opinions on topics of their personal interest, such as their experience of events, their hopes and ambitions • Read and understand information on topical matters and explain the advantages and disadvantage of situation. • Learn the art of writing paragraphs and essays, letters, reports, blogs, emails, etc. • Develop grammatical and linguistic skills or competence to be able to avoid common errors of usage related to articles, conjunctions etc. • Learn the basics of pronunciation. • Improve fluency through regular practices and speaking skills. • Learn the skills of facing interviews, making a speech, negotiating skills and all other language – related fields.		
Unit	Topic	No. of Lectures
I	Listening and Speaking Skills: • Active-Passive Listening • Speaking Skills: Fluency, Stress, Intonation, Assertion, Rhetorical questions • Oral Presentation, Debate, Elocution, Extempore	25
II	Writing Skills: • Report Writing • Paragraph writing • Letter Writing: Formal and Informal	20

III	Technical and Modern Communication: • Resume Writing • Email • Blogs and Comments on Social Media	15
IV	Grammar: • Common Errors in the Use of English (Noun, Pronoun, Adjective, Adverb, Conjunction, etc.) • Correct Use of Verbs • Correct Use of Articles • Vocabulary (Homonyms, Homophones, Pair of Words, etc.)	20
V	Types of Writing: • Expository, Descriptive, Persuasive and Narrative Essays. • Precise Writing	10
VI	Public Speaking: • Introducing the guest • Welcome Speech • Vote of Thanks • Group Discussion	10
Recommended Readings • Pathak et al. <i>Foundation Course in English Language</i>. (Revised Ed.). Cambridge University Press 2022.		
Suggested Readings • Sanjay Kumar Pushplata. <i>Communications Skills</i>. Oxford University Press, 2nd edition. • Norman Lewis. <i>Word Power Made Easy</i>. Penguin Books India, 2015. • R.K. Bansal and J.B. Harrison. <i>Spoken English</i>, Orient Swan, 1983. • Advanced Learner's Dictionary. 9th Editions. Oxford University Press • Murphy, Raymond. <i>English Grammar in Use</i>. Cambridge University Press, 2002. • Bikram K. Das. <i>Functional Grammar and Spoken and Written Communication in English</i>. Orient Black Swan, 1st edition, 2006. • E. Suresh Kumar, B Sandhya. J. Savitri and P. Sreehari. <i>Enriching Speaking and Writing Skills</i>. Orient Black Swan, 2014. • Shilpa Sapre – Bharmal, et al. <i>Communication Skills in English</i>. Orient Blackswan, 2012. • Abrams, M.H. and Harpham G.G., <i>A Glossary of Literary Terms</i>. Cengage Learning, Delhi – 2015. • Wren and Martin. <i>A Final Course of Grammar and Composition</i>. 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
Suggested equivalent online courses:	
• On Swayam, Vidyamitra, Inflibnet.ac.in, • Literature study – egyankosh.ac.in	
Further Suggestions:	
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Programme/Class: DIPLOMA	Year: B.A. II	Semester: III OR IV
Subject: ENGLISH		
Minor/Elective English Syllabus For Second Year of Graduation		
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: -A040202M	Course Title: Media and Communication Skills	
Credits: 06/90 Contact hours	Paper: Minor/Elective	
Max. Marks: 25+75 Total : 100	Min. Pass Marks:	
Total No. of Lectures-Tutorials-Practical (in hours per week): 6-0-0.		
Course Outcomes: After completing this course, the students will be able to: • Learn the basics of mass communication. • Learn the skills of media writings, such radio or TV scripts • Learn the art of office communication, ethics of cyber and social media. • Frame official Letters, preparing CVs Filing FIR. RTI and complaints. • Learn the techniques of Report writing Minutes, Notices and Agendas. • Will be able to understand different types of Journalism and their importance. • Will be able to understand different forms of media and journalistic writing and reporting. • Articulate efficiently using verbal and non-verbal skills.		
Unit	Topic	No. of Lectures

I	Introduction to Mass Communication: • Mass Communication and Globalization • Forms of Mass Communication	15
II	Advertisement: • Types of Advertisement • Advertising Ethics • How to Create Advertisement/Story brands	15
III	Media Writing: • Script Writing for TV and Radio • Writing News Reports and Editorials	15
IV	Introduction to Cyber Media and Social Media: • Types of Social Media • The Impact of Social Media • Introduction to Cyber Media	15
V	Official Correspondences:(Letter/Application) • Writing FIR • Letter of Complaints • Grievance Letters • Letter of Acceptance and Resignation • Redressal Letters and Right to Information RTI	15
VI	Professional Writing: • Proposal Writing • Covering Letters • Circulars • Memos • Notices • Agendas and Minutes • Power Point Presentation	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 5th 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

Suggested equivalent online courses:

- On Swayam, Vidyamitra, Infflibnet.ac.in,
- Literature study – egyankosh.ac.in

Further Suggestions:

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Programme/Class: DEGREE	Year: II	Semester: IV
Subject: ENGLISH		
Course Code: A040503T	Course Title: Minor Research Project	
Course Outcomes: • The students will be able to understand the basic concepts of research. • The students will become familiar with various tools and techniques in research. • Will be able to develop awareness towards available primary and secondary resources. • Develop skills of Dissertation/Project Writing. • Will be able to use research platforms like Shodhganga etc, and digital libraries. • Will learn textual, editorial and bibliographical skills. • Will develop keen eye for Research. • Will be able to explore the concepts of history, culture, nationalism, gender and race, film and media and its relation to literature. • Will be able to identify various styles of referencing and citations. • Will develop a consciousness towards intellectual property and plagiarism.		
Credits: 03	Paper: Core Compulsory	
Max. Marks: 100	Mtn. Pass Marks:	