

## Bachelor of Arts

### Syllabus for Core Component (CC) English Course B-Semester VI

Old Syllabus	Proposed Syllabus
Title of the Paper: English for Success	Title of the Paper: <b>English for Professional Communication</b>
Subject Code: 655601	Subject Code: <b>60602</b>

	Cr	L	T	D (EE)	EE	IE	T
<b>Title of the Paper: English for Professional Communication</b>	04	03	01	2.5 hrs	75Marks	25Marks	100Marks

#L=Lectures per week, Cr=Credits, P/T=Practical/Tutorials, D=External Exam Duration, EE=External Examination, IE=Internal Examination, T=Total Marks

Old Syllabus	Proposed Syllabus
<p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>I) To acquaint students with different narrative styles in English</li> <li>II) To enhance listening and comprehension skills of students in job interviews and group discussions</li> <li>III) To develop advanced speaking skills to use in work and social environments</li> <li>IV) To write formal letters expressing views and opinions from different perspectives</li> <li>V) To understand advanced vocabulary and grammar-based questions for competitive exams</li> </ul> <p><b>Learning Outcomes:</b> At the end of the course the students will be able to:</p> <ul style="list-style-type: none"> <li>I) Read and understand texts using different narrative styles</li> <li>II) Listen to speeches and give opinions</li> <li>III) Write formal letters expressing views and opinions</li> <li>IV) Solve vocabulary and grammar exercises</li> </ul>	<p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>i. To make students read literary texts, to teach them to read and think critically and improve students' vocabulary.</li> <li>ii. Teach how to analyse, synthesize and interpret ideas presented during Meetings</li> <li>iii. Improve written language by teaching them to write for Meetings</li> <li>iv. Prepare students to listen to spoken English with the help of information and communication technology (ICT) as well as direct reading aloud/speaking.</li> <li>v. Teach students to speak English required for presentation purposes.</li> <li>vi. Focus on delivering information through presentations</li> </ul> <p><b>Learning Outcomes:</b></p> <p>At the end of Semester VI, students would be able to acquire the following competencies:</p> <ul style="list-style-type: none"> <li>i. Critical reading of fiction/ non-fiction texts to ask relevant questions about it</li> <li>ii. Write notices, agendas and minutes of meetings</li> <li>iii. Practice English speaking skills, covering variety of topics</li> <li>iv. Acquire presentation skills for effective communication</li> </ul>

Old Syllabus		Proposed Syllabus							
Unit	Topic and Details Old Syllabus	Module	Module Specific Objectives	Content	Weightage	Instruction Time	Credits	Evaluation	
								IE Weightage	EE Weightage
I	<b>Listening Skills</b> To understand and decipher different types and styles of English in academic lectures, speeches, television programmes/ T.V. serials, poetry recitation, plays	Module I: Communication for Meetings	i. To take notes quickly and brainstorm for ideas ii. To be able to effectively participate in a meeting	v. Note-taking vi. Expressing Opinions vii. Agreeing and Disagreeing	25	15	1	5	20
II	<b>Speaking Skills</b> Make PPT and present in groups Note: Students must be taught the art of making PPT on different topics like environment, Health, Corruption, etc.	Module II: Oral Presentations	i. To be able to deliver an impromptu/planned speech ii. To be able to apply essential public speaking skills to presentation deliveries iii. Deliver a full oral/PowerPoint presentation for an audience iv. To be able to navigate a question and answer	i. Panel Discussions ii. Planning and Delivering Quality Presentations: iii. Presentation Structure iv. Introductions v. Presentation Body vi. Conclusions	25	15	1	5	20

			<p>session</p> <p>v. To align the non-verbal communication with the presentation for creating effective delivery of information</p>						
III	<b>Reading Skills</b> <i>Visions-Revisions: Katha Regional Fiction</i> by Keerti Ramchandra, Editor, Katha, New Delhi, 1998. i. "The Chest"- Sirish Panchal ii. "Nayak Khalnayak Vidhushak" – Mannu Bhandari	<b>Module III:</b> Reading Comprehension and Vocabulary Enhancement	To inform about issues and utilize the literary texts to improve students' listening skills, vocabulary and also their ability to skim and scan written material	Select fiction/non-fiction from the following  <i>Visions-Revisions: Katha Regional Fiction</i> by Keerti Ramchandra, Editor, Katha, New Delhi, 1998. i. "The Chest"- Sirish Panchal ii. "Nayak Khalnayak Vidhushak" – Mannu Bhandari  <b>OR</b> Bhima: Lone Warrior, M.T. Vasudevan Nair, Gita Krishnankutty (trans.) Harper Perennial India; 1st edition (3 September 2013)  <b>OR</b> Andha Yug, Dharamvir Bharati, Alok Bhalla (trans.), Oxford University Press; Edition (25 November 2009)  The teacher may select any one section from the recommended texts.	25	15	1	5	20

				The teacher is expected to make a glossary of words with their meanings relevant to the story.					
IV	<b>Writing Skills</b> i. Letter to Editor (appeal and Complaint) ii. Formal Letters of thanks, appreciation and sympathy iii. Essay writing (guided) (same as PPT topics) Note: 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)	<b>Module IV:</b> Routine Business Correspondence and Formal Letters	To be able to write routine business correspondence and other formal letters	i. Notice ii. Agenda iii. Minutes of a Meeting iv. Letters to Editor v. Letters of Reference	25	15	1	5	20

### Evaluation Scheme:

#### A. Internal Exams: Total Marks: 25

1. Speaking skills (25 Marks)
2. Letter Writing (25 Marks)
3. Project (s): Book review/Film review/Presentations/ Assignment Journal- This is not an exhaustive list

(25 Marks) (The internal marks would be an average of these three methods of evaluation.)

#### B. External Exams: Total Marks: 75

The pattern of the written exam would be as follows:

1. A. Comprehension passage from the fiction/non-fiction taught in class. The questions about the passage should test skills to find out data, interpret information and write a personal response. (Marks 15)
1. B. Comprehension passage from the fiction/non-fiction not taught in class. The questions about the passage should test skills to find out data, interpret information and write a personal response. (Marks 15)
2. Notice/Agenda/Minutes of Meeting (Marks 20)
3. Essay writing (Marks 20)
4. Letter to Editor/Letter of Reference (Marks 15)

### References:

#### A. Essential Reading:

1. Ramchandra, Keerti (ed.). *Visions-Revisions: Katha Regional Fiction*, Katha, New Delhi, 1998.
2. Nair, Vasudevan M.T. *Bhima: Lone Warrior*, Gita Krishnankutty (trans.), Harper Perennial India; 1st edition, 2013.
3. Bharti, Dharamvir. *Andha Yug*, Alok Bhalla (trans.), Oxford University Press; Edition 2009.
4. Strunk, William, EB White. *The Elements of Style*. (Fourth Edition). Pearson. 1999.
5. Olson, Judith. *Writing Skill Success*. Learning Express. 1998.
6. Taylor, Grant, *English Conversation Practice*. Macgraw Hill Education. 2001.
7. Paul, DS, *Advanced Writing Skills*. Goodwill Publications. 2016.
8. McLean, Scott. *Business Communication for Success*, Flat World Knowledge, 2010.

**B. Additional Reading:**

1. Hale, Constance, *Sin and Syntax*. Three Rivers Press. 2013.
2. Swan, Michael, *Practical English Usage*. Oxford University Press. 2017.
3. Kumar, Sanjay, Lata, Pushpa, *Communication Skills*. Oxford University Press.
4. Hoge, AJ, *Effortless English*. LLC. 2014.