

SYLLABUS (CBCS as per NEP 2020) for F. Y. B. A.

(w. e. from June, 2023)

Name of the Programme	: B.A. English
Program Code	: ENG-181-AEC
Class	: FYBA
Semester	: II
Course Type	: Ability Enhancement Course
Course Name	: Functional English - II
Course Code	: ENG-181-AEC
No. of Lectures	: 30
No. of Credits	: 02

A) Course Objectives:

1. To introduce students to functionality of English language through strong prose articles.
2. To introduce students to functionality of English language through good poetry.
3. To help students to functionality of English grammar through extensive grammar.
4. To help students understand functionality of English composition through practice exercises in paragraph writing.
5. To help students understand functionality of English comprehension through practice exercises in Newspaper Advertisement.
6. To help students enrich their vocabulary through world class English literature.
7. To make students think creatively and critically.

B) Course Outcomes:

At the end of the course:

1. The students understand functionality of English language through strong prose articles.
2. The students understand functionality of English language through good poetry.
3. The students comprehend functionality of English grammar through extensive grammar.
4. The learners understand functionality of English composition through practice exercises in paragraph writing.
5. The learners understand functionality of English comprehension through practice exercises in Newspaper Advertisement.
6. The students are enriched in their vocabulary through world class English literature.
7. The students think creatively and critically.

TOPICS/CONTENTS:

UNIT 1: Prose

(10 lectures)

1. The Child (Prem Chand)
2. Love Across the Salt Desert (K N Daruwala)

UNIT 2: Poetry

(06 lectures)

1. Still I Rise (Maya Angelou)
2. Success is Counted Sweetest (Emily Dickinson)

UNIT 3: Grammar

(08 lectures)

1. Active Passive
2. Synthesis
3. Identification of Noun, Verb, Adjective and Adverb

UNIT 4: Composition and Vocabulary

(06 lectures)

1. Letter Writing
2. Email Writing
3. Idioms and Phrasal verbs

References:

1. *Horizons, A Textbook for College Students* (MacMillan Publishers India Private Ltd)
2. *English Grammar in Use* (Cambridge)



Anekant Education Society's

Tuljaram Chaturchand College, Baramati

(Autonomous)

Four Year Degree Program in English

(Faculty of Arts)

CBCS Syllabus

F. Y. B. A. Semester -II

For Department of English

Tuljaram Chaturchand College, Baramati

Choice Based Credit System Syllabus (2023 Pattern)

(As Per NEP 2020)

To be implemented from Academic Year 2023-2024

Title of the Program: B. A. (English)**Preamble****Introduction:**

AES's Tuljaram Chaturchand College has decided to change the syllabus of various faculties from June 2023 by taking into consideration the guidelines and provisions given in the National Education Policy (NEP), 2020. The NEP envisions making education more holistic and effective and to lay emphasis on the integration of general (academic) education, vocational education, and experiential learning. The NEP introduces holistic and multidisciplinary education that would help to develop intellectual, scientific, social, physical, emotional, ethical, and moral capacities of the students. The NEP 2020 envisages flexible curricular structures and learning based outcomes for the development of the students. The credit structure and the courses framework provided in the NEP are nationally accepted and internationally comparable.

The post-graduate department of English is one of the oldest government-granted PG departments in the college. Prof. V. V. Upadhye and Prof. K. S. Iyer, the late professors of English, established excellent academic standards in the department. The department of English, thus, has been striving for academic excellence since its inception.

The Board of Studies in English of Tuljaram Chaturchand College, Baramati - Pune has prepared the syllabus of F.Y.B.A., Semester – II under the Choice Based Credit System (CBCS) by following the guidelines of NEP 2020, NCER, NHEQF, Prof. R.D. Kulkarni's Report, GR of Gov. of Maharashtra dated 20th April and 16th May 2023 and Circular of SPPU, Pune dated 31st May 2023.

English revolutionizes the world of language and communication by being widely spoken, written, and read. It has been acclaimed as one of the greatest links between people and nations. This global medium of communication cuts across all barriers of culture, race, region, and other differences. It is imperative therefore to tutor our students to acquire English language skills. The B. A. English program helps students acquire literary and professional skills; it also helps them learn moral and ethical values.

Programme Specific Outcomes (PSOs)

- 1 **Critical Thinking:** Apply theoretical knowledge to make a critical analysis, intervene using innovative frameworks and evaluate and follow up.
- 2 **Effective Communication:** Engage in inter and intrapersonal communications, behavioral change communication and proficiency in information Communication Technology.
- 3 **Scientific Temper:** To build essential skills of life including questioning, observing, testing, hypothesizing, analyzing and communicating.
- 4 **Effective Citizenship:** Demonstrate empathetic social concern and engage in service learning and community engagement programs for contributing towards achieving of local, regional and national goals.
- 5 **Ethics:** Recognize different value systems including your own, understand the moral dimensions of your decisions and accept responsibility for them.
- 6 **Environment and Sustainability:** Participate and promote sustainable development goals.
- 7 **Gender Sensitization and Social Commitment:** To imbibe Gender sensitivity and the sense of social responsibility for self and community for the benefit of the society at large.
- 8 **Self-directed and Life-long learning:** Engage in continuous learning for professional growth and development.

Anekant Education Society's
Tuljaram Chaturchand College, Baramati
(Autonomous)

Board of Studies (BOS) in English

From 2022-23 to 2024-25

Sr.No.	Name	Designation	Signature
1	Dr. Shashank B. Mane	Chairman	
2	Prof. M. B. Kavthekar	Member	
3	Dr. Sachin N. Gadekar	Member	
4	Dr. Ajay A. Dhavale	Member	
5	Dr. Sushil A. Deshmukh	Member	
6	Prof. Smita H. Gore	Member	
7	Prof. Sandesh V. Rathod	Member	
8	Prof. Komal S. Deshmukh	Member	
9	Dr. Anand Kulkarni	Vice-Chancellor Nominee	
10	Dr. Pinaki Roy	Expert from other University	
11	Dr. Sandip Joshi	Expert from other University	
12	Mr. Anupam Siddhartha	Industry Expert	
13	Dr. Sanjay Khilare	Meritorious Alumni	
14	Ms. Pradnya Waghmode	Student Representative	
15	Mr. Girish Pawar	Student Representative	
16	Ms. Neha Lakhe	Student Representative	
17	Ms. Payal Dhumal	Student Representative	

Structure and Credit Distribution of UG Degree Programme

Sample Illustrative Credit Distribution Structure for FYBA-2023-2024

Level	Semester	Major		Minor	OE	VSC, SEC, (VSEC)	AEC, VEC, IKS	OJT, FP, CEP, CC, RP	Cum. Cr/Sem	Degree/Cum.Cr.	
		Mandatory	Electives								
4.5	I	ENG-101-MJM: Poetry and Minor Forms of English Literature – I (4 credits)	--	--	ENG-116-OE: English for Practical Purposes – I (2 credits)	ENG-121-VSC: Effective Communication in English and Personality Development – I (2 credits)	ENG-131-AEC: Functional English – I (2 credits)	UACC1: CC1 (2 credits)	22	UG Certificate 44 credits	
		ENG-102-MJM: Phonology of English – I (2 credits)			ENG-117-OE: Basic English Grammar – I	ENG-126-SEC: Writing Skill – I (2 credits)	ENG-135-VEC: Gender Studies – I (2 credits) ENG-137-IKS: Beginning of English Studies in India (2 credits)				
	II	ENG-151-MJM: Poetry and Minor Forms of English Literature – II (4 credits)	--	ENG-161-MN: Literary Forms and Terms (2 credits)	ENG-166-OE: English for Practical Purposes – II (2 credits)	ENG-171-VSC: Effective Communication in English and Personality Development – II (2 credits)	ENG-181-AEC: Functional English – II (2 credits)	UACC2: CC2 (2 credits)	22		
		ENG-152-MJM: Phonology of English – II (2 credits)			ENG-167-OE: Basic English Grammar – II	ENG-176-SEC: Writing Skill – II (2 credits)	ENG-185-VEC: Gender Studies – II (2 credits)				
	Cum Cr.		12	--	2	8	8	10	4		44

Abbreviations: 1) **OE**-Open Elective 2) **VSC**-Vocational Skill Course 3) **SEC**- Skill Enhancement Course 4) **AEC**-Ability Enhancement Course 5) **IKS**-Indian Knowledge System 6) **OJT**- On Job Training 7) **FP**- Field Project 8) **CEP**- Community Engagement Project 9) **CC**- Co-curricular Course 10) **RP**-Research Project **Please Note:** For SEC, VEC and CC separate Basket of courses will be prepared.

**Anekant Education Society's
Tuljaram Chaturchand College of Arts, Science and Commerce,
Baramati(Autonomous)**

Course Structure for F. Y. B. A. (2023 Pattern)

Sem.	Course Type	Course Code	Title of Course	Theory / Practical	No. of Credits
II	Major Mandatory	ENG-151-MJM	Poetry and Minor Forms of English Literature – II	Theory	04
	Major Mandatory	ENG-152-MJM	Phonology of English - II	Theory	02
	Minor	ENG-161-MN	Literary Forms and Terms	Theory	02
	Open Elective (OE)	ENG-166-OE	English for Practical Purposes – II	Theory	02
	Open Elective (OE)	ENG-167-OE	Basic English Grammar – II	Theory	02
	Vocational Skill Course (VSC)	ENG-171-VSC	Effective Communication in English and Personality Development – II	Theory	02
	Skill Enhancement Course (SEC)	ENG-176-SEC	Writing Skill – II	Theory	02
	Ability Enhancement Course (AEC)	ENG-181-AEC	Functional English – II	Theory	02
	Value Education Course (VEC)	ENG-185-VEC	Gender Studies – II	Theory	02
	Cocurricular Course (CC)	--	To be selected from the basket of various courses	Theory	02
Total Credits for Semester - II					22

SYLLABUS (CBCS as per NEP-2020) for F.Y.B.A

Name of the Programme:	B. A. English
Programme Code:	UAENG
Class:	F.Y.B.A
Semester:	II
Course Type:	Major
Course Name:	Poetry and Minor Forms of English Literature- II
Course Code:	ENG-101-MJM
Number of Lectures:	60
No. of Credits:	04

A) Course Objectives:

- 1: To develop students' linguistic competence
2. To create an awareness among students about the formal features of literary texts
3. To develop literary competence of students
4. To inculcate the habit of regular reading and writing
- 5: To develop the habit of literary spontaneity
- 6: To develop the sense of literary appreciation
- 7: To develop the habit of literary rhyme, rhythm and sound in literature

B) Course Outcomes:

1. It will help to develop knowledge, skills, and judgment around human communication
2. It will enable to inculcate communication competencies
3. Students will be able to understand and evaluate key literary forms
4. Students will be able to communicate effectively orally and in writing
5. Students will be able to evaluate the literary development accordingly
6. It will help to evaluate self and society through literature
7. Students will be able to critically examine several meanings

TOPICS/ CONTENTS:

UNIT 1: Forms of Literature: An Introduction

(12 Lectures)

A: Poetry

1. Metaphor
2. Alliteration
3. Personification
4. Elements of Short Story
5. Reading an Essay
6. Free Verse

- B. Short Story**
- C. One Act Play**
- D. Essay**

UNIT 2: POETRY

(20 Lectures)

1. To Autumn: John Keats
2. Stopping by Woods on a Snowy Evening: Robert Frost
3. O What is that Sound: W H Auden
4. Night of the Scorpion: Nissim Ezekiel
5. Telephone Conversation: Wole Soyinka

UNIT 3: SHORT STORIES

(12 Lectures)

1. The Dolls House: Katherine Mansfield
2. The Eyes Have it: Ruskin Bond

UNIT 4: ESSAY

(12 Lectures)

1. Hobbies and Interests: C T Philip
2. My Financial Career: Stephen Leacock

UNIT 5: ONE-ACT-PLAY

1. The Monkey's Paw: W W Jacobs

(4 Lectures)

References:

1. *Poetry and Minor Forms of English Literature*: Ashok Thorat, Zeenat Merchant
2. *A Spectrum of Literary Criticism*: Kumar Iyer, Ashok Thorat
3. *One Act Plays for Acting Students*: Norman E. Bert
4. *The One-Act-Play Companion*: Rex Walford and Colin Dolley
5. *The World's Greatest Short Stories*: James Daley
6. *An Anthology of English Poetry*:

SYLLABUS (CBCS as per NEP 2020) for F. Y. B. A. (w. e. from June, 2023)

Name of the Programme: B.A. English

Class: F.Y.B.A.

Semester: II

Course Type: Major

Course Name: Phonology of English - II

Course Code: ENG-152-MJM

No. of Lectures: 30

No. of Credits: 02

A) Course Objectives:

1. To make students understand the system of sound and sound combinations in English.
2. To make students understand how sounds are produced, how they are transmitted, and how they are perceived.
3. To help students differentiate between consonants and vowels.
4. To help students to Pronounce English sounds in isolation and in connected speech.
5. To make students understand difference between consonants and vowels in all word-positions.
6. To help students distinguish between phonemes and allophones.
7. To make students understand the structure of the English syllable.

B) Course Outcomes:

At the end of the course:

1. the student will understand the sound system of English.
2. they will also get to know the speech mechanism.
3. the students will comprehend the difference between consonants and vowels.
4. the learners will practice pronouncing English sounds in isolation and in connected speech.
5. they would also recognize the difference between consonants and vowels in word positions.
6. students would be able to distinguish between phonemes and allophones.
7. students would understand the structure of English syllable.

TOPICS/CONTENTS:

UNIT 1: The Syllable (6 lectures)

- 1.1 The Syllabic Structure
- 1.2 Monosyllabic words
- 1.3 Disyllabic words
- 1.4 Trisyllabic words
- 1.5 Words of more than 3 syllables each
- 1.6 Syllabic Consonants

UNIT 2: Consonant Clusters (2 lectures)

- 2.1 Initial Clusters
- 2.2 Final Clusters

UNIT 3: Intonation (8 lectures)

- 3.1 Pitch
- 3.2 The Falling Tune
- 3.3 The Rising Tune
- 3.4 The Falling Rising Tune

Unit 4: Tone Groups (2 lectures)

- 4.1 The Tonic Syllable
- 4.2 The Nucleus

Unit 5: Rhythm (6 lectures)

- 5.1 Content Words
- 5.2 Structure Words
- 5.3 Stress-timed Rhythm
- 5.4 Weak forms
- 5.5 Accent/Stress in English Words
- 5.6 Rules for Word stress/Sentence stress

Unit 6: Practice in Language Laboratory

(6 lectures)

References:

1. Spoken English by R. K. Bansal and J. B. Harrison
2. A Textbook of English Phonetics for Indian Students by Balasubramanian
3. Linguistics: An Introduction by Ashok Chaskar et. al.
4. English Phonetics and Phonology: An Introduction by Philip Carr
5. English Phonetics and Phonology: A Practical Course by Peter Roach

SYLLABUS (CBCS as per NEP-2020) for F.Y.B.A

Name of the Programme	: B. A. English
Programme Code	: ENG-161-MN
Class	: F.Y.B.A
Semester	: II
Course Type	: Minor
Course Name	: Literary Forms and Terms
Course Code	: ENG-161-MN
Number of Lectures	: 30
No. of Credits	: 02

Course Objectives:

1. To Introduce students with the key poetic devices used in poetry.
2. To examine different types of poetry to enable students to recognize and appreciate the diversity within this literary form.
3. To explore the world of fiction by discussing novels, short story, mystery, and romance.
4. To investigate non-fiction prose forms, including the essay, biography, autobiography, and memoir, emphasizing their distinctive characteristics and purposes.
5. To introduce students to different types of dramatic forms, such as tragedy, comedy, and tragic comedy, and help them understand the unique elements that define each genre.
6. To examine dramatic techniques like soliloquy, monologue, and dialogue, allowing students to comprehend the nuances of dramatic storytelling.
7. To define and elucidate essential literary terms and concepts, including setting, plot, allegory, allusion, theme, motif, conflict, irony, and satire.

Course Outcomes:

1. Students will gain a comprehensive understanding of key poetic devices, enabling them to identify and analyze their use in poetry.
2. Upon completing the course, students will be able to distinguish and appreciate the diverse range of poetry types.
3. Through discussions on novels, short stories, mysteries, and romances, students will explore the world of fiction.
4. Students will investigate non-fiction prose forms, such as essays, biographies, autobiographies, and memoirs.
5. This course will provide students with insights into various dramatic forms, including tragedy, comedy, and tragic comedy.
6. By examining dramatic techniques like soliloquy, monologue, and dialogue, students will develop a nuanced appreciation of the intricacies of dramatic storytelling.
7. Students will acquire a solid grasp of essential literary terms and concepts.

8. Upon course completion, students will be proficient in applying these literary terms and concepts to critically evaluate and interpret various works of literature.

TOPICS/ CONTENTS:

UNIT 1: Introduction to Literature (6 Lectures)

- I. Overview of the course and objectives
- II. The value of studying literature
- III. Literary genres and their historical context

UNIT 2: Introduction to Poetry (6 Lectures)

- I. Poetic Devices: Imagery, Symbolism, Metaphor, Simile, Hyperbole and alliteration
- II. Types of Poetry: Elegy, Sonnet, Lyric, Ode, Dramatic monologue and Ballad

UNIT 3: Introduction to Prose (6 Lectures)

- I. Fiction: Novel, Short Story, Mystery, and Romance
- II. Non-Fiction: Essay, Biography, Autobiography and Memoir

UNIT 4 Introduction to Drama (6 Lectures)

- I. Types of Dramatic Forms: Tragedy, Comedy, and tragic comedy
- II. Dramatic Techniques: Soliloquy, Monologue, and Dialogue

UNIT 5: Literary Terms and Concepts (6 Lectures)

Setting, Plot, Allegory, Allusion, Theme, Motif, Conflict, Irony and Satire

References

1. "A Glossary of Literary Terms" by M.H. Abrams and G.G. Harpham
2. "The Norton Introduction to Literature" by Kelly J. Mays
3. "The Elements of Poetry: A Guide to Understanding Poetry" by Robert Scholes and Karl Shapiro
4. "The Norton Anthology of Drama" by J. Ellen Gainor, Stanton B. Garner Jr., and Martin Puchner
5. "Literary Terms and Criticism" by John Peck and Martin Coyle
6. "The Bedford Glossary of Critical and Literary Terms" by Ross C. Murfin and Supryia M. Ray
7. "A Handbook to Literature" by William Harmon and C. Hugh Holman

SYLLABUS (CBCS as per NEP 2020) for F. Y. B. A.

(w. e. from June, 2023)

Name of the Programme	: B.A.English
Program Code	:UAENG
Class	: F.Y.B.A.
Semester	: II
Course Type	:Open Elective
Course Name	: English for Practical Purposes - II
Course Code	: ENG-116-OE
No. of Lectures	:30
No. of Credits	: 02

A) Course Objectives:

1. To make students acquire the skills of listening, speaking, reading, and writing
2. To make students acquire the ability to communicate in English according to the situation, purpose and roles of the participants.
3. To help students to improve communicative competence in English.
4. To help students to develop a wide variety of listening skills and inferring meaning from context.
5. To develop student's speaking skills through formal and informal conversation.
6. To develop students' basic reading skills including reading fast, skimming for information, and identifying main ideas in informative reading passages.
7. To help students to develop composition skills.

B) Course Outcomes:

At the end of the course:

1. the student masters the four basic skills of listening, speaking, reading and writing.
2. the student can converse in English in different real-life situations.
3. the student can communicate in English effectively.
4. the student developed listening skills and can use it to guess the meaning from context.
5. the student can speak impromptu.
6. the student can read text with fluency, understanding and competence, decoding groups of words/phrases and not just single words.
7. the students know how to use writing skill to express their thoughts, ideas and understanding of a particular topic.

TOPICS/CONTENTS:

Section I: Vocabulary

(10 Lectures)

Unit	Title
1.	Introduction
2.	Synonyms
3.	Antonyms
4.	Collocations (Words that go together)
5.	Commonly confused words
6.	Word formation

Section II: Communication Skills

(10 Lectures)

Unit	Title
1.	Interviews
2.	Presentations
3.	Paragraph Writing
4.	Essay Writing
5.	Report Writing

Section III: Connected Speech

(10 Lectures)

Unit	Title
1.	Connectives
2.	Concord
3.	Relative Clauses
4.	Modals

References:

1. English Grammar in Use by Raymond Murphy
2. English for Practical Purposes—Published by Mac Millan.

SYLLABUS (CBCS as per NEP2020)for F.Y.B.A.

(w. e. from June, 2023)

Name of the Programme : B.A .English

Program Code

:UAENG

Class :F.Y.B.A.

Semester :II

Course Type :Open Elective

Course Name :Basic English Grammar-II

Course Code :ENG-117-OE

No. of Lectures : 30

No. of Credits : 02

A) Course Objectives:

1. To introduce students to basic English grammar.
2. To sensitize the students to major issues in English grammar.
3. To help students to functionality of English grammar through extensive grammar.
4. To develop language competency among students.
5. To make students grammar friendly.
6. To help students enrich their vocabulary.
7. To make students think creatively and critically.

B) Course Outcomes:

At the end of the course:

1. The students are introduced to basic English grammar.
2. The students are sensitized to major issues in English grammar.
3. The students comprehend functionality of English grammar through extensive grammar.
4. The learners develop language competency among students.
5. The learners become grammar friendly.
6. The students are enriched in their vocabulary.
7. The students think creatively and critically.

TOPICS/CONTENTS:

UNIT 1: Passive (08lectures)

1. Passive (1) (is done/was done)
2. Passive (2) (be/been/being done)
3. Passive (3)
4. It is said that... He is said to... (be) Supposed to...
5. Have something done

UNIT 2: Reported Speech(08lectures)

1. Reported Speech (1) (He said that...)
2. Reported Speech (2)

UNIT3: Questions and Auxiliary Verbs(14lectures)

1. Questions (1)
2. Questions (2) (Do you know where...?/She asked me where...)
3. Auxiliary verbs (Have/do/can etc.) I think so/I hope so
4. Question tags (Do you? Isn't it? Etc)

References:

1. *English Grammar in Use* by Raymond Murphy
2. *Oxford Practice Grammar* by John Eastwood
3. *English Grammar for Beginners* by S N Sing
4. *Fundamentals of English Grammar* by N C Sinha

SYLLABUS (CBCS as per NEP-2020) for F.Y.B.A
(w. e. from June 2023)

Name of the Programme	: B.A. English
Programme Code	: UAENG
Class	: F.Y.B.A.
Semester	: II
Course Type	: Skill Enhancement Course (SEC-Theory)
Course Code	: ENG-126-SEC
Course Title	: Writing Skills in English – II
No. of Credits	: 02
No. of Teaching Hours	: 30

A) Course Objectives:

1. To focus on the writing skill.
2. To develop writing skill for practical purposes.
3. To give insights into writing of letter and reports among other things.
4. To provide basic principles of good writing.
5. To equip students with skills of looking for errors in writing and help them to correct errors.
6. To acquaint students with the importance of written communication.
7. To acquaint students with planning and outlining, editing, spelling and grammar and organization.

B) Course Outcomes:

1. This course will take students into the most formal of all writing.
2. It will enable students to spot mistakes and do their own editing.
3. It will sharpen the basics principles of writing of students.
4. It will equip students with writing job applications, and basics of letter writing.
5. It will introduce students with the professional writing practices.
6. It will help students to organize their ideas coherently.
7. It will develop descriptive and analytical skills of students based on verbal inputs.

Topics/ Contents

Unit-1: Developing Writing Skills (10 lectures)

- 1.1. Word Formation
- 1.2. Idiom and Phrases

Unit-2: Writing Word Substitutes and Sentences (10 lectures)

- 2.1. One word substitute
- 2.2. Coordination and Subordination

Unit-3: Composition (10 lectures)

- 3.1. Describing a Place or a Person
- 3.2. Writing a biographical Sketch
- 3.3. Narrating an Event
- 3.4. Review Writing

References:

1. Flamingo (A Textbook for College Students) Macmillan Education
2. Arora, V.N. and Lakshmi Chandra. Improve Your Writing. 1981. New Delhi: Oxford UP, 2001.
3. Baker, Sheridan. The Practical Stylist. New York: Longman-Addison, 1998.
4. Millward, Celia M. Handbook for Writers. New York: Holt, 1979.
5. Sutcliffe, Andrea J. The New York Public Library Writers' Guide to Style and Usage. New Delhi: Macmillan, 1999.
6. Seely, John. The Oxford Guide to Writing and Speaking. New Delhi: Oxford UP, 2002.

SYLLABUS (CBCS as per NEP-2020) for F.Y.B.A

Name of the Programme:	B. A. English
Programme Code:	UAENG
Class:	F.Y.B.A
Semester:	I
Course Type:	VSC
Course Name:	Effective Communication and Personality Development- I
Course Code:	ENG-121-VSC
Number of Lectures:	30
No. of Credits:	02

A) Course Objectives:

- 1: To polish students towards professional circles
2. To enable students analyse and create technical documents and communications
3. To develop positive personality traits
4. To inculcate the habit of regular reading and writing
5. To create a basic awareness about the professional and inter professional communications
- 6: To inculcate the habit creative and professional listening
- 7: To develop the linguistic competence

B) Course Outcomes:

1. It will help to develop knowledge, skills, and judgment around human communication
2. It will enable to inculcate communication competencies such as self-exposure, conflict management, group communication etc.
3. Students will be able to understand and evaluate key communication approaches used in interdisciplinary
- 4) Students will be able to communicate effectively orally and in writing
- 5) Students will be able to develop entrepreneur skills
- 6: Students will be able to write expository texts using the conventions of Standard English
- 7: It will help students to speak clearly, effectively and appropriately in a public forum for a variety of audiences and purposes

TOPICS/ CONTENTS:

UNIT 1: Report Writing and Questionnaire

(10 Lectures)

1. Business Report
2. Press Report
3. Questionnaire

UNIT 2: Interaction Skills

(10 Lectures)

1. Introduction to Public Speech
2. Summarizing
3. Reading Comprehension

UNIT 3: Personality Development

(10 Lectures)

1. Confidence
2. Motivation
3. Self-Awareness
4. Adaptability
5. SWOT analysis
6. Optimism

References:

1. Blackhills (A Textbook for College Students) MacMillian.
1. *English Language skills for Academic Purposes*: Charul Jain, Yunus Karbhari
2. *The Art of Effective Communication*: Surekha Dangwal
3. *Failing Forward: Turning Mistakes into Stepping Stones for Success*: John C Maxwell
4. *The Magic of Thinking Big*: David Schwartz
5. *Atomic Habits*: James Clear
