

**Department of English**  
**Maulana Azad National Urdu University**  
**BA/B.Com/UG Core, Ability Enhancement, Skill Enhancement and**  
**Generic Elective Courses Syllabi**

**BA/BCom UG Core Courses**

**Semester: 1**

Course Title: **Individual and Society**

Course Code: BAEN101CCT

**Scheme of Instruction**

Total Duration: 90 hrs.

Periods / Week: 6

Credits: 6

Instruction Mode: Lecture

**Scheme of Examination**

Maximum Marks: 100

Internal Evaluation: 30

End Semester: 70

Exam Duration: 3 hrs.

**Course Objectives:** The course aims at providing an insight into a basic understanding of literature across various physical cultural and linguistic boundaries.

**Course Outcomes:** The students are expected to broaden their reading horizon and familiarize themselves with the rich literature available in other countries and languages and develop a comparative and contrastive analysis.

Unit	Course Content	Instruction Hours
I	1. Society and Caste 2. Jotirao Phule: Caste Laws 3. Society and Class 4. Ismat Chughtai: Kallu	15
II	1. Brief History of the Emergence of Women Writers 2. Virginia Woolf: Shakespeare's Sister 3. Women and Stereotypes 4. W. B. Yeats: A Prayer for My Daughter	15
III	1. Indian Women Writers in English 2. Eunice De Souza: Marriages Are Made 3. Gynocriticism 4. Ambai - Yellow Fish	15
IV	1. Racist Elements in English Literature 2. Wole Soyinka: Telephone Conversation 3. The Doubly Marginalized Women 4. Maya Angelou: Still I Rise	15
V	1. Nation and Politics 2. Saadat Hasan Manto: The Dog of Tetwal 3. Communalism and Violence 4. Amitav Ghosh: Ghosts of Mrs Gandhi	15
VI	1. Culture and Ecology 2. Ronald Barthes: Toys 3. Diasporic Literature 4. Chitra Benerjee Divakaruni: Indian Movie, New Jersey	15

**Examination and Evaluation Pattern:** 10 Objective type questions  
05 Short questions essay of 6 marks  
each03 essay type questions of 10  
marks each

**Text Books and References:**

1. Vinod Sood et al. Eds. (2006). *The Individual and Society: Essays, Stories and Poems*. Delhi: Pearson

**Semester: 2**Course Title: **Modern Indian Literature**

Course Code: BAEN201CCT

**Scheme of Instruction**

Total Duration: 90 hrs.

Periods / Week: 6

Credits: 6

Instruction Mode: Lecture

**Scheme of Examination**

Maximum Marks: 100

Internal Evaluation: 30

End Semester: 70

Exam Duration: 3 hrs.

**Course Objectives:** Familiarize students with the poetry and short story of Indian writings in English.

**Course Outcomes:** Students are expected to appreciate the theme, style, ethos and form of poetry and short story written by Indians belonging to different geographical and linguistic regions of India. It is hoped that a common or diverse thread running through this literature will be observed along with an understanding of the reasons for the same.

Unit	Course Content	Instruction Hours
I	1 Literatures from Indian Languages 2 Significance of Literary Translations 3 Jibanananda Das: I Shall Return to this Bengal 4 Sri Sri – Forward March	15
II	1 Brief History of Indian Writing in English 2 Modern Indian Literature 3 Muktibodh: So Very Far 4 Ezekiel: Good Bye Party to Miss Pushpa T.S.	15
III	1 English Poetry in India 2 Indian Women Poets 3 Jayanta Mahapatra: A Country 4 Gauri Deshpande: The Female of the Species	15
IV	1 Brief History of the Short Story in India 2 Prominent Short Story Writers in Indian Literature 3 Premchand: The Holy Panchayat 4 M. Basheer: The Card Sharper's Daughter	15
V	1 The Short Story in Indian Writing in English 2 Prominent Short Story Writers in Indian Writing in English 3 R. K. Narayan: The 'M.C.C'. 4 Sadat Hasan Manto: Toba Tek Singh	15
VI	1 Women Short Story Writers in India 2 Women Short Story Writers in Indian Writing in English 3 Qurratulain. Hyder: The Sound of Falling Leaves 4 Ambai: Squirrel	15

**Examination and Evaluation Pattern:** 10 Objective type questions  
05 Short questions essay of 6 marks  
each 03 Essay type questions of 10  
marks each

Recommended Readings:

1) Department of English, University of Delhi. (1999). *Modern Indian Literature: Poems and Short Stories*. Oxford

**Semester: 3**Course Title: **British Literature**

Course Code: BAEN301CCT

**Scheme of Instruction**

Total Duration: 90 hrs.

Periods / Week: 6

Credits: 6

Instruction Mode: Lecture

**Scheme of Examination**

Maximum Marks: 100

Internal Evaluation: 30

End Semester: 70

Exam Duration: 3 hrs.

**Course Outcomes:** To introduce students to the works of some canonical British writers so that they develop aesthetics for literature such as drama and novel. Upon the completion of the course students are expected to acquire background knowledge of British literature in respect of drama and novel.

Unit	Course Content	Instruction Hours
I	<b>Background to the age of Shakespeare</b> 1. Introduction to British drama 2. A brief survey of British drama 3. University Wits 4. Life and Works of William Shakespeare	15
II	<b><i>The Merchant of Venice</i></b> 1. Shakespearean Romantic Comedy 2. Characteristic features of romantic comedy 3. Plot construction 4. Themes	15
III	<b><i>The Merchant of Venice</i></b> 1. Major characters 2. Language of William Shakespeare 3. Style of William Shakespeare 4. Relevance of Merchant of Venice in the Contemporary World	15
IV	<b>Background to the Age of Charles Dickens</b> 1. Introduction to the British novel 2. A brief history of the Novel 3. Important novelists before Dickens 4. Life and works of Dickens	15
V	<b><i>Oliver Twist</i></b> 1. Types of novels 2. Aspects of the novel 3. <i>Oliver Twist</i> : Introduction 4. Plot construction	15
VI	<b><i>Oliver Twist</i></b> 1. Major themes of the novel 2. Characterization 3. Language 4. Narrative Technique	15

**Examination and Evaluation Pattern:** 10 Objective type questions  
05 Short questions essay of 6 marks  
each 03 Essay type questions of 10  
marks each

**Recommended Reading:**

- 1) Albert, E. (2009). *History of English Literature* 5th edition. Oxford.
- 2) Sanders, A. (2005). *The Short Oxford History of English Literature*. Oxford

**Semester: 4**Course Title: **Literary Cross Currents**

Course Code: BAEN401CCT

**Scheme of Instruction**

Total Duration: 90 hrs.

Periods / Week: 6

Credits: 6

Instruction Mode: Lecture

**Scheme of Examination**

Maximum Marks: 100

Internal Evaluation: 30

End Semester: 70

Exam Duration: 3 hrs.

**Course Outcomes:** To introduce students to the samples of literature produced in different parts of the world so that they develop aesthetics for literature irrespective of the region and period. Upon the completion of the course students are expected to learn the style and theme of literary pieces belonging to various genres of literature produced across the time and countries.

Unit	Course Content	Instruction Hours
<b>I</b>	<b>Poetry From Renaissance to Romantic Period</b> 1. Renaissance: characteristic features 2. John Milton: Sonnet XVI: On His Blindness 3. Romanticism; characteristic features 4. John Keats: To Autumn	15
<b>II</b>	<b>Poetry From Victorian to Modern Period</b> 1. Victorian Poetry: characteristic features 2. Robert Browning: My Last Duchess 3. Modern Poetry: characteristic features 4. Sylvia Plath: The Moon and the Yew Tree	15
<b>III</b>	<b>Latin American Writing;</b> 1. Introduction to Latin American Writing 2. Life and works of. Gabriel Garcia Marquez 3. Gabriel Garcia Marquez: Balthazar's Marvelous Afternoon 4. Pablo Neruda: The Portrait in the Rock	15
<b>IV</b>	<b>African and Indian Writing</b> 1 Introduction to African Writing (short story) 2 Ngugi wa Thiong'o: From Decolonizing the Mind 3 Introduction to Indian Short story 4 Vaikom Muhammed Basheer: The World-Renowned Nose	15
<b>V</b>	<b>Drama</b> 1. A brief survey Indian English Drama 2. Life and works of Vijay Tendulkar 3. <i>Silence the Court is in Session</i> 4. Themes, Characters and Style	15
<b>VI</b>	<b>Novel</b> 1. A brief history of Indian English Novel 2. Life and works of Rohinton Mistry 3. <i>Such a Long Journey</i> 4. Themes, Characters and Narrative Style	15

**Examination and Evaluation Pattern:** 10 Objective type questions  
05 Short questions essay of 6 marks  
each 03 Essay type questions of 10  
marks each

**Recommended Reading:**

- 1) Abrams, M.H. (1992). *A Glossary of Literary Terms*. New Delhi: Prism.
- 2) Aschcroft, B., G. Griffiths, and H. Tiffin. (1989). *The Empire Writes back: Theory and Practice in Post-Colonial Literatures*. Routledge.
- 3) Vinay, S. (2007) *Living Literatures: An Anthology of Prose and Poetry*. Orient Black Swa



**Semester: 5**Course Title: **Translation Studies**

Course Code: BAEN501DST

**Scheme of Instruction**

Total Duration: 90 hrs.

Periods / Week: 6

Credits: 6

70

Instruction Mode: Lecture

**Scheme of Examination**

Maximum Marks: 100

Internal Evaluation: 30

End Semester:

Exam Duration: 3 hrs.

**Course Outcomes:** Upon the completion of the course, students are expected to achieve an overview of translation studies as a discipline and a first-hand experience of some literary translations and translation for media. Students will also be able to look at the translated works critically.

<b>Unit</b>	<b>Course Content</b>	<b>Instruction Hours</b>
<b>I</b>	<b>Introducing Translation Studies</b> 1. Translation: Definition and Key Concepts 2. Translation Studies as a Discipline 3. Brief History of the Discipline 4. Holmes's map of the discipline	15
<b>II</b>	<b>Theories of Translation</b> 1. Theories of equivalence 2. Functionalist theories 3. Discursive approaches 4. Cultural turn in Translation	15
<b>III</b>	<b>Types of Translation</b> 1. Technical Translation 2. Literal Translation 3. Cultural Translation 4. Artistic Translation	15
<b>IV</b>	<b>Translating Literary Texts</b> 1. Translating Poems 2. Translating Essays 3. Translating Fiction 4. Translating Drama	15
<b>V</b>	<b>Translating for Media</b> 1. News 2. Advertisements 3. Speeches 4. Social Media	15
<b>VI</b>	<b>Critiquing Translation</b> 1. Machine Translation 2. Comparing two Literary Translations	15

	3. Subtitling of Video contents/Films 4. Adaptations vs. Translations	
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**Examination and Evaluation Pattern:** 10 Objective type questions  
05 Short questions essay of 6 marks  
each 03 Essay type questions of 10  
marks each

**Recommended Reading:**

1. Baker, M. (2001). *In Other Words: A Coursebook on Translation*. New York: Routledge.
2. Baker, M. (ed.) (2001). *Routledge Encyclopedia of Translation Studies*. New York: Routledge.
3. Catford, I. C. (1965). *A Linguistic Theory of Translation*. London: OUP.
4. House, Juliana. (1977). *A Model for Translation Quality Assessment*. Tübingen: Gunter Narr.
5. Lakshmi, H. (1993). *Problems of Translation*. Hyderabad: Booklings Corporation.
6. Newmark, Peter. (1988). *A Textbook of Translation*. London: Prentice Hall.
7. Nida, E.A. and C.R. Taber. (1974). *The Theory and Practice of Translation*. Leiden: E.J. Brill.

**Semester: 5**Course Title: **Media and Communication Skills**

Course Code: BAEN502DST

**Scheme of Instruction**

Total Duration: 90 hrs.

Periods / Week: 6

Credits: 6

Instruction Mode: Lecture

**Scheme of Examination**

Maximum Marks: 100

Internal Evaluation: 30

End Semester: 70

Exam Duration: 3 hrs.

**Course Outcome:** Upon the completion of the course students are expected to have learnt the register of the Media and its appropriate use.

Unit	Course Content	Instructi on Hours
<b>I</b>	<b>Fundamentals of Communication</b> 1 Definition and Processes of Communication 2 Types of Communication 3 Techniques of Communication 4 Barriers of Communication	15
<b>II</b>	<b>Mass Media</b> 1 Introduction to Media 2 Meaning of Mass Media 3 Types of Media 4 Concepts of Global Media	15
<b>III</b>	<b>Advertisement</b> 1 Introduction to advertisements 2 Types of advertisements 3 Advertising ethics 4 How to create advertisements/storyboards?	15
<b>IV</b>	<b>Media Writing</b> 1 Scriptwriting for TV and Radio 2 Writing for News Papers 3 Reports and Editorials 4 Editing for Print and Online Media	15
<b>V</b>	<b>Cyber Media and Social Media</b> 1 Types of Social Media 2 The Impact of Social Media 3 Introduction to Cyber Media 4 Digital Communication (E mail, Facebook, Whats App)	15
<b>VI</b>	<b>Media as a Democratic Institution</b> 1 Media and State 2 Media and Democracy 3 Laws and Ethics in Media Practice 4 Media and Social Change	15

**Examination and Evaluation Pattern:** 10 Objective type questions  
05 Short questions essay of 6 marks  
each 03 Essay type questions of 10  
marks each

**Recommended Reading:**

- 1) Kumar, K. J. (1994). *Mass Communication in India*. Ahmedabad: Jaico.
- 2) Ramanjun, R.C. (2009). *Mass Communication & Its Digital Transformation*. APH Publishing
- 3) Roy, B. (2013). *Beginners Guide to Journalism and Mass Communication*. V&S Publishers.
- 4) Zachariah, A. (1996). *Communication Media & Electronic Revolution*. Kanishka

**Semester: 6**Course Title: **Academic Writing**

Course Code: BAEN601DST

**Scheme of Instruction**

Total Duration: 90 hrs.

Periods / Week: 6

Credits: 6

70

Instruction Mode: Lecture

**Scheme of Examination**

Maximum Marks: 100

Internal Evaluation: 30

End Semester:

Exam Duration: 3 hrs.

**Course Outcomes:** Upon the completion of the course students are expected to have acquired basics of academic writing conventions and feel confident to write an academic or research paper.

<b>Unit</b>	<b>Course Content</b>	<b>Instruction Hours</b>
<b>I</b>	<b>Introducing the Course</b> 1 What is Academic Writing? 2 Need of the Academic Writing 3 Types of Academic Writing 4 Features of Academic Writing	15
<b>II</b>	<b>Academic Sources</b> 1 Academic Texts 2 Type of Texts 3 Reading Lists and Catalogues 4 Website Resources	15
<b>III</b>	<b>Reading to Write Academically</b> 1 Methods to Read 2 Reading Abstracts 3 Facts and Opinions 4 Critically evaluating the sources	15
<b>IV</b>	<b>Process of Writing</b> 1 Pre-writing (Outlining) 2 Writing 3 Editing 4 Revising	15
<b>V</b>	<b>Documentation</b> 1 Style Sheets 2 In-texting 3 Keying the References 4 Final Formatting	15
<b>VI</b>	<b>Academic Ethics</b> 1 Paraphrasing 2 Summarizing 3 Quoting 4 Plagiarism	15

**Examination and Evaluation Pattern:** 10 Objective type questions  
05 Short questions essay of 6 marks  
each 03 Essay type questions of 10  
marks each

**Recommended Reading:**

1. Bailey, Stephen. (2011). *Academic Writing: A Handbook for International Students, third edition*, New York: Routledge.
2. Conrad, Susan, Douglas Biber & Geoffrey Leech. (2002). *Student Grammar of Spoken and Written English*. Harlow: Longman.
3. Cook, Claire Kehrwald. (1985). *Line By Line: How to Edit Your Own Writing*. Modern Language Association & Houghton Mifflin.
4. Crème, Phillis and Mary R. Lea. (2003). *Writing at University, second edition*, Philadelphia: Open University Press.
5. Modern Language Association. (2016). *MLA Handbook, eighth edition*, Modern Language Association.
6. Narayanaswami. V.R. (2009). *Strengthen Your Writing*. Orient BlackSwan.
7. Oshima, Alice and Ann Hogg. (2005). *Writing Academic English*, fourth edition. Pearson and Longman.
8. Oshima, Alice and Ann Hogg. (2007). *Introduction to Academic Writing, third edition*. Pearson and Longman.
9. Smoke, Trudy. (2005). *A Writer's Workbook: A Writing Text with Reading*, Cambridge: CUP.
10. Swales, J. M. and Christine B. Feak. *Academic Writing for Graduate Students, third edition*, University of Michigan Press: Michigan Publishing.

**Semester: 6**Course Title: **Travel Writing**

Course Code: BAEN602DST

**Scheme of Instruction**

Total Duration: 90 hrs.

Periods / Week: 6.

Credits: 6

70

Instruction Mode: Lecture

**Scheme of Examination**

Maximum Marks: 100

Internal Evaluation: 30

End Semester:

Exam Duration: 3 hrs.

**Course Objectives:** To introduce students to contemporary travel literature. This course intends to read a broad selection of travel writings in English from 20th century onward. During the semester students will encounter different travelling figures such as, explorers, adventurers, tourists, etc.

**Course Outcomes:** Upon the completion of the course students are expected to understand and appreciate different types of travel literature.

Unit	Course Content	Instruction Hours
<b>I</b>	<b>Introduction</b> <ol style="list-style-type: none"> <li>1. Introduction to Travel Literature</li> <li>2. Pico Iyer: "Why we travel"</li> <li>3. Jamaica Kincaid: "A Small Place" (excerpt from <i>The Postcolonial Studies Reader</i>)</li> <li>4. Carl Thompson: "Defining the Genre" (excerpt from <i>Travel Writing: The New Critical Idiom</i>)</li> </ol>	15
<b>II</b>	<b>Colonial and Postcolonial Encounters</b> <ol style="list-style-type: none"> <li>1 Introduction to Colonial and Postcolonial Encounters</li> <li>2 Olaudah Quiano: <i>The Interesting Narrative of the Life of Olaudah Equiano</i> (Chapter III)</li> <li>3 Claire Lindsay: "Beyond Imperial Eyes" (from <i>Postcolonial Travel Writing Critical Explorations</i>)</li> <li>4 V. S Naipaul: "The colonial" (from <i>An Area of Darkness</i>)</li> </ol>	15
<b>III</b>	<b>Travel Across Europe and America</b> <ol style="list-style-type: none"> <li>1 Introduction to Travel Across Europe and America</li> <li>2 Virginia Woolf: "Street Haunting: A London Adventure"</li> <li>3 Heat-Moon and William Least: <i>Blue Highways: A Journey into America</i> (Chapter I, Section 1-5)</li> <li>4 Caryl Phillips: "Atlantic Crossing" (from <i>The Atlantic Sound</i>)</li> </ol>	15
<b>IV</b>	<b>Travel Writing from India</b> <ol style="list-style-type: none"> <li>1 Introduction to Travel Writing on India</li> <li>2 Monisha Rajesh: "All Aboard the Insomnia Express" (from <i>Around India in 80 Trains</i>)</li> <li>3 Pankaj Mishra <i>Butter Chicken in Ludhiana: Travels in Small Town India</i> (Chapter-I)</li> <li>4 Rishad Saam Mehta: "Bussing it to Manali" (from <i>Hot Tea Across India</i>)</li> </ol>	15

<b>V</b>	<b>Gender and Travel</b> 1 Introduction to Gender and Travel 2 Sidonie Smith <i>Moving Lives: Twentieth-Century Women's Travel Writing</i> (Introduction) 3 Erika Connor "Winter with Dogs" (from <i>The Best Women's Travel Writing</i> ) 4 Maliha Masood "Breaking Frontiers" (from <i>The Best Women's Travel Writing</i> )	15
<b>VI</b>	<b>Food and Travel</b> 1 Introduction to Food and Travel 2 Samanth Subramanian "On hunting the hilsa and mastering its bones" (from <i>Following Fish: Travels around the Indian coast</i> ) 3 Calvin Trillin "Speaking of Soup" 4 Pamela Timms "God's Own Street Food" (from <i>Korma, Kheer and Kismet: Five Seasons in Old Delhi</i> )	15

**Examination and Evaluation Pattern:** 10 Objective type questions  
05 Short questions essay of 6 marks  
each 03 Essay type questions of 10 marks each

**Recommended Reading:**

- 1 Clarke, Robert, ed. *The Cambridge Companion to Postcolonial Travel Writing*. Cambridge University Press, 2018.
- 2 Edwards, Justin D., and Rune Graulund, ed. *Postcolonial Travel Writing: Critical Explorations*. Palgrave Macmillan, 2011.
- 3 Hulme, Peter, and Tim Youngs, ed. *The Cambridge Companion to Travel Writing*. 1st ed., Cambridge University Press, 2002.
- 4 Pratt, Mary Louise. *Imperial Eyes: Travel Writing and Transculturation*. 2nd ed, Routledge, 2008.
- 5 Thompson, Carl, ed. *The Routledge Companion to Travel Writing*. Routledge, Taylor & Francis Group, 2016.



**Semester: 2**Course Title: **Integrated Skills in English- I (Mandatory English)**

Course Code: BIEN201CCT

**Scheme of Instruction**

Total Duration: 90 hrs.

Periods / Week: 6

Credits: 6

Instruction Mode: Lecture

**Scheme of Examination**

Maximum Marks: 100

Internal Evaluation: 30

End Semester: 70

Exam Duration: 3 hrs.

**Course Outcomes:** Upon the completion of the course, the students are expected to have improved their ability to listen, speak, read and write in English.

Unit	Course Content	Instruction Hours
I	<b>Communication Skills</b> 1 The communication process 2 Overcoming barriers to effective communication 3 Importance of non-verbal communication skills 4 Importance of LSRW skills in English	15
II	<b>Language Mechanics</b> 1 Basic grammar and its usage (parts of speech, articles, tenses, subject-verb agreement, degrees of comparison, active and passive voice, direct and indirect speech) 2 Sentence structure (phrases, parts of a sentence, clauses, types of sentences according to function and structure) 3 Sentence construction (sentence errors, question tags, capitalization, punctuation, correct use of apostrophe) 4 Vocabulary formation (synonyms, antonyms, homonyms, homophones, plurals, prefixes, suffixes, phrasal verbs, idioms, commonly confused words, commonly misspelled words)	15
III	<b>Receptive Skills</b> 1 IPA symbols, pronunciation, syllables, silent letters 2 Types of listening skills (gist, specific information, details, inference) and reading skills (skimming, scanning, intensive, extensive) 3 Strategies to improve listening skills 4 Strategies to improve reading skills	15
IV	<b>Productive Skills</b> 1 Speaking skills in different domains: personal, social, academic and professional 2 Strategies to improve speaking skills 3 Types of writing: expository, narrative, descriptive, persuasive 4 Strategies to improve writing skills	15

<b>V</b>	<b>Communication at University</b> 1 Understanding notifications and filling in forms 2 Newspaper reading skills 3. Classroom interaction; group discussion 4 Formal and informal letters and emails	15
<b>VI</b>	<b>Communication at Workplace</b> 1 Understanding a variety of audio and visual advertisements 2. Writing a resume and a cover letter 3. Business correspondence and customer service 4 Interview skills and etiquette	15

**Examination and Evaluation Pattern:** 10 Objective type questions  
05 Short questions essay of 6 marks  
each 03 Essay type questions of 10 marks each

### **Recommended Reading:**

- 1 Abrahams, D. J. (2017). *Communication beginnings: An introductory listening and speaking text for English language learners*. Portland: Portland State University. E-book: *Communication beginnings: An introductory listening and speaking text for English language learners*.
- 2 Ludlow, R. & Panton, F. (1995). *The Essence of Effective Communications*. New Delhi: Prentice Hall of India Pvt. Ltd.
- 3 Murphy, R. (2012). *English Grammar in Use* (4th ed.). Cambridge: Cambridge University Press. E-book:  
[http://www.bmstu.ru/ps/~tkachevans/fileman/download/murphy\\_raymond\\_english\\_grammar\\_in\\_use.pdf](http://www.bmstu.ru/ps/~tkachevans/fileman/download/murphy_raymond_english_grammar_in_use.pdf)
- 4 Sasikumar, V., & Dhamija, P. V. (2001). *Spoken English: A Self-learning Guide to Conversation Practice*. New Delhi: Tata McGraw Hill. E-book:  
<https://travelandcommunication.com/english-language-learning-library/Spoken%20English%20-%20advanced%20book.pdf>
- 5 *Writing Skills Success*. (4th ed.). (2009). New York: Learning Express. E-book  
<http://www.hostgator.co.in/files/writeable/uploads/hostgator12628/file/writingskillssuccess.pdf>

**Semester: 4**Course Title: **Integrated Skills in English- II (Mandatory English)**

Course Code: BIEN401CCT

**Scheme of Instruction**

Total Duration: 90 hrs.

Periods / Week: 6

Credits: 6

Instruction Mode: Lecture

**Scheme of Examination**

Maximum Marks: 100

Internal Evaluation: 30

End Semester: 70

Exam Duration: 3 hrs.

**Course Outcomes:** Upon the completion of the course, the students are expected to have improved their English language proficiency.

Unit	Course Content	Instruction Hours
I	<b>Strategies for Effective Communication</b> 1 Organisation of ideas using transition signals 2 Distinguishing between facts and opinions 3 Effective use of hedges and polite expressions 4. Emotional intelligence in communication	15
II	<b>Communication Skills and Society</b> 1 Interaction at public places (railway station, airport, banks, hotels, hospitals) 2 Understanding audio and visual reports 3. Writing a report and a book review 4 Writing an article	15
III	<b>Communication Skills and Technology</b> 1 Typing a word document; preparing a PowerPoint presentation 2 Texting and emailing skills and etiquette 3 Exploring websites; social networking 4 Using smart phones for e-services (reservation, shopping, banking, learning)	15
IV	<b>Language through Literature</b> 1 Prose An extract from "Preface to Maulana Abul Kalam Azad's <i>India Wins Freedom</i> "- first two paragraphs Introduction to <i>Book of Nature: Ruskin Bond</i> 2 Poetry Robert Frost: "Stopping by Woods on a Snowy Evening" Maya Angelou: "I Know Why the Caged Bird Sings" 3 One-Act Play Douglas James: <i>If I were You</i> 4 Creative writing (a short poem/ a short-story/ a short play)	15

<b>V</b>	<b>Introduction to Academic Writing</b> 1. Stages in writing: prewriting, outlining, drafting, revising and editing	15
	2. Note-taking, paraphrasing, summarizing 3. Essay writing (an introduction with an attention grabber and a thesis statement, body paragraphs with topic sentences, supporting details and closing sentences, a conclusion) 4. Basic quoting, citing and referencing skills	
<b>VI</b>	<b>Introduction to Public Speaking</b> 1. Tips for effective public speaking skills 2. Delivering a persuasive speech 3. Delivering an impromptu speech 4. Debating skills and etiquette	15

**Examination and Evaluation Pattern:** 10 Objective type questions  
05 Short questions essay of 6 marks  
each 03 Essay type questions of 10  
marks each

**Recommended Reading:**

- 1 Bhatnagar, N., & Bhatnagar, M. (Eds.). (2011). *Effective Communication and Soft Skills*. New Delhi: Pearson.
  - 2 Langan, J. (2008). *College Writing Skills with Readings*. (7th ed.). New York: Mc Graw Hill
  - 3 *Learning English: A Communicative Approach*. (2006). Hyderabad: Orient Longman.
  - 4 *Reading Comprehension Success*. (4th ed.). (2009). New York: Learning Express.
- E-book:  
<http://shintafelisia.staff.gunadarma.ac.id/Downloads/files/68495/Reading+Comprehension+Success-2+.pdf>

## **UG Ability Enhancement, Skill Enhancement and Generic Elective Courses Syllabi**

### **Semester: 1**

Course Title: **English Communication Skills**

Course Code: **UGEN101AET**

#### **Scheme of Instruction**

Total Duration: 60 hrs.

Periods / Week: 4

Credits: 4

Instruction Mode: Lecture

#### **Scheme of Examination**

Maximum Marks: 100

Internal Evaluation: 30

End Semester: 70

Exam Duration: 3 hrs.

**Course Outcomes:** Upon the completion of the course, the students are expected to have acquired the basic communication skills in English.

<b>Unit</b>	<b>Course Content</b>	<b>Instruction Hours</b>
<b>I</b>	<b>Pronunciation</b> 1. Consonant sounds 2. Vowel sounds 3. Listening practice 4. Pronunciation practice	15
<b>II</b>	<b>Language Mechanics</b> 1. Subject-verb agreement 2. Punctuation and capitalisation 3. Idioms and phrasal verbs 4. Common errors in English	15
<b>III</b>	<b>Writing Skills</b> 1. Sentence construction 2. Paragraph writing 3. Letter writing 4. E-mail writing	15
<b>IV</b>	<b>Speaking Skills</b> 1. Conversational skills 2. Public speaking skills 3. Group discussion 4. Presentation practice	15

**Examination and Evaluation Pattern:** 10 Objective type questions  
05 Short questions essay- 6 m each  
03 Essay type questions- 10 marks

#### **Recommended Reading:**

- 1) Adrian Doff. 2014. *B1 Pre-Intermediate Coursebook English Unlimited*, Special Edition. CUP
- 2) Adrian Doff. 2014. *B1 plus Intermediate Coursebook English Unlimited*, Special Edition. CUP
- 3) Alison Reid. 2011. *Spoken English*. Godwill Publishing House.
- 4) Bansal R. K. & J. B. Harrison. (2000). *Spoken English for India*. Mumbai: Orient Longman.
- 5) Habeeb, G. (2013). *English for Speakers of Urdu: A Proficiency Course*: Orient Blackswan
- 6) Jack C Richards & David Bohlke. *Speak Now 1, 2, 3, 4*. OUP. (Four Level Speaking Course)
- 7) Liz Taylor, Alastair Lane & Keith Harding and Adrian Wallwork. 2013.

*International Express Elementary Student's Pack.* OUP

8) Murphy, R. (2012). *English Grammar in Use*, 4th edition, Cambridge University Press.

9) Sasikumar, V. & P. V. Dhamija. (2001). *Spoken English*. New Delhi: Tata McGraw Hill.

10) Taylor, G. (2001). *English Conversation Practice*. Tata McGraw-Hill.

**Semester: 1**Course Title: **Functional English**Course Code: **UGEN111AET****Scheme of Instruction**

Total Duration: 30 hrs.

Periods / Week: 2

Credits: 2

Instruction Mode: Lecture

**Scheme of Examination**

Maximum Marks: 50

Internal Evaluation: 15

End Semester: 35

Exam Duration: 2 hrs.

**Course Outcomes:** Upon the completion of the course, the students are expected to have acquired the basic communication skills in English.

Unit	Course Content	Instruction Hours
<b>I</b>	<b>Writing Skills</b> 1. Sentence construction 2. Paragraph writing 3. Letter writing 4. E-mail writing	15
<b>II</b>	<b>Speaking Skills</b> 1. Conversational skills 2. Public speaking skills 3. Group discussion 4. Presentation practice	15

**Examination and Evaluation Pattern:** 05 Objective type questions

03 Short questions essay- 5 m each

01 Essay type questions- 10 marks

**Recommended Reading:**

- 11) Adrian Doff. 2014. *B1 Pre-Intermediate Coursebook English Unlimited*, Special Edition. CUP
- 12) Adrian Doff. 2014. *B1 plus Intermediate Coursebook English Unlimited*, Special Edition. CUP
- 13) Alison Reid. 2011. *Spoken English*. Godwill Publishing House.
- 14) Bansal R. K. & J. B. Harrison. (2000). *Spoken English for India*. Mumbai: Orient Longman.
- 15) Habeeb, G. (2013). *English for Speakers of Urdu: A Proficiency Course*: Orient Blackswan
- 16) Jack C Richards & David Bohlke. *Speak Now 1, 2, 3, 4*. OUP. (Four Level Speaking Course)
- 17) Liz Taylor, Alastair Lane & Keith Harding and Adrian Wallwork. 2013. *International Express Elementary Student's Pack*. OUP
- 18) Murphy, R. (2012). *English Grammar in Use*, 4th edition, Cambridge University Press.
- 19) Sasikumar, V. & P. V. Dhamija. (2001). *Spoken English*. New Delhi: Tata McGraw Hill.
- 20) Taylor, G. (2001). *English Conversation Practice*. Tata McGraw-Hill.

**Semester: 3**  
**Course Title: Creative Writing**  
**Course Code: UGEN301SET**

**Scheme of Instruction**

Total Duration: 60 hrs.  
Periods / Week: 4  
Credits: 4  
Instruction Mode: Lecture

**Scheme of Examination**

Maximum Marks: 100  
Internal Evaluation: 30  
End Semester: 70  
Exam Duration: 3 hrs.

**Course Objectives:** To introduce students to creative writing and its modes

**Course Outcomes:** Upon the completion of the course, students are expected to appreciate and demonstrate creative writing skills.

Unit	Course Content	Instruction Hours
I	<b>Introduction to Creative Writing</b> a) Stages of the writing process b) Types of writing c) Elements of creative writing d) Importance of creative writing	15
II	<b>The Craft of Creative Writing</b> a) Types of creative writing b) Plot, character, dialogue and humour c) Figures of speech d) Tips for creative Writing	15
III	<b>Creative Writing Practice</b> a) Poem b) Short story c) Travelogue d) Journal	15
IV	<b>Creative Writing for the Media</b> a) Introduction to media writing b) Article c) Blog d) Getting Published	15

**Examination and Evaluation Pattern:** 10 Objective Type Questions  
05 Short Questions Essay of 6 Marks each  
03 Essay Type Questions of 10 Marks each  
Internals: 30 Marks

**Recommended Readings:**

- 1) Burroway, J. et al. (2015). *Writing Fiction: A Guide to Narrative Craft*, 9th Edition. Pearson.
- 2) Anjana Neira Dev, et al. (2009). *Creative Writing: A Beginner's Manual*. New Delhi: Pearson.
- 3) Krishnan, Isabelle. *Strategies for Creative Writing*. Fairfield Book Publisher.
- 4) La Plante, Alice (2007). *The Making of a Story: The Norton Guide to Writing Fiction and Non Fiction*. 2nd. New York: W.W. Norton and Company.



**Semester: 4**Course Title: **Soft Skills- I**Course Code: **UGEN401SET****Scheme of Instruction**

Total Duration: 60 hrs.

Periods / Week: 4

Credits: 4

Instruction Mode: Lecture

**Scheme of Examination**

Maximum Marks: 100

Internal Evaluation: 30

End Semester: 70

Exam Duration: 3 hrs.

**Course Outcomes:** Upon the completion of the course the students will be able to express skills required for business situations, analyze the value of soft skills for career enhancement and relate skills to workplace environment.

Unit	Course Content	Instruction Hours
I	1 Introduction to Soft Skills 2 Communication and its types 3 Verbal and Non-verbal Communication 4 Barriers to Communication	15
II	1 Intra and Inter personal Communication 2 Negotiation Skills 3 Time Management 4 Presentation Skills	15
III	1 Stress Management 2 Team Building 3 Telephone Etiquette 4 Email and Texting Etiquette	15
VI	1 Group Discussion 2 Leadership Skills 3 Public Speaking Skills 4 Professional Ethics	15

**Examination and Evaluation Pattern:** 10 Objective type questions  
05 Short questions essay of 6 marks  
each 03 Essay type questions of 10 marks each

**Recommended Reading:**

- 1) Bhatnagar, N. & M Bhatnagar (Eds.) (2011). *Effective Communication and Soft Skills*. New Delhi: Pearson.
- 2) Prakasam.V.(Ed), (2013). *Strengthen Your Steps: A Multimodal Course in Communication Skills*. Guntur: Maruthi Publications
- 3) Sudha, R. (2010). *A Manual for English Language Laboratories*, New Delhi: Pearson, Dorling Kindersley.

**Semester: 5**

Course Title: **Gender and Human Rights**

Course Code: UGEN501SET

**Scheme of Instruction**

Total Duration: 60 hrs.

Periods / Week: 4

Credits: 4

Instruction Mode: Lecture

**Scheme of Examination**

Maximum Marks: 100

Internal Evaluation: 30

End Semester: 70

Exam Duration: 3 hrs.

**Course Outcomes:** Upon successful completion of the course students should be able to exhibit an understanding of human rights and socially constructed nature of gender. Students should be able to identify the ways in which these rights are often undermined by various societal practices.

Unit	Course Content	Instruction Hours
I	<b>Introduction to Gender and Human Rights</b> 1. Background to natural rights, human rights and the Universal Declaration of Human Rights; and understanding social construction of gender. 2. “The Gesture of Protest Against a Violation of Human Rights” by Milan Kundera 3. “The Short Happy Life of Francis Macomber” by Ernest Hemingway 4. “Girl” by Jamaica Kincaid	15
II	<b>Introduction to Racism</b> 1. Historical background to racism and the assertion of Black identity 2. “The Fact of Blackness” [Excerpt] by Frantz Fanon from Bill Ashcroft et al.’s edited volume <i>The Post-Colonial Studies Reader</i> . 3. “Ain’t I a woman?” Sojourner Truth 4. “How It Feels to Be Coloured Me” by Zora Neale Hurston	15
III	<b>Introduction to Caste</b> 1. Historical background to caste discriminations and the emergence of Dalit consciousness. 2. “We Too Are Human” [Excerpt] by B.R. Ambedkar from K. Satyanarayana and Susie Tharu’s edited volume <i>The Exercise of Freedom: An Introduction to Dalit Literature</i> 3. “Dalits Are Coming” by Siddalingaiah 4. “The Parable of the Lost Daughter” by M.M. Vinodini	15
IV	<b>Introduction to Disability</b> 1. Background to Disability Studies and Disability Rights. 2. “Reassigning Meaning” by Simi Linton 3. “Falling, Crawling, Walking” by Abhishek Anicca 4. “Mirror Phase” by Sheila Black	15

**Examination and Evaluation Pattern:** 10 Objective type questions  
05 Short questions essay of 6 marks  
each 03 Essay type questions of 10  
marks each

**Recommended Reading:**

- 1 Ashcroft, Bill et. al ed., *The Post-Colonial Studies Reader* (Routledge, 1995).
- 2 Clapham, Andrew, *Human Rights: A very short introduction* (OUP, 2007).
- 3 Glover, David and Kaplan, Cora, *Genders* (Routledge, 2000)
- 4 J. Davis, Lennard, *Beginning with Disability: A Primer* (Routledge, 2018)
- 5 Freeman, Michael, *Human Rights: An interdisciplinary approach* (Polity Press, 2002).
- 6 Kumar, Radha, *The History of Doing: An illustrated account of movements for women's rights and feminism in India, 1800-1990* (Zubaan, 2011).
- 7 Miles, Robert and Brown, Malcolm, *Racism* (Routledge, 2004)
- 8 Pilcher, Jane and Whelehan, Imelda, ed., *50 Key Concepts in Gender Studies* (SAGE Publication Ltd., 2004).
- 9 Satyanarayana, K. and Tharu, Susie, *The Exercise of Freedom: An Introduction to Dalit Literature* (Navayana Publishing Pvt Ltd, 2013)

**Semester: 5**Course Title: **Contemporary India: Women and Empowerment**

Course Code: UGEN501GET

**Scheme of Instruction**

Total Duration: 90 hrs.

Periods / Week: 6

Credits: 6

Instruction Mode: Lecture

**Scheme of Examination**

Maximum Marks: 100

Internal Evaluation: 30

End Semester: 70

Exam Duration: 3 hrs.

**Course Outcome:** Upon the completion of the course the students are expected to get sensitized towards gender equity.

Unit	Course Content	Instruction Hours
I	1. Definition of Gender 2. Concepts 3. Brief History of Gender Studies 4. Social Construction of Gender	15
II	1. Gender Discrimination 2. Discrimination at Work Place 3. Discrimination at Home 4. Benefits of Gender Equality	15
III	1. Social Issues and Solutions 2. The Dowry Problem 3. Illiteracy 4. Physical and Mental Harassment	15
IV	1. Women and Work Force 2. Representation in Politics 3. Representation in Formal and Informal Sector 4. Representation in Literature	15
V	1. Iconic Representations 2. Indian Women Writers - Arundhati Roy 3. Indian Women Politicians - Indira Gandhi 4. Indian Sports Women - P.T. Usha	15
VI	1. Writings by Indian Women 2. Select Indian Women Short Stories - Rasheed Jahan-A Journey to Delhi 3. Select Indian Women Poets - Amrita Pritam- I Call upon Varis Shah Today 4. Select Excerpts from Indian Women Autobiographies Kamala Das-My Story	15

**Examination and Evaluation Pattern:** 10 Objective type questions  
05 Short questions essay of 6 marks  
each 03 Essay type questions of 10 marks each

**Recommended Reading:**

- 1 Chaudhry, R. (1978). "Status and Role of women: Great Indian Women Through the ages". *Role and Status of Women in Indian society*.
- 2 Dube, S. c. (1963). 'Man's and Women's Role in India: A Sociological Review', *Women in the New Asia*.
- 3 Ghosh, S. K. (1989). *Indian Women Through the Ages*. Ashish Pub. House.
- 4 Parulkar, A. et al. (2017). *Dispossessed: Stories from India's Margins*. Speaking Tiger Books.
- 5 Ray, S. (2000). *En Gendering India: Women and Nation in Colonial and Postcolonial Narratives*. Duke UP Books.

**Semester: 6**Course Title: **Business Communication**

Course Code: UGEN601SET

**Scheme of Instruction**

Total Duration: 60 Hours

Periods / Week: 4

Credits: 4

Instruction Mode: Lecture

**Scheme of Examination**

Maximum Marks: 100

Internal Evaluation: 30

End Semester: 70

Exam Duration: 3 Hours

**Course Objective:** To introduce students to Business Communication in English**Course Outcomes:** Upon the completion of the course, the students are expected to have acquired communication skills required for business purposes.

Unit	Course Content	Instruction Hours
<b>I</b>	<b>Introduction to Business Communication</b> 1 The Communication Process 2 Features of Business Communication 3 Business Vocabulary 4 Web-based Communication	15
<b>II</b>	<b>Oral Business Communication</b> 1 Business Meetings 2 Group Discussions 3 Negotiating Deals 4 Telephonic Communication	15
<b>III</b>	<b>Written Business Communication</b> 1 Business Letters and Emails 2 Official Notices 3 Formal Reports 4 Business Documents	15
<b>IV</b>	<b>Effective Business Communication</b> 1 Professional Presentations 2 Resumes and Cover Letters 3 Interview Skills 4 Business Etiquette and Ethics	15

**Recommended Readings:**

1. Conrad, Susan, Douglas Biber, and Geoffrey Leech. (2002). Student Grammar of Spoken and Written English. Longman: Pearson.
2. Dignen, Bob, and Casey Malarcher (Ed.). (2003). Communicating in Business English. NY: Compass Publishing.
3. Guffey, MaryEllen, and Dana Loewy. (2011). Business Communication: Process and Product. 7<sup>th</sup> edition. South-Western Cengage Learning.
4. MacKenzie, Ian. (2010). English for Business Studies. Cambridge. CUP.

**Semester: 6**Course Title: **Cultural Diversity**

Course Code: UGEN601GET

**Scheme of Instruction**

Total Duration: 90 hrs.

Periods / Week: 6

Credits: 6

Instruction Mode: Lecture

**Scheme of Examination**

Maximum Marks: 100

Internal Evaluation: 30

End Semester: 70

Exam Duration: 3 hrs.

**Course Outcomes:** Upon the completion of the course, students are expected to achieve a firsthand reading experience of the pluralistic cultural productions from India and to be familiarized with multicultural complexity that finds creative expression in different languages at different points of time in Indian history.

<b>Unit</b>	<b>Course Content</b>	<b>Instruction Hours</b>
<b>I</b>	<b>Key Concepts</b> 1 Multiculturalism 2 Plurilingualism 3 Pluralism and Diversity 4 Sujit Mukherjee: Propositions	15
<b>II</b>	<b>Devotional Literature</b> 1 Introduction to Devotional Literature 2 Sisir Kumar Das: The Mad Lover 3 Bullah Shah: Kafi 7 4 Anonymous: Baul Song	15
<b>III</b>	<b>Politics of Language</b> 1 Introduction to Language Politics 2 Amrit Rai: 'Introduction: A Conspectus' to a House Divided 3 Amir Khusrau: Ghazal 4 Raghuvir Sahay: Hindi	15
<b>IV</b>	<b>Dalit and Tribal Narratives</b> 1 Introduction to Dalit Voices 2 N.T. Rajkumar: Untitled Poem 3 Introduction to Tribal Verse 4 Unknown: Songs of Birth and Death	15
<b>V</b>	<b>Gender and Region</b> 1 Women's Voice 2 A. K. Ramanujan: Excerpts from 'A Flowering Tree: A Woman's Tale' 3 Region's Voice 4 Ali S. Asani: Excerpts from 'At Cross Roads of Indic and Iranian Civilizations: Sindhi Literary Cultures'	15

<b>VI</b>	<b>Indian Writing in English</b> 1 Writings in English: Introduction 2 Padma Sachdev: Mother Tongue 3 K. Ayyappa Panikkar: Passage to America (excerpts) 4 Raja Rao: Kanthapura (Excerpts)	15
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**Examination and Evaluation Pattern:** 10 Objective type questions  
05 Short questions essay of 6 marks  
each 03 Essay type questions of 10  
marks each

**Recommended Reading:**

- 1) Department of English, University of Delhi. (2005). *Cultural Diversity, Linguistic Plurality and Literary Traditions in India*. New Delhi: Pearson.

Course Code	Course Title	Lecture			Semester:
BTCST11HST	English Communication	L	T	P	II
For BTech	Date of Approval: 13th BoS 16-08-2019	2	0	0	
Scheme of Instruction			Scheme of Examination		
No. of Periods	: 30 Hrs.	Maximum Score			: 50
Periods/ Week	: 4	Internal Evaluation			: 15
Credits	: 2	End Semester			: 35
Instruction Mode	: Lecture	Exam Duration			: 2 Hrs.

**Prerequisite(s):** No specific requisites

Course Objectives:	
<ol style="list-style-type: none"> <li>1. Enhancement of the soft and communication skills.</li> <li>2. Understanding the phonetics &amp; developing vocabulary.</li> <li>3. Writing applications, letters formal and non-formal, technical writing.</li> </ol>	
Course Outcomes:	
<ol style="list-style-type: none"> <li>1. Read and write paragraphs in English confidently &amp; Differentiate among homonyms, homophones, synonyms and antonyms.</li> <li>2. Read and write the specific details and information such as writing applications, formal letters, CVs, technical reports and project reports.</li> <li>3. Communicate with more confident among students, teachers &amp; other stakeholders of the society.</li> </ol>	
Detailed Contents:	
Unit 1	<b>Oral Communication:</b> <ol style="list-style-type: none"> <li>1.1. Communication: Verbal and Non-Verbal</li> <li>1.2. Conversations and Dialogues</li> <li>1.3. JAM Sessions and Group Discussions</li> <li>1.4. Presentation Skills and Interview Skills</li> </ol>
Unit 2	<b>Writing Communication:</b> <ol style="list-style-type: none"> <li>2.1. Subject-verb agreement</li> <li>2.2. Précis Writing and Essay Writing</li> <li>2.3. Letter Writing and Cover Letters</li> <li>2.4. Portfolio Writing and Resume Writing</li> </ol>
<b>Examination and Evaluation Pattern:</b> It include both internal evaluation (15 marks) comprising two classsessional exams/ assignments/ quiz/ seminar presentation etc. and external evaluation (35 marks) which is mainly end semester examination.	
Text Books:	
1	Habeeb,G. (2013) <i>English for Speakers of Urdu: A Proficiency Course</i> : Orient Black swan
2	Koneru, A. (2015) <i>Professional Speaking Skills</i> .OUP.
3	Kumar, S. & P. Lata (2015). <i>Communication Skills</i> . New Delhi: OUP.
Reference Books:	
1	O'Brien, T. (2011). <i>Modern Writing Skills</i> . New Delhi: Rupa
2	Raymond, M. (2013). <i>English Grammar in Use</i> . Cambridge: CUP.
3	Taylor, G. (2009). <i>English Conversation Practice</i> . Tata McGraw-Hill.



Course Code	Course Title		Lecture			Semester: II	
BTCS260HSP	English Communication LAB		L	T	P		
Version: 2	Date of Approval:		0	0	2		
Scheme of Instruction			Scheme of Examination				
No. of Periods	:	30 Hrs.	Maximum Score			:	100
Periods/ Week	:	4	Internal Evaluation			:	50
Credits	:	2	End Semester			:	50
Instruction Mode	:	Practical	Exam Duration			:	3 Hrs.

**Prerequisite(s):** It is expected that the students have done BTCS211HST Course

### Course Objective:

To learn and practice listening, speaking, reading and writing skills in English.

### Course Outcome:

By the end of this course, students are expected to have improved their English communication skills.

Unit 1	Reading and Writing 1. Reading Skills 2. Reading Comprehension 3. Notice and Report Writing 4. Preparing a Word Document
Unit 2	Listening and Speaking 1. Listening Skills 2. Listening Comprehension 3. Public Speaking Skills 4. Impromptu Speeches and Debates

**Examination and Evaluation Pattern:** It includes both internal evaluation (50 marks) comprising two class sessional exams/ assignments/ quiz/ seminar presentations, etc. and external evaluation (50 marks) which is mainly end semester examination.

### Text Books:

1	Rao, A. R. K. (2009). Enjoying Everyday English. Hyderabad: Sangam Books.
2	Thomas, S. (2010). Innovate with English. CUP India Pvt. Ltd.: Foundation Books.

### Reference Books:

1	Bakshi, R. N. (2005). English Grammar practice. India: Orient BlackSwan.
2	Riordan, D. G. (2011). Technical Communication. New Delhi: Cengage Publications.
3	Effective English. (2009). Eds. E Suresh Kumar, P Sreehari, and J. Savithri. India: Pearson.
4	Bansal, R. K. & J. B. Harrison. (2013). Spoken English: A manual of speech and phonetics. 11 <sup>th</sup> ed. India: Orient BlackSwan.