

Deccan Education Society's

Kirti M. Doongursee College of
Arts, Science and Commerce
(AUTONOMOUS)



Affiliated to

UNIVERSITY OF MUMBAI

Syllabus for
Program: **Bachelor of Arts**
Course: **FYBA**
Subject: **English**

Choice Based Credit System (CBCS)
(NEP 2020)

with effect from
Academic Year 2024-2025

PROGRAM OUTCOMES

PO	Description
	A student completing Bachelor's Degree in Arts Program will be able to
PO1	<p>Disciplinary Knowledge:</p> <p>Demonstrate a blend of conventional discipline knowledge and its applications to the modern world. Execute strong theoretical and practical understanding generated from the chosen programme.</p>
PO2	<p>Critical Thinking and Problem solving:</p> <p>Exhibit the skill of critical thinking and use higher order cognitive skills to approach problems situated in their social environment, propose feasible solutions and help in its implementation.</p>
PO3	<p>Social competence:</p> <p>Express oneself clearly and precisely to build good interpersonal relationships in personal and professional life. Make effective use of linguistic competencies to express themselves effectively in real and virtual media. Demonstrate multicultural sensitivity in group settings.</p>
PO4	<p>Research-Related Skills:</p> <p>Seeks opportunity for research and higher academic achievements in the chosen field and allied subjects and is aware about research ethics, intellectual property rights and issues of plagiarism. Demonstrate a sense of inquiry and capability for asking relevant/appropriate questions; ability to plan, execute and report the results of a research project be it in field or otherwise under supervision.</p>
PO5	<p>Personal and professional competence:</p> <p>Equip with strong work attitudes and professional skills that will enable them to work independently as well as collaboratively in a team environment.</p>
PO6	<p>Effective Citizenship and Ethics:</p> <p>Demonstrate empathetic social concern and equity centered national development; ability to act with an informed awareness of moral and ethical issues and commit to professional ethics and responsibility.</p>
PO7	<p>Environment and Sustainability:</p> <p>Understand the impact of the scientific solutions in societal and environmental contexts and demonstrate the knowledge of and need for sustainable development.</p>
PO8	<p>Self-directed and Life-long learning:</p> <p>Acquire the ability to engage in independent and life-long learning in the broadest context of socio-technological changes.</p>

**Deccan Education Society's
Kirti M. Doongursee College (Autonomous)**

Curriculum as per NEP 2020

Year of implementation- 2024-25

Name of the Department: English

Semester	Course Code	Course Title	Vertical	Credit
I	24ENGMJ111	Introduction to Short Stories	Major	4
	24ENGVC141	Introduction to Translation	VSC	2
	24ENGAE161	Communication Skills in English I	AEC	1
II	24ENGMJ211	Introduction to Fiction & Non-fiction	Major	4
	24ENGVC241	Translation Skills	VSC	2
	24ENGSE251	English Competencies for Career Development	SEC	2
	24ENGAE261	Communication Skills in English II	AEC	1

Course Code	MAJOR SEM – I - Introduction to Short Stories	Credits	Lectures /Week
24ENGMJ111	Paper I	4	4
<p>Course Outcomes: After successful completion of this course, students would be able to CO1: Know the varied elements and few types of short stories with examples. CO2: Understand the different types of short stories with representative texts. CO3: Apply the characteristic features to different types of prescribed short stories. CO4: Analyze the selected short stories, their themes along with their background and contexts.</p>			
Unit	Topics	No of Lectures	
I	A. Elements of Short Story: Plot, Character, Setting, Point of View Types of short stories: fable, parable, anecdote, etc B. Stories from <i>Hitopadesha</i> <ul style="list-style-type: none"> ● 'The Story of the Old Jackal and the Elephant' ● 'The Story of the Wagtail and the sea' ● 'The Story of the Herons and Mongoose' 	15	
II	A. Types of Short Stories: Slice of Life, Fantasy, Realism B. Short Stories <ul style="list-style-type: none"> ● Vilas Sarang: Revolt of Gods ● Guy de Maupassant: The Necklace ● Shashi Deshpande: The Awakening 	15	
III	A. Types of Short Stories: Sci-Fi, Horror, Children's Fiction B. Short Stories <ul style="list-style-type: none"> ● Ruskin Bond: 'A Face in the Dark' (from <i>The Roopa Book of Scary Stories</i>) ● Roald Dahl: 'The Wonderful Story of Henry Sugar' ● Ray Bradbury: 'A Sound of Thunder' 	15	
IV	A. Types of Short Stories: Dalit stories, Partition stories, Satire B. Short Stories	15	

- Bhishm Sahani: 'Pali'
- Baburao Bagul: 'Mother'
- Anton Chekhov: 'The Lottery Ticket'

Primary Texts:

1. Sir Arnold, Edwin. Trans. The Book of Good Counsels From the Sanskrit of the *Hitopadesa*. E-book. 1961. [https://www.ssgopalganj.in/online/E-Books/CLASS%20VI/The%20Hitopadesha%20\(English%20Translation\)%20by%20Edwin%20Arnold.pdf](https://www.ssgopalganj.in/online/E-Books/CLASS%20VI/The%20Hitopadesha%20(English%20Translation)%20by%20Edwin%20Arnold.pdf)
2. Bond, Ruskin. Ed. *The Roopa Book of Scary Stories*. "A Face in the Dark." Rupa & Co: India. 2006.
3. Bradbury, Ray. *The Sound of Thunder and Other Stories*. "The Sound of Thunder." William Morrow & Company: New York. 2005.
4. Chekhov, Anton. *The Lottery Ticket*. Lindhardt og Ringhof, 2023.
5. Dahl, Roald. *The Wonderful Story of Henry Sugar*. Viking Books for Young Readers, 2000.
6. Dangale Arjuna. Ed. *Poisoned Bread: Translations from Modern Marathi Dalit Literature*. "Mother" by Baburao Bagul. Pg-183-190. Orient Longman: Hyderabad. 1994.
7. Deshpande, Shashi. *Collected Stories. Vol 1*. "The Awakening." Pg- 114-120. Penguin Books: India. 2003.
8. De, Maupassant Guy. *The Necklace and Other Short Stories*. Xist Publishing, 2016.
9. Sahni, Bhishm. *Pāli*. Rajkamal Prakashan Pvt Ltd, 2001.
10. Sarang, Vilas. "The Revolt of Gods", *The Women in Cages*. Penguin Books India, 2006.

References:

1. Abrams, M.H. *Glossary of Literary Terms*. India, Macmillan Publishers, 2000.
2. Albert, E. *History of English Literature*, India, Oxford University Press, 2009.
3. Auger, Peter. *The Anthem Glossary of Literary Terms and Theory*, India, Anthem Press, 2011.
4. Baldick, Chris. *Oxford Dictionary of Literary Terms*. Cambridge University Press, 2008.
5. Bennett, Andrew and Nicholas Royle. *Introduction to Literature Criticism and Theory*. Great Britain: Pearson Education Limited, 2004.
6. Brooks, Cleanth and Warren, Robert Penn. *Understanding Fiction*, Prentice Hall.
7. Cavanagh, Dermot Alan Gillis, Michelle Keown, James Loxley and Randall Stevenson (Ed). *The Edinburgh Introduction to Studying Literature*. Edinburgh: Edinburgh University Press, 2010.
8. Ford, Boris. *The Pelican Guide to English Literature, Volume I to X*
9. Forster, E M. *Aspects of the Novel*. (1954) London: Rosetta Books, 2002.

10. Fowler, Roger. (Ed.). *A Dictionary of Modern Critical Terms*. (Rev. Ed.) London: Routledge & Kegan Paul, 1987.
11. Gibson Arthur. *What is Literature*, Peter Lang Pub Inc., 2007.
12. Hudson, W.H., 2011, *An Outline History of English Literature*, India, G K Publishers Pvt. Ltd
13. McKeon, Michael. *Theory of the Novel: A Historical Approach*. Baltimore: John Hopkins University Press, 2000.
14. Prasad, B. *Background of the Study of English Literature*, Chennai, Macmillan, 1999.
15. Rees, R.J. *English Literature: An Introduction to Foreign Readers*, New Delhi: Macmillan, 1982.
16. Turco, Lewis. *The Book of Literary Terms*, UK, University Press of New England, 1999.
17. Widdowson, Peter. *The Palgrave Guide to English Literature and its Contexts 1500-2000*, Hampshire: Palgrave, Macmillan, 2004.

Course Code	VOCATIONAL SKILL COURSE SEM – I - Introduction to Translation	Credits	Lectures /Week
24ENGVC141	Paper I	2	2
<p>Course Outcomes: After successful completion of this course, students would be able to CO1: Know basic concepts of translation. CO2: Understand the difference between the grammatical structures of two languages CO3: Apply the theory of translation to the skill of translation. CO4: Analyse and compare the grammar structures of SL and TL.</p>			
Unit	Topics	No of Lectures	
I	Basic Concepts 1. Translation 2. Tools of Translation 3. Comparison of grammatical structures of two languages: English & Marathi/ Hindi 4. Source Language & Target Language 5. Loss and gain in Translation	15	
II	Translation in Practice 1. Idiomatic Expressions/ Headlines/ Taglines 2. Newspaper Report/ Editorial/ Review/ Feature Article	15	
<p>References: 1. Baker, Mona. <i>In Other Words: A Coursebook on Translation</i>. London and New York: Routledge, 2011. (Useful exercises for practical translation and training) 2. Bassnett, Susan. <i>Translation Studies</i>. 4th ed. London and New York: Routledge, 2014. 3. Bassnett, Susan and Trivedi, Harish eds. <i>Postcolonial Translation: Theory and Practice</i>. London and New York: Routledge, 1999. 4. <i>Routledge Encyclopedia of Translation Studies</i>. London and New York: Routledge, 2001.</p>			

Course Code	ABILITY ENHANCEMENT COURSE SEM – I - Communication Skills in English	Credits	Lectures /Week
24ENGAE161	Paper I	1	1
Course Outcomes: After successful completion of this course, students would be able to CO1: Know the significance of English as an International language. CO2: Understand the process of communication through various social media platforms. CO3: Apply the knowledge of grammar in effective communication. CO4: Analyse common errors in English and the barriers in communication.			
Unit	Topics	No of Lectures	
Semester I			
I	A) English as an International Language B) Meaning and Significance of Effective Communication C) Ways of Effective Communication D) Communication on Social Media Platforms E) Barriers in Communication F) Grammar in Practice (Practical application in situations, not phrases & sentences): use of Parts of Speech/ Subject-Verb Agreement/ Articles and Miscellaneous G) Common Indian Errors in English H) Speaking in different Situations/ Occasions	15	
References: 1. Bellare, Nirmala. <i>Reading & Study Strategies</i> . Books. 1 and 2. Oxford University Press, 1997, 1998 2. Bellare, Nirmala. <i>Easy Steps to Summary Writing and Note-Making</i> . Amazon Kindle Edition, 2020 3. Comfort, Jeremy, et al. <i>Speaking Effectively: Developing Speaking Skills for Business English</i> . Cambridge University Press, 1994. 4. Das, Bikram K., et. al. <i>An Introduction to Professional English and Soft Skills</i> . Cambridge University Press India Pvt. Ltd., 2010 5. Das, Yadjnaseni & R. Saha (eds.) <i>English for Careers</i> . Pearson Education India, 2012. 6. Devlin, Joseph. <i>How to Speak And Write Correctly</i> . New York, The Christian Herald, 1910 7. Dimond-Bayir, Stephanie. <i>Unlock Level 2 Listening and Speaking Skills Student's Book and Online Workbook: Listening and Speaking Skills Student's Book+ Online Workbook</i> . Cambridge University Press, 2014. 8. Doff, Adrian and Christopher Jones. <i>Language in Use</i> (Intermediate and Upper			

Intermediate). CUP, 2004.

9. Glendinning, Eric H. and Beverley Holmstrom. Second edition. *Study Reading: A Course in Reading Skills for Academic Purposes*. CUP, 2004
10. Goodale, Malcolm. *Professional Presentations Video Pack: A Video Based Course*. Cambridge University Press, 1998.
11. Grellet, F. *Developing Reading Skills*. Cambridge: Cambridge University Press, 1981
12. Grussendorf, Marion. *English for Presentations*. Oxford University Press, 2007.
13. Hamp- Lyons, Liz and Ben Heasley. Second edition. *Study Writing: A Course in Writing Skills for Academic Purposes*. CUP, 2006
14. Lewis, N. *How to Read Better & Faster*. New Delhi, Goyal Publishers & Distributors Pvt. Ltd, 2006.
15. McCarthy, Michael and Felicity O'Dell. *English Vocabulary in Use*. Cambridge: Cambridge University Press, 2001.
16. Murphy, Raymond, et al. *Grammar in use: Intermediate*. Cambridge University Press, 2000
17. Patil, Z. N, et.al. *English for Practical Purposes*. Macmillan India Ltd.
18. Richards, Jack C., and Chuck Sandy. *Passages Level 2 Student's Book*. Cambridge University Press, 2014.
19. Sadanand, Kamlesh & S. Punitha. *Spoken English: A Foundation Course*. (Part 1 & 2). Orient Blackswan. 2009.
20. Sasikumar, V., et al. *A Course in Listening & Speaking*. 2005. Cambridge University Press India Pvt. Ltd. (under the Foundation Books Imprint), 2010
21. Savage, Alice, et al. *Effective Academic Writing*. Oxford: OUP, 2005
22. Taylor, Grant. *English Conversation Practice*. 1967.
23. Watson, T. *Reading Comprehension Skills and Strategies: Level 6*. Saddleback Educational Publishing, 2002.
24. Wright. Andrew, et al. *Games for Language Learning: Cambridge Handbooks for Language Teachers* (Third Edition). 2006. Cambridge (UK), Cambridge University Press, 2010.

Course Code	MAJOR SEM – II - Introduction to Fiction & Non-fiction	Credits	Lectures /Week
24ENGMJ211	Paper II	4	4
<p>Course Outcomes:</p> <p>After successful completion of this course, students would be able to</p> <p>CO1: Know the varied elements and types of fiction and nonfiction.</p> <p>CO2: Understand novella, novel, and essay as genres of literature with reference to the close reading of selected texts.</p> <p>CO3: Apply and decode the elements of novella, novel, and essay to the selected texts.</p> <p>CO4: Critically analyse the presentation of human values and the universal truths in the selected texts.</p>			
Unit	Topics	No of Lectures	
I	A. Novel, Novella and Elements of Novel B. Children’s Fiction, Adventure Novel, Mystery novel, Social Novel, Fantasy Novel C. Non-Fiction: Essays	15	
II	Novella- Ernest Hemingway: <i>The Old Man and the Sea</i>	15	
III	Novel- R.K. Narayan: <i>Swami and His Friends</i>	15	
IV	<p>Essay -</p> <ul style="list-style-type: none"> ● Sir Francis Bacon : <ul style="list-style-type: none"> - “Of Marriage and Single Life” - “Of Revenge” ● Charles Lamb : “The Two Races Of Men ” ● Ralph Waldo Emerson : “Self – Reliance” ● W.E.B. Du Bois : “Strivings of the Negro People” ● Shobha De : From “Speedpost”: <ul style="list-style-type: none"> - “Dear Arundhati” Aug’99 - “Dear Aditya” June’99 ● Subroto Bagchi : From <i>Go kiss the world</i>: <ul style="list-style-type: none"> - “Learning to Listen” (p. 145-150) - “Who Is a Good Leader?” (p. 150-155) 	15	
<p>Primary Texts:</p> <ol style="list-style-type: none"> 1. Bacon, Francis. <i>The Works of Francis Bacon ...: Literary and Professional Works</i>. 1858. 2. Bagchi, Subroto. <i>Go Kiss the World</i>. Penguin Books India, 2009. 			

3. De, Shobhaa. *Speedpost*. Penguin UK, 2015, books.google.ie/books?id=uzInAgAAQBAJ&printsec=frontcover&dq=%E2%80%9CDear+Arundhati%E2%80%9DAug%E2%80%99999&hl=&cd=1&source=gbs_api.
4. Du Bois, William Edward Burghardt. *Strivings of the Negro People*. 1897, books.google.ie/books?id=o10SzQEACAAJ&dq=%E2%80%9CStrivings+of+the+Negro+People%E2%80%9D&hl=&cd=1&source=gbs_api.
5. Emerson, Ralph Waldo. *Self-Reliance*. Strelbytsky Multimedia Publishing, 2023.
6. Hemingway, Ernest. *The Old Man and the Sea*. Hueber Verlag, 1975.
7. Narayan, R. K. *Swami and Friends*. University of Chicago Press, 1980.
8. Lamb, Charles. *The Essays of Elia*. 1885, books.google.ie/books?id=3FY4AAAAYAAJ&printsec=frontcover&dq=%E2%80%9CThe+Two+Races+Of+Men+%E2%80%9D&hl=&cd=1&source=gbs_api.

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1. Abrams, M.H. *Glossary of Literary Terms*. India, Macmillan Publishers, 2000.
2. Albert, E. *History of English Literature*, India, Oxford University Press, 2009.
3. Athenian Society. *Drama, Its History*, England, Nabu Press, 2012.
4. Auger, Peter. *The Anthem Glossary of Literary Terms and Theory*, India, Anthem Press, 2011.
5. Baldick, Chris. *Oxford Dictionary of Literary Terms*. Cambridge University Press, 2008.
6. Booth, Wayne C. *The Rhetoric of Fiction*. Chicago: University of Chicago Press, 1961.
7. Boulton, Marjorie. *The Anatomy of the Novel*. London: Routledge and Kegan Paul, 1975.
8. Brooks, Cleanth and Warren, Robert Penn. *Understanding Fiction*, Prentice Hall.
9. Currie, Gregory. *The Nature of Fiction*. Cambridge University Press, 1990.
10. Doody, Margaret Anne. *The True Story of the Novel*. Fontana Press, 2017.
11. Eagleton, Terry. *The English Novel: An Introduction*. Oxford: Blackwell, 2004.
12. Ford, Boris. *The Pelican Guide to English Literature, Volume I to X*
13. Forster, E M. *Aspects of the Novel*, (1954) London: Rosetta Books, 2002.
14. Fowler, Roger. (Ed.). *A Dictionary of Modern Critical Terms*. (Rev. Ed.) London: Routledge & Kegan Paul, 1987.
15. Gardner, John. *The Art of Fiction*. New York: Alfred A. Knopf, 1984. Print.
16. Gibson Arthur. *What is Literature*, Peter Lang Pub Inc., 2007.
17. Golding, William. *Lord of the Flies*. Faber & Faber. 1999.
18. Hemingway, Ernest. "The Old Man and the Sea."
<https://www.arvindguptatoys.com/arvindgupta/oldmansea.pdf>
19. Hudson, W.H., 2011, *An Outline History of English Literature*, India, G K Publishers Pvt. Ltd
20. Kettle, Arnold. *An Introduction to the English Novel*. Vol. I. London: Hutchinson, 1974.

21. Lodge, David. *The Art of Fiction*. New York: Viking, 1992.
22. Lubbock, Percy. *The Craft of Fiction*. U.S.A.: Create Space, 2010. Print.
23. Lucas, George. *The Theory of Novel*. London: Merlin Press, 1971. Print.
24. Martel, Yann. *Life of Pi*. RHC. 2012.
25. McKeon, Michael. *Theory of the Novel: A Historical Approach*. Baltimore: John Hopkins University Press, 2000.
26. Prasad, B. *Background of the Study of English Literature*, Chennai, Macmillan, 1999.
27. Rees, R.J. *English Literature: An Introduction to Foreign Readers*, New Delhi: Macmillan, 1982.
28. Rimmon-Kenan, Shlomith. *Narrative Fiction*. London: Routledge: 2002. Print
29. Rowling, J.K. *Harry Potter and the Philosopher's Stone*. Bloomsbury Children's Books. 2014.
30. Scholes, Robert. *Elements of Fiction*. Oxford, OUP, 1968.
31. Turco, Lewis. *The Book of Literary Terms*, UK, University Press of New England, 1999.
32. Watt, Ian. *The Rise of The Novel*. Univ of California Press, 2001.
33. Widdowson, Peter. *The Palgrave Guide to English Literature and its Contexts 1500-2000*, Hampshire: Palgrave, Macmillan, 2004.

Course Code	VOCATIONAL SKILL COURSE SEM – II - Translation Skills	Credits	Lectures /Week
24ENGVC241	Paper II	2	2
<p>Course Outcomes: After successful completion of this course, students would be able to CO1: Know what translation is, its types, scope and limitations. CO2: Understand the terminologies associated with translation activity. CO3: Apply basic linguistic and cultural competence to non-literary texts. CO4: Analyse the difference in language systems of SL & TL through the practice of translation.</p>			
Unit	Topics	No of Lectures	
I	Basic Concepts of Translation 1. Transliteration 2. Transformation 3. Adaptation 4. Creative and free Translation 5. Qualities of a Translator	15	
II	Translation of a Non-Literary Passage 1. Advertisements: Print & Audio-Visual	15	
<p>References: 1. Saldanha, Gabriela and Sharon O Brien. <i>Research Methodology in Translation Studies</i>. Routledge, 2014. 2. Williams, Jenny, Andrew Chesterman. <i>The Map: A Beginners Guide to Doing Research in Translation Studies</i>. Routledge, 2002. 3. Baker, Mona. <i>Encyclopedia of Translation Studies</i>. London: Routledge, 1998. 4. Bassnett, Susan. <i>Translation Studies</i>. London: Routledge, 1989. 5. Bassnett, Susan. <i>Comparative Literature – A Critical introduction</i>. Blackwell, 1995. 6. Bassnett, Susan. <i>Translation and the nature of Philosophy: A new theory of words</i>. London; Routledge, 2000. 7. Belloc, Hilaire. <i>On Translation</i>. London: Oxford, 1993. 8. Benjamin, Andrew. <i>Translation and name of Philosophy</i>. London: Routledge, 1989. 9. Benjamin, Walter. <i>Illuminations</i>. London: Fontana, 1973. 10. Bly, Robert. <i>The Eight stages of Translation</i>. Boston: Rowan, 1983. 11. Catford, J C. <i>A Linguistic Theory of Translation</i>. London; Oxford, 1965. 12. Klarer, Mario. <i>An Introduction to Literary Studies</i>. London: Routledge, 2000. (chapter 4)</p>			

13. Lefevere, Andre. *Translation: History and Culture*. London: Routledge, 1990.
14. Lefevere, Andre. *Western Translation Theory: A Reader*. London: Routledge, 1991.
15. Mathew, Arnold. *On Translating Homer*. London: Oxford, 1914.
16. Munday, Jeremy. *Introducing Translation Studies; Theories and Applications*, London: Routledge, 2001.
17. Venuti, Lawrence. *The Translator's Invisibility*. London: Routledge, 1995.
18. Venuti, Lawrence. *The Translation Studies Reader*. London: Routledge, 1995.
19. MLA Handbook for research students, 7th/ latest edition.
20. Baker, Mona. *In Other Words: A Coursebook on Translation*. London and New York: Routledge, 2011. (Useful exercises for practical translation and training)
21. Bassnett, Susan. *Translation Studies*. 4th edn. London and New York: Routledge, 2014.
22. Bassnett, Susan and Trivedi, Harish eds. *Postcolonial Translation: Theory and Practice*. London and New York: Routledge, 1999.
23. *Routledge Encyclopedia of Translation Studies*. London and New York: Routledge, 2001.

Course Code	SKILL ENHANCEMENT COURSE SEM – II - English Competencies for Career Development	Credits	Lectures /Week
24ENGSE251	Paper I	2	2
<p>Course Outcomes: After successful completion of this course, students would be able to CO1: Know English for specific purposes such as advertising, competitive exams, editing etc. CO2: Understand and interpret different uses of the English language. CO3: Apply writing skills for effective communication in varying fields for career development. CO4: Analyse knowledge of correct usage of English language (oral/ aural) & soft skills to acquire proficiency in presenting efficiently that will help meet the challenges of the world.</p>			
Unit	Topics	No of Lectures	
I	1. Copywriting in Advertising 2. English for Competitive Exams 3. Editing 4. Writing Ethics 5. Organisational correspondence: Statement of purpose, letter of recommendation, job application letter and resume, letter of appointment, letter of acceptance of job offer, letter of appreciation, letter of resignation.	15	
II	1. Soft Skills (Goal Setting/ Creativity/ Time Management/ Stress Management/ Team building/ Leadership/ Confidence Building) 2. Group Discussions 3. Interview Skills 4. Presentation Skills	15	
<p>References: 1. Algeo, Joseph. <i>British or American English?: A Handbook of Word and Grammar Patterns</i>. Cambridge University Press, 2006. 2. Branton, Matthew. <i>The Creative Writing Workbook</i>. Teach Yourself Publication: U.K. 2013. 3. Comfort, Jeremy, et al. <i>Speaking Effectively: Developing Speaking Skills for Business English</i>. Cambridge University Press, 1994. 4. Das, Bikram K., et al. <i>An Introduction to Professional English and Soft Skills</i>. Cambridge University Press India Pvt. Ltd. 2010. 5. Das, Yadjnaseeni and R.Saha. <i>English for Careers</i>. Pearson Education India,2012. 6. Desarda, Shital. <i>Master the Group Discussion and Personal Interview</i>. Notion Press,2014.</p>			

7. Dev, Anjana, Anuradha Marwah and Swati Patel (eds.) *Creative Writing: A Manual for Beginners*. Delhi.Pearson,2008.
8. Devlin, Joseph. *How to Speak and Write Correctly*. New York, The Christian Herald, 1910.
9. Doff, Adrian and Christopher Jones. *Language in Use* (Intermediate and Upper Intermediate) CUP, 2004.
10. Goodale, Malcolm. *Professional Presentation Video Pack: A Video Based Course*. Cambridge University Press, 1998.
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12. Harper, Graeme ed. *Creative Writing Guidebook*. Bloomsbury Academic India, 2019.
13. Klaff,Oren. *Pitch Anything: An Innovative Method for Presenting, Persuading and Winning the Deal*. McGraw Hill Education India, Pvt. Ltd. 2017.
14. Kumar, Sanjay and Pushp Lata. *Communication Skills*. Second Ed. New Delhi, 2011. Oxford University Press 2015.
15. Lyons,Liz and Ben Heasley. *Study Writing: A Course in Writing Skills for Academic Purposes*. Second ed. CUP, 2006.
16. McCarthy, Michael and Felicity Dell. *English Vocabulary in Use*. Cambridge: Cambridge University Press, 2001.
17. Murphy, Raymond, et.al. *Grammar in Use: Intermediate*. Cambridge University Press, 2000.
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19. Patil, Z. N, et.al. *English for Practical Purposes*. Macmillan India Ltd.
20. Strunk Jr., William. *The Elements of Style*. Fingerprint Publishing, India. 2020.

Course Code	ABILITY ENHANCEMENT COURSE SEM – II - Communication Skills in English	Credits	Lectures /Week
24ENGAE261	Paper II	1	1
<p>Course Outcomes: After successful completion of this course, students would be able to CO1: Know the basic tools of language and the process of communication. CO2: Understand the importance of verbal and non-verbal, formal and informal means of communication. CO3: Apply the knowledge of communication skills to develop effective messages. CO4: Analyse the types of sentences, tenses, and voice in verbal communication.</p>			
Unit	Topics	No of Lectures	
Semester II			
II	A) Basic Tools of Language- (Precision/ Clarity/ Organization/ Lucidity in Speech and Writing) B) Process of Communication C) Verbal Communication D) Non-Verbal Communication E) Formal Communication F) Informal Communication G) Developing Effective Messages (Purpose/ Proper Channel/ Facilitating Feedback) H) Grammar: Kinds of Sentences (Assertive, Interrogative, etc.), Tenses, Voice	15	
<p>References:</p> <ol style="list-style-type: none"> Bellare, Nirmala. <i>Reading & Study Strategies</i>. Books. 1 and 2. Oxford University Press, 1997, 1998 Bellare, Nirmala. <i>Easy Steps to Summary Writing and Note-Making</i>. Amazon Kindle Edition, 2020 Comfort, Jeremy, et al. <i>Speaking Effectively: Developing Speaking Skills for Business English</i>. Cambridge University Press, 1994. Das, Bikram K., et. al. <i>An Introduction to Professional English and Soft Skills</i>. Cambridge University Press India Pvt. Ltd., 2010 Das, Yadjnaseni & R. Saha (eds.) <i>English for Careers</i>. Pearson Education India, 2012. Devlin, Joseph. <i>How to Speak And Write Correctly</i>. New York, The Christian Herald, 1910 Dimond-Bayir, Stephanie. <i>Unlock Level 2 Listening and Speaking Skills Student's Book and Online Workbook: Listening and Speaking Skills Student's Book+ Online Workbook</i>. 			

Cambridge University Press, 2014.

8. Doff, Adrian and Christopher Jones. *Language in Use* (Intermediate and Upper Intermediate). CUP, 2004.
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11. Grellet, F. *Developing Reading Skills*. Cambridge: Cambridge University Press, 1981
12. Grussendorf, Marion. *English for Presentations*. Oxford University Press, 2007.
13. Hamp- Lyons, Liz and Ben Heasley. Second edition. *Study Writing: A Course in Writing Skills for Academic Purposes*. CUP, 2006
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19. Sadanand, Kamlesh & S. Punitha. *Spoken English: A Foundation Course*. (Part 1 & 2). Orient Blackswan. 2009.
20. Sasikumar, V., et al. *A Course in Listening & Speaking*. 2005. Cambridge University Press India Pvt. Ltd. (under the Foundation Books Imprint), 2010
21. Savage, Alice, et al. *Effective Academic Writing*. Oxford: OUP, 2005
22. Taylor, Grant. *English Conversation Practice*. 1967.
23. Watson, T. *Reading Comprehension Skills and Strategies: Level 6*. Saddleback Educational Publishing, 2002.
24. Wright. Andrew, et al. *Games for Language Learning: Cambridge Handbooks for Language Teachers* (Third Edition). 2006. Cambridge (UK), Cambridge University Press, 2010.

Evaluation Scheme for First Year (UG) under NEP (4 credits)

I. Internal Evaluation for Theory Courses – 40 Marks

1) Continuous Internal Assessment (CIA) Assignment – 20 marks

2) Continuous Internal Assessment (CIA) ONLINE Unit Test – 20 marks

II. External Examination for Theory Courses – 60 Marks

Duration: 2 Hours

Theory question paper pattern:

Question	Based on	Marks
Q.1	Unit I	15
Q.2	Unit II	15
Q.3	Unit III	15
Q.4	Unit IV	15

- All questions shall be compulsory with internal choice within the questions.
- Each Question may be subdivided into sub questions as a, b, c, d, etc. & the allocation of Marks depends on the weightage of the topic.

NOTE: To pass the examination, attendance is compulsory in both Internal & External (Theory + Practical) Examinations.

Evaluation Scheme for VSC & SEC, First Year (UG) under NEP (2 credits)

II. External Examination for Theory Courses – 50 Marks

Assessment Scheme:

Examination Type	Marks
Project Work	20
Presentation	20
VIVA	10

Evaluation Scheme for AEC, First Year (UG) under NEP (1 credit)

II. External Examination for Theory Courses – 25 Marks

Assessment Scheme:

Examination Type	Marks
Project Work/Online	25
MCQ Test	