



Indira Kala Sangit Vishwavidyalaya, Khairagarh

Department of English

Syllabus for Semester Course under CBCS Pattern

- B.PA. ENGLISH LITERATURE
- B.PA. ENGLISH LANGUAGE
- B.PA. ENGLISH LANGUAGE AND COMMUNICATION SKILLS

**(Prof. I. D. Tiwari)**  
Chairperson  
Head, Dept. of English  
Dean Faculty of Arts  
IKSV Khairagarh, C.G.

**(Prof. Manish Shrivastava)**  
External Subject Expert  
Department of English  
Guru Ghasidas Vishwavidyalaya  
Bilaspur, C.G.

**(Dr. Kaustubh Ranjan)**  
Member  
Asst. Professor  
Department of English  
IKSV Khairagarh, C.G.

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## **Course Outcome**

### **BPA English Literature**

Students of BPA studying under CBCS pattern are offered English Literature as one of the choices. The programme of BPA in English Literature spreads over VI Semesters. The course has been designed for the students of BPA in a way that not only helps them acquiring knowledge of English Literature but also allows them to appreciate other art forms they study. The course offered in English Literature develops in students interest towards interdisciplinary studies and also enables them to get a grasp of other art forms. This course shall provide students with wide scope in making their carrier choices after completion of their graduate degree.

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**B.PA. I SEMESTER**

**ENGLISH LITERATURE**

**PAPER-I INDIAN WRITING IN ENGLISH (I)**

**Credit – 03      M.M. 100      Internal Marks: 30      External Marks: 70**

- **Unit – I annotation. Six passages from unit II, III and IV to be set and three to be attempted.      3 x 7 = 21 Marks**
- **6 questions from Unit II to IV with internal choice to be set and 3 to be attempted      3 x 8 = 24 Marks**
- **10 Multiple Choice Questions from Unit II to IV      1x10 = 10 Marks**
- **03 out of 06 Short notes to be attempted from Unit V      5 x 3 = 15 Marks**

**UNIT- I Annotations**

**UNIT – II Poetry**

Toru Dutt	:	Our Casurina Tree
Rabindranath Tagore	:	Songs 1, 3 & 103 from ‘Gitanjali’
Aurobindo	:	Bliss of Identity
Nissim Ezekiel	:	Night of the Scorpion

**UNIT – III Prose**

Mulk Raj Anand	:	The Lost Child
Khuswant Singh	:	The Portrait of Lady

**UNIT – IV Drama**

Mahesh Dattani	:	Dance Like a Man
		or
Girish Karnad	:	Hayavadana

**UNIT V Literary Topics**

- Plot
- Short Story
- Modern Indian Poetry
- Hymn
- Indian Theatre
- Myth, folklore

**B.PA. I SEMESTER**  
**ENGLISH LITERATURE**  
**PAPER-I INDIAN WRITING IN ENGLISH (II)**

**Credit – 03      M.M. 100      Internal Marks: 30      External Marks: 70**

- **Unit – I annotation. Six passages from unit II and III 3 x 7 = 21 Marks to be set and three to be attempted.**
- **6 questions from Unit II to IV with internal choice to 3 x 8 = 24 Marks be set and 3 to be attempted**
- **10 Multiple Choice Questions from Unit II to IV 1 x 10 = 10 Marks**
- **03 out of 06 Short notes to be attempted from Unit V 5 x 3 = 15 Marks**

**UNIT – I Annotations**

**UNIT – II Poetry**

Kamala Das	:	The Sunshine Cat
		My Grandmother's House
JayantaMahapatra	:	Grandfather
Vikram Seth	:	Frog and the Nightingale
A. K. Ramanujan	:	A River

**UNIT – III Prose**

Mahasweta Devi	:	The Hunt
R.K. Narayan	:	A Horse and Two Goats

**UNIT – IV Fiction**

Vikram Seth	:	An Equal Music
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OR

Rohinton Mistry	:	Such a Long Journey
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**UNIT – V Literary Topics**

- Narrative
- Forms of Poetry
- Lyrics
- Point of View
- Indian Diasporic Writings
- Tribal Writing

**Books Recommended:**

- *The Short Oxford History of English Literature* by Andrew Sanders
- *A Glossary of Literary Terms* by M. H. Abrams
- *Modern Indian Literature (Poems and Short Stories)* by Department of English by Oxford University Press
- Iyenger, K. R. Srinivasa. *Indian Writing in English*

**B.PA. II SEMESTER**  
**ENGLISH LITERATURE**

**PAPER-II LITERATURE IN ENGLISH – 1550-1750 (I)**

**Credit – 03                  M.M. 100                  Internal Marks: 30                  External Marks: 70**

- **Unit – I annotation. Six passages from unit II, III and IV to be set and three to be attempted.**      **3 x 7 = 21 Marks**
- **6 questions from Unit II to IV with internal choice to be set and 3 to be attempted**      **3 x 8 = 24 Marks**
- **10 Multiple Choice Questions from Unit II to IV**      **1x10 = 10 Marks**
- **03 out of 06 Short notes to be attempted from Unit V**      **5 x 3 = 15 Marks**

**UNIT-I      Annotations**

**UNIT – II      Poetry**

William Shakespeare	:	Sonnet No. 8 – Music to Hear Sonnet No. 130 – My Mistress' Eyes
John Milton	:	On his Blindness
John Donne	:	Death be not Proud The Canonization The Sun Rising

**UNIT – III Prose**

Francis Bacon	:	Of Studies, Of Truth,
Joseph Addison	:	Sir Roger at Home

**UNIT – IV      Drama**

William Shakespeare	:	The Tempest
		Or
Christopher Marlowe	:	Doctor Faustus

**UNIT – V      Literary Topics**

- The Elizabethan and the Jacobean Age
- Disguise
- Comedy
- Morality and Miracle Play
- Tragedy
- Metaphysical Poets
- Renaissance
- Humanism

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**B.PA. II SEMESTER**  
**ENGLISH LITERATURE**

**PAPER-II LITERATURE IN ENGLISH – 1550-1750 (II)**

**Credit – 03                      M.M. 100                      Internal Marks: 30                      External Marks: 70**

- **Unit – I annotation. Six passages from unit II, III and IV to be set and three to be attempted.**      **3 x 7 = 21 Marks**
- **6 questions from Unit II to IV with internal choice to be set and 3 to be attempted**      **3 x 8 = 24 Marks**
- **10 Multiple Choice Questions from Unit II to IV**      **1x10 = 10 Marks**
- **03 out of 06 Short notes to be attempted from Unit V**      **5 x 3 = 15 Marks**

**UNIT-I      Annotations**

**UNIT – II      Poetry**

John Dryden	:	Portrait of Shadwell
Alexander Pope	:	A Farewell to London
Andrew Marvell	:	To His Coy Mistress
Jonathan Swift	:	The Beasts' Confession

**UNIT – III      Prose**

Francis Bacon	:	Of Health, Of Friendship
Richard Steele	:	Of the Club

**UNIT – IV      Fiction**

John Webster	:	Duchess of Malfi
William Congreve	:	Way of the World

**UNIT – V      Literary Topics**

- The Renaissance
  - Travelogue
  - Mock Epic
  - Satire
  - The Restoration Drama
  - Neoclassical Period
  - Revenge Tragedy
  - Malcontent
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- *An Anthology of English Literature* by Madhya Pradesh Granth Academy.
  - *Living Literatures-* An Anthology of Prose and Poetry by Department of English University of Delhi.



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**B.P.A. III SEMESTER**

**ENGLISH LITERATURE**

**PAPER-III LITERATURE IN ENGLISH (1750-1900) (II)**

**Credit – 03      M.M. 100      Internal Marks: 30      External Marks: 70**

- **Unit – I annotation. Six passages from unit II and III to be set and three to be attempted.      3 x 7 = 21 Marks**
- **6 questions from Unit II to IV with internal choice to be set and 3 to be attempted      3 x 8 = 24 Marks**
- **10 Multiple Choice Questions from Unit II to IV      1x10 = 10 Marks**
- **03 out of 06 Short notes to be attempted from Unit V      5 x 3 = 15 Marks**

**UNIT-I      Annotation**

**UNIT – II      Poetry**

P. B. Shelley	:	Music when Soft Voices Die, Ode to the West Wind
John Keats	:	Ode to a Nightingale
Alfred Tennyson	:	Lotos Eaters
Robert Browning	:	My Last Duchess

**UNIT – III      Prose**

Charles Lamb	:	Christ Hospital
William Hazlitt	:	On Actor and Acting

**UNIT – IV      Fiction**

Charles Dickens	:	David Copperfield
	OR	
William Makepeace Thackeray	:	Vanity Fair

**UNIT – V      Literary Topics**

- The Impact of Industrialization in 18<sup>th</sup> and 19<sup>th</sup> century
- Faith and Doubt
- Second Generation Romantic Poets
- Victorian Poetry
- Bildungsroman
- Stylistics



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**B.P.A. IV SEMESTER**

**ENGLISH LITERATURE**

**PAPER-IV MODERN ENGLISH LITERATURE (I)**

**Credit – 03      M.M. 100      Internal Marks: 30      External Marks: 70**

- **Unit – I annotation. Six passages from unit II, III and IV to be set and three to be attempted.      3 x 7 = 21 Marks**
- **6 questions from Unit II to IV with internal choice to be set and 3 to be attempted      3 x 8 = 24 Marks**
- **10 Multiple Choice Questions from Unit II to IV      1x10 = 10 Marks**
- **03 out of 06 Short notes to be attempted from Unit V      5 x 3 = 15 Marks**

**UNIT-I      Annotations**

**UNIT – II      Poetry**

W. B. Yeats                    :                    A Prayer for my Daughter, Second Coming  
Philip Larkin                :                    Church Going  
Seamus Heaney             :                    Digging

**UNIT – III Prose**

Virginia Woolf              :                    *A Room of One's Own*  
Guy de Maupassant        :                    *The Golden Necklace*

**UNIT – IV      Drama**

Henrik Ibsen                :                    *A Doll's House*

OR

John Galsworthy          :                    *Justice*

**UNIT – V      Literary Topics**

- Movement Poets
- Poetic Justice
- Symbolism
- Feminism
- Realism
- Surrealism

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**B.P.A. IV SEMESTER**

**ENGLISH LITERATURE**

**PAPER-IV MODERN ENGLISH LITERATURE (II)**

**Credit – 03**

**M.M. 100**

**Internal Marks: 30**

**External Marks: 70**

**Unit – I annotation. Six passages from unit II and III to be set and three to be attempted. 3 x 7 = 21 Marks**

- **6 questions from Unit II to IV with internal choice to be set and 3 to be attempted 3 x 8 = 24 Marks**
- **10 Multiple Choice Questions from Unit II to IV 1x10 = 10 Marks**
- **03 out of 06 Short notes to be attempted from Unit V 5 x 3 = 15 Marks**

**UNIT-I Annotations**

**UNIT – II Poetry**

T. S. Eliot	:	Love Song of J. Alfred Prufrock
Ted Hughes	:	Thought Fox
Wilfred Owen	:	Strange Meeting

**UNIT – III Prose**

Robert Lynd	:	Forgetting
Katherine Mansfield	:	A Cup of Tea

**UNIT – IV Fiction**

James Joyce	:	<i>A Portrait of the Artist as a Young Man</i>
		Or
William Golding	:	<i>Lord of the Flies</i>

**UNIT – V Literary Topics**

- Modernism
- Civilization and Savagery
- Psychoanalysis
- World War I and II
- War poets

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**B.P.A. V SEMESTER**  
**ENGLISH LITERATURE**  
**PAPER-V WOMEN WRITINGS (I)**

**Credit – 03      M.M. 100      Internal Marks: 30      External Marks: 70**

- **Unit – I annotation. Six passages from unit II and III to be set and three to be attempted.      3 x 7 = 21 Marks**
- **6 questions from Unit II to IV with internal choice to be set and 3 to be attempted      3 x 8 = 24 Marks**
- **10 Multiple Choice Questions from Unit II to IV      1x10 = 10 Marks**
- **03 out of 06 Short notes to be attempted from Unit V      5 x 3 = 15 Marks**

**UNIT-I      Annotations**

**UNIT – II      Poetry**

Marge Piercy	:	Breaking Out
Margret Atwood	:	Spelling
Sylvia Plath	:	Lady Lazarus

**UNIT – III Prose**

Charlotte Perkins Gilman	:	“If I were a Man”
Ama Ata Aidoo	:	The Girl who can

**UNIT – IV      Fiction**

Virginia Woolf	:	<i>Mrs Dalloway</i>
OR		
Alice Walker	:	<i>The Colour Purple</i>

**UNIT – V      Literary Topics**

- Stream of Consciousness
- Black Feminism
- Racial Identity
- Ecofemnism
- Sexual Politics
- Confessional Poetry

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**B.P.A. V SEMESTER**  
**ENGLISH LITERATURE**  
**PAPER-V WOMEN WRITINGS (II)**

**Credit – 03      M.M. 100      Internal Marks: 30      External Marks: 70**

- **Unit – I annotation. Six passages from unit II, and III to be set and three to be attempted.      3 x 7 = 21 Marks**
- **6 questions from Unit II to IV with internal choice to be set and 3 to be attempted      3 x 8 = 24 Marks**
- **10 Multiple Choice Questions from Unit II to IV      1x10 = 10 Marks**
- **03 out of 06 Short notes to be attempted from Unit V      5 x 3 = 15 Marks**

**UNIT-I      Annotations**

**UNIT – II      Poetry**

Kamala Das	:	The Old Playhouse
Sarojini Naidu	:	The Pardah Nashin
Amrita Pritam	:	I Will Meet you Yet Again

**UNIT – III Prose**

Shashi Deshpande	:	The Intrusion
Jhumpa Lahri	:	The Unaccustomed Earth

**UNIT – IV      Fiction**

Bharti Mukharjee	:	<i>Wife</i>
	OR	
Mirza Mohammad Hadi Ruswa	:	<i>Umrao Jaan Ada</i> (1899) tr. David Matthews (New Delhi: Rupa, 1996).

**UNIT – V Literary Topics**

- Women Empowerment
- Feminist Movement in India
- Autobiography
- Social Reform and Women's Rights
- First War of Indian Independence

**Recommended Reading**

*Naik, M. K. A History of Indian English Literature.*

**\*Note:** Options are available in the following Patterns only:

**A. PAPER-VI AMERICAN LITERATURE (I) and (II) – Elective 1**

**B. PAPER-VI 20<sup>TH</sup> CENTURY LITERATURE IN ENGLISH (I) and II Elective 2**

### **B.P.A. VI SEMESTER**

#### **ENGLISH LITERATURE (Two Electives)**

##### **Elective - 1**

#### **PAPER-VI AMERICAN LITERATURE (I)**

**Credit – 03**

**M.M. 100**

**Internal Marks: 30**

**External Marks: 70**

- **Unit – I annotation. Six passages from unit II, III and IV to be set and three to be attempted. 3 x 7 = 21 Marks**
- **6 questions from Unit II to IV with internal choice to be set and 3 to be attempted 3 x 8 = 24 Marks**
- **10 Multiple Choice Questions from Unit II to IV 1x10 = 10 Marks**
- **03 out of 06 Short notes to be attempted from Unit V 5 x 3 = 15 Marks**

#### **UNIT-I Annotations**

##### **UNIT – II Poetry**

Walt Whitman	:	O Captain! My Captain,
Carl Sandberg	:	Who Am I? ,
		I am the People, The Mob
Ralph Waldo Emerson	:	Give All to Love

##### **UNIT – III Prose**

William Faulkner	:	Nobel Award Acceptance Speech
Henry David Thoreau	:	Civil Disobedience

##### **UNIT – IV Drama**

Arthur Miller	:	All My Sons
OR		
Eugene O’Neill	:	The Hairy Ape

##### **UNIT – V Literary Topics**

- American Civil War
- American Renaissance
- Pacifism
- Poetic Drama
- Period of America Literature
- Expressionism

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**B.P.A. VI SEMESTER**

**ENGLISH LITERATURE (Two Electives)**

**Elective - 1**

**PAPER-VI AMERICAN LITERATURE (II)**

**Credit - 03**

**M.M. 100**

Internal Marks: 30

External Marks: 70

**All questions are compulsory.**

**Note:**

- **Unit – I annotation. Six passages from unit II and III to be set and three to be attempted. 3 x 7 = 21 Marks**
- **6 questions from Unit II to IV with internal choice to be set and 3 to be attempted 3 x 8 = 24 Marks**
- **10 Multiple Choice Questions from Unit II to IV 1x10 = 10 Marks**
- **03 out of 06 Short notes to be attempted from Unit V 5 x 3 = 15 Marks**

**UNIT-I Annotations**

**UNIT – II Poetry**

Emily Dickinson	:	Hope is the thing with Feather
Robert Frost	:	The Road not Taken, Stopping by Woods
Henry David Thoreau	:	Conscience

**UNIT – III Prose**

John Steinbeck	:	The Pearl
Ralph Waldo Emerson	:	Self - Reliance

**UNIT – IV Fiction**

E. Hemingway	:	<i>A Farewell to Arms</i>
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**OR**

Nathaniel Hawthorne	:	<i>The Scarlet Letter</i>
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**UNIT – V Literary Topics**

- Transcendentalism
- American Dream
- American Feminism
- Social Realism and the American Novel
- Code Hero

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**B.P.A. VI SEMESTER**

**ENGLISH LITERATURE (Two Electives)**

**Elective - 2**

**PAPER-VI 20<sup>TH</sup> CENTURY LITERATURE IN ENGLISH (I)**

**Credit – 03**

**M.M. 100**

**Internal Marks: 30**

**External Marks: 70**

**All questions are compulsory.**

**Note:** The paper will be taught as an optional Paper. The principle focus will be to probe the students a general background and cultural history of this period and also to make them aware of the literary trends of the twentieth century.

- **03 Short notes of not more than three hundred words on any topic from Unit I with choice**      **5X3 = 15 Marks**
- **10 objective type questions from Unit II**      **1X10 = 10 Marks**
- **03 Reference to Context from Unit III with choice**      **05 X3 = 15 Marks**
- **03 Long Question from Unit III and IV with Internal choice**      **10 X3 = 30 Marks**

**UNIT – I**

Following historical and literary topics will be included in this unit. Students are required to write Short notes.

- a) Periods of English Literature
- b) The Great Depression
- c) Modernism
- d) Existentialism
- e) Feminism
- f) Colonialism

**UNIT – II**

Ten objective type questions on the life history and major poetical works of the following poets of the twentieth century will be asked in this unit.

- a) W. B. Yeats
- b) Siegfried Sassoon
- c) T. S. Eliot
- d) Wilfred Owen
- e) Stewart Brown

**UNIT – III POETRY**

T. S. Eliot : The Waste Land

**Or**

Wilfred Owen : Disabled  
Siegfried Sassoon : Attack, Falling Asleep  
Rupert Brooke : The Hill  
W. H. Auden : Miss Gee

**UNIT – IV FICTION**

Joseph Conrad : *Heart of Darkness*  
Chinua Achebe : *Things Fall Apart*

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**B.A. VI SEMESTER**

**ENGLISH LITERATURE (Two Electives)**

**Elective - 2**

**PAPER-VI 20<sup>TH</sup> CENTURY LITERATURE IN ENGLISH (II)**

**Credit – 03**

**M.M. 100**

**Internal Marks: 30**

**External Marks: 70**

**Note:** The paper will be taught as an optional Paper. The principle focus will be to probe the students a general background and cultural history of this period and also to make them aware of the literary trends of the twentieth century.

- **03 Short notes of not more than three hundred words on any topic from Unit I with choice** 5 X3 = 15 Marks
- **10 objective type questions from Unit II** 1X10 = 10 Marks
- **03 Reference to Context from Unit III and IV with choice** 5X 3 = 15 Marks
- **03 Long Question from Unit III and IV with Internal choice with choice** 10 X3 = 30 Marks

**UNIT – I**

Following historical and literary topics will be included in this unit. Students are required to write Short notes.

- a) Periods of American Literature
- b) The Two World Wars
- c) Absurdism
- d) Post Modernism
- e) Transcendentalism
- f) Realism

**UNIT – II**

Ten objective type questions on the life history and major poetical works of the following poets of the twentieth century will be asked in this unit.

- a) W. H. Auden
- b) Dylan Thomas
- c) Philip Larkin
- d) Ted Hughes
- e) Robert Frost
- f) Henry Reed

**UNIT – III PROSE**

Martin Luther King Jr	:	I Have a Dream
Graham Greene	:	The Lost Childhood

**UNIT – IV DRAMA**

Henrik Ibsen	:	Ghosts
Bertolt Brecht	:	The Good Person of Szechwan

**(Prof. I. D. Tiwari)**  
Chairperson

**(Prof. Manish Shrivastava)**  
External Subject Expert

**(Dr. Kaustubh Ranjan)**  
Member



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**Indira Kala Sangit Vishwavidyalaya, Khairagarh**  
**Department of English**  
**Syllabus for Semester Course under CBCS Pattern**

Course Outcome

Students of BPA/ BFA/ B.Voc studying under CBCS pattern are offered English Language as one of the choices. The course spreads over II semesters and carries 02 credits per semester. This course empowers the students with better communicative skills through prescribed texts and topics. The course equal emphasizes upon communication skills, grammar and creative thinking.

**B.PA. I SEMESTER FOUNDATION COURSE**

**ENGLISH LANGUAGE**

**Credit – 02**

**M.M. 100**

**Internal Marks: 30**

**External Marks: 70**

**1. Introduction:**

- Theory of Communication
- Types and modes of Communication
- Effective Communication/ Mis- Communication
- Barriers and Strategies

**2. Language of Communication:**

- Verbal and Non-verbal (Spoken and Written)
- Personal, Social and Business
- Intra-personal, Inter-personal and Group communication

**3. Speaking Skills**

- Dialogue
- Group Discussion
- Interview
- Public Speech
- Role Play/Extempore Presentations

**4. Reading and Understanding**

- Close Reading
- Comprehension, Analysis and Interpretation
- Summary Paraphrasing

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- Translation (from Indian language to English and vice-versa)
  - Literary/Knowledge Texts

### **5. Writing Skills**

- Making notes
- Documenting
- Report Writing
- Writing Letters - job applications, CV and Resume
- Academic Writing
- Writing a Proposal

### **Recommended Readings:**

- Fluency in English - Part II, Oxford University Press, 2006.
- Business English, Pearson, 2008.
- Language, Literature and Creativity, Orient Blackswan, 2013.
- Language through Literature ed. Dr. Gauri Mishra, Dr Ranjana Kaul, Dr Brati Biswas

**(Prof. I. D. Tiwari)**  
Chairperson

**(Prof. Manish Shrivastava)**  
External Subject Expert

**(Dr. Kaustubh Ranjan)**  
Member

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**Indira Kala Sangit Vishwavidyalaya, Khairagarh**  
**Department of English**  
**Syllabus for Semester Course under CBCS Pattern**  
**B.PA. II SEMESTER FOUNDATION COURSE**

**ENGLISH LANGUAGE**

**Credit – 02      M.M. 100      Internal Marks: 30      External Marks: 70**

The question paper for BPA II Semester English Language shall comprise the following units:

<b>UNIT I</b>	Short answer questions (five short answer questions of four marks each). 10 Objective type questions from prescribed chapters	20 10	<b>30 MARKS</b>
<b>UNIT II</b>	Expansion of Idea Unseen Passage	05 05	<b>10 MARKS</b>
<b>UNIT III</b>	Essay Writing		<b>10 MARKS</b>
<b>UNIT IV</b>	Grammar based on the prescribed text book.		<b>20 MARKS</b>

**Note:** Question on all the units shall be asked from the prescribed text which will comprise the following chapters:

1. **Sonnet – To Science** by E.A. Poe  
(Articles)
2. **Major Ancient Indian Scientist** by Mrinal Mitra and B.G. Verma  
(Adjective and Adverb)
3. **Srinivas Ramanujan** by E. Lucia Turnbull  
(Tenses)
4. **Communication in the Modern Age** by Michael M. A. Mirabito  
(Tenses contd.)
5. **Three Years She Grew** by William Wordsworth  
(Phrasal Verbs, Articles and Determiners)
6. **Death of a Clerk** by Anton Chekhov (Noun and Pronoun)
7. **The Judgment Seat of Vikramaditya** by Sister Nivedita  
(Verb, Tense Forms)
8. **Mouse and the Snake** by Vikram Seth (Sound Words, Question Tags)

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Chairperson

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External Subject Expert

**(Dr. Kaustubh Ranjan)**  
Member

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# Indira Kala Sangit Vishwavidyalaya, Khairagarh

## B.P.A./ BFA/ B.Voc IV Semester

### Course Outcome

This carrier oriented course is offered to the students of BPA/ BFA/ B.Voc. studying IV semester. The course duly emphasizes upon the skills of listening, speaking, reading writing that enable the students to develop an overall understanding of practices of English language and communication skills. The course has been interlinked with the language lab facility available in the department that lets the student practice the skills being taught in classroom. It is expected that the course will cater the needs of professional requirements of students in their future carrier.

### ENGLISH LANGUAGE AND COMMUNICATION SKILLS

**Credit – 02      M.M. 100      Internal Marks: 30      External Marks: 70**

**Unit I**                      Introduction to Communication Skills, Effective Communication Skills. And Pronunciation.

**Unit II**                      Common errors in Grammar and Spelling

**Unit III**                      **Life Skills:**

1. Effective Writing
2. Email Etiquettes and Writing
3. Resume Writing
4. Personal Appearance and Hygiene
5. Telephone Etiquettes
6. Time Management
7. Letter Writing Skills
8. Interview Skills

**Unit IV**                      **Situational English:**

1. At Bank
2. At Post office
3. At Airport
4. At Restaurant
5. Greeting and Meeting People, etc.

**Unit V**                      Preparing Power Pint Presentation and presentation Skills, Group Discussion, Book and Film Review

**Note: Testing and Grading:** The assessment will be made through internal test, final test, presentations, assignments, class room observation and viva voce examination.

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**Books Recommended:**

1. Communication Skills Handbook, 4th Edition. Jane summers, Brett Smith.
2. A Manual for English Language Communication Skills Laboratories by Sudha Rani.
3. English at the Workplace Part I and II by Delhi University.

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Dean Faculty of Arts  
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Asst. Professor  
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