Swami Ramanand Teerth Marathwada University's <u>New Model College, Hingoli</u> <u>Faculty of Humanities</u>

COMPULSORY ENGLISH SYLLABUS FOR BA/ B.Sc./ BCS/ BSc. BT/ BSc. CS CBCS Semester Pattern: SEMESTER III

Internal: 50 University: 50 Total: 100 marks Credits: 04

Hours per week: 4 lectures Total lectures: 50

Objectives of the Course: The objectives of the Course are as following:

- To develop the writing skills among the students.
- To develop the reading skill among the students.
- To improve the Speaking skill among the students.
- To improve the listening skill among the students.

Course Outcome: By the end of the course, students should be able to:

- Develop the passive skills of reading and listening to prose passages in English.
- Develop the active skills of writing and speaking in terms of writing notices, agendas and minutes, writing business letters and job application letters.
- Be acquainted with some functions of English language.
- Be acquainted with some situational English usage.

SEMESTER III

- Unit 1: WRITING SKILL
 - ➤ Writing notices, agendas and minutes
 - ➤ Letter writing-business and Job Application letters
- Unit 2: READING SKILL
 - ➤ Reading graphs/charts/pie diagrams/ maps
 - ➤ Reading prose passages

• Unit 3: SPEAKING SKILL: SITUATIONAL ENGLISH

- Group Discussions
- Prepared speech and elocution

• Unit 4: LISTENING SKILL: FUNCTIONAL ENGLISH

> Answering Telephone/ Mobile

- ➤ Dealing with the wrong number on a Telephone/ Mobile
- > Taking messages on a Telephone/ Mobile
- Making inquiries on a Telephone/ Mobile
- ➤ Calling for help on a Telephone/ Mobile

Prescribed text:VISION AECC English Text Book (e-book to be published by SRTM University, Nanded)

Continuous Internal Evaluation: 50 marks

Sr. No.	Title	Marks
1	Class test	15
2	Class test	15
3	Home assignment	20

End Semester examination: 50 marks

University Question paper pattern (50 marks)

Note:

- **1.** Question number 1 is Compulsory.
- **2.** From Question number 2 to 8, solve any four questions.
- **3.** All questions carry equal marks.

Q. No.	Format	Marks
1	Write a short note on the following. 2 out 4	5*2=10 marks
2	Brief question	10 marks
3	Brief question	10 marks
4	Brief question	10 marks
5	Brief question	10 marks
6	Brief question	10 marks
7	Brief question	10 marks
8	Brief question	10 marks

Swami Ramanand Teerth Marathwada University's New Model College, Hingoli Faculty of Humanities

COMPULSORY ENGLISH SYLLABUS FOR BA/ B.Sc./ BCS/ BSc. BT/ BSc. CS CBCS Semester Pattern: SEMESTER IV

Internal: 50 University: 50 Total: 100 marks Credits: 04

Hours per week: 4 lectures Total lectures: 50

Objectives of the Course: The objectives of the Course are as following:

- To develop the writing skills among the students.
- To develop the reading skill among the students.
- To improve the Speaking skill among the students.
- To improve the listening skill among the students.

Course Outcome: By the end of the course, students should be able to:

- Develop the passive skills of reading and listening to one-act palys in English.
- Develop the active skills of writing and speaking in terms of CV writing and writing advertisements and pamphlets.
- Be acquainted with some functions of English language.
- Be acquainted with some situational English usage.

SEMESTER IV

SMESTER IV

- Unit 5: WRITING SKILL
 - ➤ Writing Curriculum Vitae
 - ➤ Pamphlet Writing, Writing Advertisements
- Unit 6: READING SKILL
 - ➤ Reading Speeches, Scientific texts and Business Articles
 - ➤ Reading skits/ One-act plays

• Unit 7: SPEAKING SKILL: SITUATIONAL ENGLISH

- > Verbal and Non-verbal communication skills
- > Personal interviews and Presentation skills

• Unit 8: LISTENING SKILL: FUNCTIONAL ENGLISH

- > Thanking people
- > Complimenting people
- > Expressing Displeasure
- > Congratulating people
- > Offering encouragement and responding to them

Prescribed text:VISION AECC English Text Book (e-book to be published by SRTM University, Nanded)

Continuous Internal Evaluation: 50 marks

Sr. No.	Title	Marks
1	Class test	15
2	Class test	15
3	Home assignment	20

End Semester examination: 50 marks

University Question paper pattern (50 marks)

Note:

- 1. Question number 1 is Compulsory.
- **2.** From Question number 2 to 8, solve any four questions.
- **3.** All questions carry equal marks.

Q. No.	Format	Marks
1	Write a short note on the following. 2 out 4	5*2=10 marks
2	Brief question	10 marks
3	Brief question	10 marks
4	Brief question	10 marks
5	Brief question	10 marks
6	Brief question	10 marks
7	Brief question	10 marks
8	Brief question	10 marks

Reference Books:

- Adair, John. Effective Communication. London: Pan Macmillan Ltd., 2003.
- Ajmani, J. C. Good English: Getting it Right. New Delhi: RupaPubications, 2012.
- Amos, Julie-Ann. Handling Tough Job Interviews. Mumbai: Jaico Publishing, 2004.
- Bonet, Diana. The Business of Listening: Third Edition. New Delhi: Viva Books, 2004.
- Bovee, Courtland L, John V. Thill& Barbara E. Schatzman. Business Communication Today: Tenth Edition. New Jersey: Prentice Hall, 2010.
- Brown, Michele &GylesBrandreth. How to Interview and be Interviewed. London: Sheldon Press, 1994.
- Carnegie, Dale. The Quick and Easy Way to Effective Speaking. New York: Pocket Books, 1977.
- Collins, Patrick. Speak with Power and Confidence. New York: Sterling, 2009.
- Fensterheim, Herbert and Jean Baer. Don't Say Yes When You Want To Say No. New York: Dell, 1975.
- Fitikides, T. J. Common Mistakes in English. London: Orient Longman, 1984.
- Guffey, Mary Ellen. Essentials of Business Writing. Ohio: SouthWestern College Pubg., 2000.
- Hall, Edward, T. Beyond Culture. Garden City, N.Y.: Doubleday, 1976.
- Hall, Edward, T. The Silent Language. Greenwich, Conn,: Fawcett, 1959.
- Hasson, Gill. Brilliant Communication Skills. Great Britain: Pearson Education, 2012.
- Hughes, Shirley. Professional Presentations: A Practical Guide to the Preparation and Performance of Successful Business Presentations. Sydney: McGraw-Hill, 1990
- Kalish, Karen. How to Give a Terrific Presentation. New York: AMACOM, 1996.
- Kratz, Abby Robinson. Effective Listening Skills. Toronto: ON: Irwin Professional Publishing, 1995.
- Kroehnert, Gary. Basic Presentation Skills. Sidney: McGraw Hill, 2010.
- Lesikar, Raymond V and Marie E. Flatley. Basic Business Communication: Skills for Empowering the Internet Generation: Ninth Edition. New Delhi: Tata McGraw-Hill, 2002.
- Lesikar, Raymond V., & John D. Pettit, Jr. Report Writing for Business: Tenth Edition. Delhi: McGraw-Hill, 1998.
- Morgan, Dana. 10 Minute Guide to Job Interviews. New York: Macmillan, 1998.
- Monippally, Matthukutty, M. Business Communication Strategies. New Delhi: Tata McGraw-Hill Publishing Company Ltd., 2001.
- Moore, Ninja-Jo, et al. Nonverbal Communication: Studies and Applications. New York: Oxford University Press, 2010.

- Nelson, Paul E. & Judy C. Pearson, Confidence in Public Speaking.
- Neuliep, James W. Intercultural Communication: A Contextual Approach. Boston: Houghton Mifflin Co., 2003. θ Prasad, H. M. How to Prepare for Group Discussion and Interview. New Delhi: Tata McGraw-Hill Publishing Company Limited, 2001.
- Pease, Allan. Body Language. Delhi: Sudha Publications, 1998.
- Raman, Meenakshi&Sangeeta Sharma. Technical Communication: Principles and Practice. Second Edition. New Delhi: Oxford University Press, 2011.
- Rogers, Natalie. How to Speak Without Fear. London: Ward Lock, 1982.
- Rutherford, Andrea J. Basic Communication Skills for Technology: Second Edition. Delhi: Pearson Education, 2007.
- Seely, John. Writing Reports. New York: Oxford University Press, 2002.
- Sharma, R. C. & Krishna Mohan. Business Correspondence and Report Writing: Third Edition. New Delhi: Tata McGraw-Hill Publishing company Limited, 2007.
- Thill, John V. & Courtland L. Bovée, Excellence in Business Communication, 10th edition. Boston: Pearson, 2013.
- Thorpe, Edgar & Showick Thorpe. Winning at Interviews. 2nd Edition. Delhi: Dorling Kindersley, 2006.
- Turton, N. D. & J. B. Heaton. Longman Dictionary of Common Errors. Essex: Longman, 1987. First Indian Edn. 1998.

References: Web Links

http://networketiquette.net/ https://public.wsu.edu/~brians/errors/

http://users3.ev1.net/~pamthompson/body_language.htm

http://www.albion.com/netiquette/corerules.html

http://www.bbc.co.uk/worldservice/learningenglish/radio/specials/15

35_questionanswer/page15.shtml http://www.colostate.edu/Depts/Speech/rccs/theory44.html

http://www.dailywritingtips.com/ 4 http://www.englishdaily626.com/c-errors.php

http://www.indiabix.com/group-discussion/topics-with-answers/

http://www.owlnet.rice.edu/~cainproj http://www.thehumorsource.com

http://zzyx.ucsc.edu/~archer/intro.html