

PART II ENGLISH
for
UNDERGRADUATE PROGRAMS
and
SUPPORT COURSES

SYLLABUS
(with effect from July 2012)



FACULTY OF ENGLISH AND FOREIGN LANGUAGES
Gandhigram Rural Institute – Deemed University
(Re-accredited by NAAC with 'A' Grade)
Gandhigram – 624 302 Tamil Nadu

Semester I
LANGUAGE AND LITERATURE
(3 Credits)

Objectives:

- i. To introduce the students to select prose and poetry texts with a view to helping them appreciate literature; and
- ii. To strengthen their functional grammar for improved communication skills.

Syllabus**Unit I**

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|--|----------------|
| 1. The Farmer, His Son, and their Donkey | Aesop's Fables |
| 2. A River | A.K. Ramanujan |
| 3. Queen Bee | |
| 4. Nouns, Pronouns, and Articles | |

Unit II

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|---------------------------|------------------|
| 5. The M.C.C | R.K. Narayan |
| 6. A Poison Tree | William Blake |
| 7. The Light Has Gone Out | Jawaharlal Nehru |
| 8. Verbs | |

Unit III

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|----------------------------------|---------------------|
| 9. A Grain as Big as a Hen's Egg | Leo Tolstoy |
| 10. Mind Without Fear | Rabindranath Tagore |
| 11. My Greatest Olympic Prize | Jesse Owens |
| 12. Adjectives and Adverbs | |

Unit IV

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|-----------------------------------|-------------------|
| 13. Toba Tek Singh | Sadat Hasan Manto |
| 14. The Road Not Taken | Robert Frost |
| 15. A Country Sunday | Joseph Addison |
| 16. Prepositions and Conjunctions | |

Unit V

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|----------------------------------|------------------------|
| 17. The Nightingale and the Rose | Oscar Wilde |
| 18. Strange Meeting | Wilfred Owen |
| 19. I Have a Dream | Martin Luther King Jr. |
| 20. Sentence Construction | |

(Textbook prepared by S. Balasundari, N. Suganthi, T. Anantha Vijayah and T. David Jeyaraj and edited by Dr. G. Baskaran)

Semester II
EFFECTIVE COMMUNICATION SKILLS
(3 Credits)

Objectives:

- i. To help the students understand the importance of efficient communication skills; and
- ii. To enable them to communicate effectively.

Syllabus

Unit I

What is Communication? Verbal and Non-Verbal communication – The Communication Process – Barriers to Effective Communication

Unit II

Grammar: Voice, Reported Speech, Conditional Clauses, Transformation of Sentences

Unit III

Vocabulary Enrichment: Homonym, homophone and homographs – Synonyms and antonyms – Idioms and phrases (25 commonly used idioms and phrases) – Common errors/Indianisms (50 errors)

Unit IV

Business Communication – Kinds of Business Letters – Circulars and their uses in different contexts – Drafting Agenda and Preparing Minutes of Meetings – Drafting Reports of Projects

Unit V

Presentation Skills: Effective reading skills – Extempore speeches – Job interviews – Group discussions

(Testing: III CFA is oral. The other two tests follow the regular pattern. There is no oral component in ESE.)

Semester III**EFFECTIVE WRITING SKILLS**

(3 Credits)

Objectives:

- i. To enable the students to understand the importance of good writing skills; and
- ii. To help them learn the art of writing—from paragraphs to essays.

Syllabus**Unit I**

Paragraph Writing (topical sentence, coherence, unity, etc.) – Essay Writing

Unit III

Describing: Describing persons, animals, objects, places and processes

Unit III

Note-Making: Importance of note-making – Characteristics of good notes – Converting verbal information into visual format – Note-taking

Unit IV

Précis writing, paraphrasing and summarizing: Importance of summarizing – Summarizing passages

Unit V

Writing Letters: Importance of Writing Letters – Formal and Informal letters – Business letters – Resumes and Job Applications – Emails

(Text-book to be generated by the Faculty)

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Semester IV
EFFECTIVE BUSINESS COMMUNICATION

(Optional)

(3 Credits)

Objectives:

- i. To expose the students to the importance and nuances of business communication; and
- ii. To give them the first hand experience in business writing.

Syllabus

Unit I: Communication

Concept of Communication – The communication process – Introduction to Business Communication

Unit III: Business Letter Writing

Structure and Layouts – Kinds of Business Letters – Essentials of Business Letters

Unit III: Internal Communication

Importance of Internal Communication – Circulars – Orders – Memos – Notices

Unit IV: External Communication

Need for External Communication – Trade Enquiries and Replies – Orders – Cancellation – Banking and Insurance Correspondences – Complaints

Unit V: Reports

Agenda and Minutes of Meetings –Types of Reports – Structure of a Business Report – Sample Reports

References

Kaul, Asha, *Business Communication*, 2009.

Mohan, and Banerjee, *Developing Communication Skills*, 2nd ed, 2009.

COMMUNICATION AND SOFT SKILLS

(Through Language Lab - Open to All Post-Graduate Students)

(2 Credits)

Objectives:

- i. To enable the students to understand the importance of effective communication skills which are essential good job placement; and
- ii. To help them acquire soft skills essential for inter-personal and professional communication.

LECTURES

UNIT I

What is Communication? - Types of Communication

UNIT II

Verbal and Non-Verbal Communication

UNIT III

Barriers to Communication – Steps to overcome these Barriers

UNIT IV

Hard and Soft Skills

UNIT V

Emotional Intelligence

SCHEDULE FOR LANGUAGE LAB

1. LSRW Skills (Newspaper Reading, Role Plays, Drafting for Writing Skills)
2. Interview Skills (Preparing, Facing the Board, Self-Introduction, Dress Code & Body Language)
3. Group Discussion Skills (Listing, Listening and Presentation)
4. Personality Development (Appearance and Presentation)

Audio-Visual Materials:

1. BBC – Daily Programmes
2. USIS – Language Development thro' WEBINARS
3. GLOBERINA: Learn English - Adult Learning Packages

REFERENCES:

1. Dhanavel, SP, *Soft Skills*, 2011.
2. Sadanand and Punitha, *Spoken English: A Foundation Course - Part I & II*, 2008.
3. Upendra, C P, *Know Your English*, 2012.

(Testing is totally internal. Successful candidates will be given Certificates.)

(Support Course for Diploma Programmes)

Semester I

ENGLISH COMMUNICATION SKILLS – I

(2 credits)

Objectives:

1. To expose the students to the skill-sets and knowledge base necessary for better communication; and
2. To improve their ability to communicate in everyday circumstances.

Syllabus:

Unit I – Basics of Grammar

1. Nouns, pronouns, adjectives, verbs, adverbs and articles
2. Tenses
3. Subject-verb agreement

Unit II – Vocabulary

1. Types of words
2. Functional words
3. Word building patterns

Unit III – Speaking Skills

1. Self-introduction
2. Description
3. Narration

Unit IV – Reading Skills

1. Needs and types
2. Skimming
3. Scanning

Unit V – Writing Skills

1. Note making
2. Paragraph writing
3. Personal letter writing

Material:

Handouts generated by the faculty

(Support Course for Diploma Programmes)

Semester II

ENGLISH COMMUNICATION SKILLS – II

(2 credits)

Objectives:

1. To help the students acquire competence in communicating in particular contexts; and
2. To initiate them into the realm of professional communication

Syllabus:

Unit I – Grammar

1. Prepositions, conjunctions and interjections
2. Statements and questions
3. Constructing sentences

Unit II – Vocabulary

1. Multiple meanings of words
2. Ambiguous words
3. Technical words

Unit III – Speaking Skills

1. Argument/Debate
2. Telephone conversation
3. Public speaking

Unit IV – Reading Skills

1. Reading for understanding
2. Reading for comprehension
3. Reading for interpretation

Unit V – Writing Skills

1. Précis writing
2. Essay writing
3. Business Letter writing

Material:

Handouts generated by the faculty

Semester I (for B. Tech.)
EFFECTIVE WRITING SKILLS
(3 Credits)

Objectives:

- iii. To enable the students to understand the importance of good writing skills; and
- iv. To help them learn the art of writing—from paragraphs to essays.

Syllabus

Unit I

Paragraph Writing (topical sentence, coherence, unity, etc.) – Essay Writing

Unit III

Describing: Describing persons, animals, objects, places and processes

Unit III

Note-Making: Importance of note-making – Characteristics of good notes – Converting verbal information into visual format – Note-taking

Unit IV

Précis writing, paraphrasing and summarizing: Importance of summarizing – Summarizing passages

Unit V

Writing Letters: Importance of Writing Letters – Formal and Informal letters – Business letters – Resumes and Job Applications – Emails

(Text-book to be generated by the Faculty)

Semester II (for B. Tech.)
EFFECTIVE COMMUNICATION SKILLS
(3 Credits)

Objectives:

- i. To help the students understand the importance of efficient communication skills; and
- ii. To enable them to communicate effectively.

Syllabus

Unit I

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