

Programme/Class: CERTIFICATE	Year: B.A. I	Semester: I OR II
Subject: ENGLISH		
Minor/Elective English Syllabus For First Year of Graduation		
Students from other faculty/subjects are required to opt this course either in I or II semester as a Minor Paper (06-Credits) in addition to their Major Papers.		
Course Code: -A040101M	Course Title: Language Skills & Grammar	
Credits: 06/90 Contact hours	Paper: Minor/Elective	
Max. Marks: 25+75 Total: 100	Min. Pass Marks:	
Total No. of Lectures-Tutorials-Practical (in hours per week): 6-0-0.		
<p>Course Outcomes:</p> <p>After completing this course, the students will be able to:</p> <ul style="list-style-type: none"> • Acquire basic language skills and use them in communication. • Learn pronouncing English words. • Make use of thesaurus and dictionaries for learning synonyms, antonyms, idioms and phrases and one-word equivalents. • Describe or express opinions on topics of their personal interest, such as their experience of events, their hopes and ambitions • Read and understand information on topical matters and explain the advantages and disadvantage of situation. • Learn the art of writing paragraphs and essays, letters, reports, blogs, emails, etc. • Develop grammatical and linguistic skills or competence to be able to avoid common errors of usage related to articles, conjunctions etc. • Learn the basics of pronunciation. • Improve fluency through regular practices and speaking skills. • Learn the skills of facing interviews, making a speech, negotiating skills and all other language – related fields. 		
Unit	Topic	No. of Lectures
I	<p>Listening and Speaking Skills:</p> <ul style="list-style-type: none"> • Active-Passive Listening • Speaking Skills: Fluency, Stress, Intonation, Assertion, Rhetorical questions • Oral Presentation, Debate, Elocution, Extempore 	25
II	<p>Writing Skills:</p> <ul style="list-style-type: none"> • Report Writing • Paragraph writing • Letter Writing: Formal and Informal 	20

III	Technical and Modern Communication: <ul style="list-style-type: none"> • Resume Writing • Email • Blogs and Comments on Social Media 	15
IV	Grammar: <ul style="list-style-type: none"> • Common Errors in the Use of English (Noun, Pronoun, Adjective, Adverb, Conjunction, etc.) • Correct Use of Verbs • Correct Use of Articles • Vocabulary (Homonyms, Homophones, Pair of Words, One Word Substitution. 	20
V	Types of Writing: <ul style="list-style-type: none"> • Expository, Descriptive, Persuasive and Narrative Essays. • Precis Writing 	10
VI	Public Speaking: <ul style="list-style-type: none"> • Introducing the guest • Welcome Speech • Vote of Thanks • Group Discussion 	10

Recommended Readings

- Pathak et al. *Foundation Course in English Language*. (Revised Ed.). Cambridge University Press 2022.

Suggested Readings

- Sanjay Kumar Pushplata. *Communications Skills*. Oxford University Press, 2nd edition.
- Norman Lewis. *Word Power Made Easy*. Penguin Books India, 2015.
- R.K. Bansal and J.B. Harrison. *Spoken English*, Orient Swan, 1983.
- *Advanced Learner's Dictionary*, 9th Editions. Oxford University Press
- Murphy, Raymond. *English Grammar in Use*. Cambridge University Press, 2002.
- Bikram K. Das. *Functional Grammar and Spoken and Written Communication in English*. Orient Black Swan, 1st edition, 2006.
- E. Suresh Kumar, B Sandhya, J. Savithri and P. Sreehari. *Enriching, Speaking and Writing Skills*. Orient Black Swan, 2014.
- Shilpa Sapre – Bharmal, et al. *Communication Skills in English*. Orient Blackswan, 2012.
- Abrams, M.H. and Harpham G.G., *A Glossary of Literary Terms*. Cengage Learning, Delhi – 2015.
- Wren and Martin. *A Final Course of Grammar and Composition*. Publisher: S. Chand 2014.