

Maharaja Suhel Dev University, Azamgarh



Choice Based Credit System (CBCS)

ENGLISH

Undergraduate Syllabus For
Minor Elective Course

Designed as per Syllabus Development Guidelines

[3-YEAR UG PROGRAMME]

NEP – 2020

(Effective from 2024-25 onwards)

Prof. Rashqa Riaz
Convener, Board of Studies English
M.S.D. University, Azamgarh UP

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Shokha Singh *R. Riaz*

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	Listening and Speaking Skills: <ul style="list-style-type: none"> • Active-Passive Listening • Speaking Skills: Fluency, Stress, Intonation, Assertion, Rhetorical questions • Oral Presentation, Debate, Elocution, Extempore 	25
II	Writing Skills: <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.

Suggested Continuous Evaluation Methods: Continuous Internal Evaluation shall be based on Project/Assignment and Internal Class Test. Speaking and Listening skills dictionary work, etc.	
Practical / Project / Assignment	10 Marks
Internal Class Test	15 Marks
Course prerequisites:	Open to all
Suggested equivalent online courses: <ul style="list-style-type: none"> • On Swayam, Vidyamitra, Inflibnet.ac.in, • Literature study – egyankosh.ac.in 	
Further Suggestions:	

Programme/Class: DIPLOMA	Year: B.A. II	Semester: III OR IV
Subject: ENGLISH		
Minor/Elective English Syllabus For Second Year of Graduation		
Students from other faculty/subjects are required to opt this course either in III or IV semester as a Minor Paper (06-Credits) in addition to their Major Papers.		
Course Code: -A040202M	Course Title: Media and Communication Skills	
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.		
Course Outcomes: After completing this course, the students will be able to: <ul style="list-style-type: none"> • Learn the basics of mass communication. • Learn the skills of media writings, such radio or TV scripts • Learn the art of office communication, ethics of cyber and social media. • Frame official Letters, preparing CVs Filing FIR. RTI and complaints. • Learn the techniques of Report writing Minutes, Notices and Agendas. • Will be able to understand different types of Journalism and their importance. • Will be able to understand different forms of media and journalistic writing and reporting. • Articulate efficiently using verbal and non-verbal skills. 		
Unit	Topic	No. of Lectures

I	Introduction to Mass Communication: <ul style="list-style-type: none"> • Mass Communication and Globalization • Forms of Mass Communication 	15
II	Advertisement: <ul style="list-style-type: none"> • Types of Advertisement • Advertising Ethics • How to Create Advertisement/Story brands 	15
III	Media Writing: <ul style="list-style-type: none"> • Script Writing for TV and Radio • Writing News Reports and Editorials 	15
IV	Introduction to Cyber Media and Social Media: <ul style="list-style-type: none"> • Types of Social Media • The Impact of Social Media • Introduction to Cyber Media 	15
V	Official Correspondences:(Letter/Application) <ul style="list-style-type: none"> • Writing FIR • Letter of Complaints • Grievance Letters • Letter of Acceptance and Resignation • Redressal Letters and Right to Information RTI 	15
VI	Professional Writing: <ul style="list-style-type: none"> • Proposal Writing • Covering Letters • Circulars • Memos • Notices • Agendas and Minutes • Power Point Presentation 	15

Recommended Readings

Anjana Neira Dev, Anuradha Marwah, Swati Pal. *Creative Writing: A Beginner's Manual*. Pearson Education, New Delhi, 2009.

Suggested Readings

- Keith Coleman. *Effective Communication Skills, Communication & Social Skills* Publisher, 2019.
- Norman Lewis. *Word Power Made Easy*. Penguin Books India, 2015.
- Kamlesh Sadanand and Susheela Punitha. *Spoken English: A Foundation Course*. (Revised Edition) Part I, Orient Black Swan, 2014.
- V.N. Arora and Laxmi Chandra. *Improve your Writing*. Oxford University Press, 1981.
- Terry O' Brien. *Modern Writing Skills*. Rupa Publisher', 2011.
- R.C. Sharma and Krishna Mohan. *Business Correspondence and Report writing*. McGraw Hill Education (India) Pvt. Ltd. Chennai 5th ed. 2016.
- Gargesh, R. and Goswami, K.K. *Translation and Interpreting: Reader and Workbook*, Orient Longman, New Delhi, 2007.
- Menon, P.K. *Practice of Journalism*. Jaipur, Avishkar Publishers, 2005.
- Selvaraj, Madhur. *News Editing and Reporting*. New Delhi, Dominant Publishers, 2005.

Suggested Continuous Evaluation Methods:

Continuous Internal Evaluation shall be based on Project/Assignment and Internal Class Test. The marks shall be:

Practical / Project / Assignment	10 Marks
Internal Class Test	15 Marks
Course prerequisites:	Open to all
Suggested equivalent online courses:	
<ul style="list-style-type: none"> • On Swayam, Vidyamitra, Inflibnet.ac.in, • Literature study – egyankosh.ac.in 	
Further Suggestions:	
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Shikha Singh

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