Board of Studies for English Language and Literature Hons. Vocational

Date: June 26th, 2019
Time: 12:30 pm
Venue: Conference Hall, St. Xavier's College, Ranchi

Agenda: (i) Minor ammendment in Core Course 10 of Semester IV.
(ii) Minor ammendment in G.E 2 of Semester II.
(iii) Distribution of marks of G.E courses.
(iv) Approval of the list of examiners.

Subject Experts:		Signature
	1. Dr. Shubha Rohatgi	26/6/19
	2. Dr. Supriya	26.6.19
	3. Dr. R.N. Sinha	26.6.19

Members present:

1. Mrs. Seema Khalkho — 26/6/19
2. Mrs. Seema Rani Minz — 26/6/19
3. Ms. Anita Tudu Dung Dung — 26/6/19
4. Ms. Udita Mitra — 26.06.19
5. Mrs. Geneth Kispotta — 26/6/19

Resolutions :

1. The proposed change in Core Course 10 of Semester IV was approved in the Board of Studies as per the suggestions of the subject expert
2. The proposed addition to G.E 2 of Sem II was also approved.
3. The distribution of marks of G.E papers was restructured and approved and hence now the evaluation will be on the basis of mid-semester and end-semester examination.
4. The list of examiners was also approved.

List of examiners for English Language and Literature.

1. Dr. Shubha Rohatgi
2. Dr. Bonani Chatterjee
3. Dr. Vishnu Mahto
4. Dr. Parveen Sultana
5. Dr. Poonam Sahay
6. Dr. Supriya
7. Dr. Seema Prasad
8. Dr. Mamta Kerketta
9. Dr. P. K. David
10. Dr. Lena Hansda
11. Dr. Afreen Khan
12. Dr. Tanel Andrew Shah
13. Ms. Prachi Tigga
14. Dr. Vinay Bharat
15. Dr. Tuki Horo
16. Dr. Archal Sinha
17. Dr. Sumona Ghosh
18. Dr. Thomas Oung Oung
19. Dr. Mamta Choudhary
20. Mr. Sachin Mishra
21. Ms. Seema Khalkho
22. Ms. Seema Rani Minz
23. Ms. Anita Indu Oung Oung
24. Ms. Udita Mitra
25. Ms. Geneth Kispotta
26. Dr. Indira Bhattacharya
27. Dr. Neha Tiwari
28. Dr. Neeraj Dang
29. Dr. Aseem Khalkho
30. Dr. Madhu Mishra
31. Dr. S. N. Sinha
32. Dr. S. N. P. N. Sahi
33. Dr. A. B. Sharan
34. Dr. Lily Tigga
35. Dr. Kiran Mishra
36. Dr. R. N. Sinha
37. Dr. Sujit Bose
38. Dr. P. Mahto
39. Dr. R. P. Mahto
40. Dr. Janardhan Prasad

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Supriya
26.6.19

Udita Mitra
26.06.19

Seema Khalkho
26/6/19

26/6/19

Seema Rani Minz
26/6/19

Udita Mitra 26.06.19.

Kispotta
26/6/19

Syllabus of B. A. Honours in English Language and Literature (ELL) under Choice Based Credit System (CBCS)

Introduction

The syllabus has been revised in accordance with the Choice-Based-Credit-System (CBCS) under the guidelines provided by UGC. The new syllabus aims at equipping the students of this course with better understanding of the study of English Language and Literature. It aims at creating a balance between the language and the literature studies. One of the main objectives is to help the students to choose a stream of their choice for higher studies by giving them a basic knowledge of the various components of the study of English.

Programme objective:

B.A. Honours in English Language and Literature (ELL) has been formulated with the following objectives:

- To provide a conceptual base of English Language and Literature to the students.
- To improve the communication skills of the students besides grounding them in literature.
- To open a door of opportunities for students for further studies both in Language and Literature at post-graduation level.
- To facilitate admission to courses like B.Ed., Masters in Mass Communication and Management courses.

B.A. Hons. in English Language and Literature (ELL) has been formulated with the objective of enriching the foundation of the subject English in both the language and the literature aspects. On one hand it introduces the students to various nuances of language equipping them with good communication skills and on the other it facilitates them to learn and appreciate the beauty of literature and its dynamics in understanding human behaviour.

The most important purpose of the course is to empower and enable the students to explore varied fields of knowledge that require practical application of the subject and open a door of opportunities for higher education be it specialization in language or literature at post-graduation level, mass communication, management courses and B.Ed. It also ushers them to make a career as voice and accent trainer, content writer, proof readers and sub-editors, technical writers, journalists and such other fields.

B.A. Hons in English Language and Literature (ELL) prepares the students for higher studies and jobs by imparting a solid foundation of the subject English along with other necessary skills to enhance their employability proficiency. It not only facilitates them to overcome the barriers of learning but also provides an opportunity to master the various aspects of language. In addition to this it broadens the horizon of thinking of students and prepares them for life ahead as various issues of the contemporary world are addressed through various texts.

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R. U. Representative

26.06.19

Supriya 26.6.19

26/6/19

Udita Mitra 26.06.19

S. R. Mitra 26/6/19

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Curriculum for B.A. Honours in English Language and Literature (ELL) under CBCS

Core Courses

Each Core course, Generic elective and Discipline Specific elective has 6 credits (4 credits lectures and 2 credits assignments and self learning)

Semester I

Core Course 1: Foundation Course in English
Core Course 2: A Background to the Study of English Literature

Semester II

Core Course 3: History of English Language
Core Course 4: Understanding Drama

Semester III

Core Course 5: Phonetics
Core Course 6: History of English Novel
Core Course 7: Indian Writing in English

Semester IV

Core Course 8: Reading Prose
Core Course 9: Journalism
Core Course 10: Literary Criticism

Semester V

Core Course 11: Fiction
Core Course 12: English for Competitive Exams

Semester VI

Core Course 13: Literary Theory
Core Course 14: English Language Teaching

Generic Elective(6 credits)

GE 1 : Academic Writing and Composition
GE 2: Journalism and Journalistic writings

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Skill Enhancement Course (2 credits)

SEC 1 : Translation and Principles of Translation
SEC 2 : Soft Skills

Discipline Specific Elective (6 credits)

DSE 1: Women's Writing
DSE 2 :Reading World Literature
DSE 3 :New Literatures
DSE 4 : Contemporary Indian Drama in English

Ability Enhancement Compulsory Course (2 credits)

AECC 1: English Communication / Hindi Communication

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SEMESTER I

Core Course 1: Foundation Course in English

Unit I: Fundamentals of English Grammar (Parts of speech, Tenses, Articles)
Unit II: Short Stories: *The Eyes are not here*, Ruskin Bond; *The Gold Frame*, R.K. Laxman; *The Open Window*, Saki; *Sweets for Angels*, R.K. Narayan; *Upper Division Love*, Manohar Malgonkar

Suggested Reading:
A Practical English Grammar, A.J. Thomson, A.V. Martinet, OUP
The Guide to Oxford Writing and Speaking, John Seely, OUP
Mastering English, Anil Kinger, Nila Shah, Ketan Pandya, Amit Upadhyay, Orient Blackswan
Creative English, Aarttee Kaur Dhar, Adhyayan Publishers and Distributors, New Delhi
Functional Grammar and Spoken and Written Communication in English, Bikram K. Das, Orient Blackswan
Precis, Paraphrase and Summary, P.N. Gopalkrishnan, Authors Press
Strengthen Your Writing, V.R. Narayanswami, Orient Blackswan
Test and Practice Your English, W.S. Fowlee, Norman, Orient Longman

Distribution of Marks

Internal Assessment : 30 marks

The internal assessment will on the basis of assignments and mid semester exam.

End-Semester Examination: 70 marks

Unit I

1. Error Detection- to correct 10 sentences out of twelve set 1x10=10
2. Fill in the blanks with correct form of the verb 1x10=10
3. Fill in the blanks with suitable prepositions 1/2x10=5
4. Fill in the blanks with appropriate modal auxiliary 1/2x10=5

Unit II

5. Two passages out of a choice of three to be explained with reference to context 5x2=10
6. Three questions out of a choice of five from the prescribed stories 10x3=30

Core Course 2: A Background to the Study of English Literature

Unit I: History of English Poetry: Elizabethan Poetry, Jacobean Poetry, Puritan Poetry, Restoration Poetry, Metaphysical Poetry, The Neo-classical poetry, The Romantic Revival, Victorian Poetry, Eliot and Modernist poetry.

A glossary of Literary Terms, M.H. Abrams
A glossary of Literary terms , Lee T. Lemon, OUP

Distribution of Marks

Internal assessment: 30 marks
The internal assessment will be on the basis of assignments and mid semester exam.

End-Semester Examination: 70 marks

1. Three essay type questions from Unit I to be answered out of five 15x3=45
2. Five short notes out of a choice of eight from Unit II 5x5 = 25

SEMESTER II

Core Course 3: History of English Language

Unit I : Structure and growth of the English Language, Old English, Middle English, Major Influences (Scandinavian, Latin, Greek and French), Modern English, English as a world language
Unit II : Indo-Germanic family of languages, Word formation, RP, GIE, American English, Socio-linguistics – dialect and sociolect, Registers, Pidgin, Creole, Isogloss.

Text prescribed:*A History of English Language*, D. Thakur, BharatiBhawan
Suggested Reading:
A History of the English Language, A.C. Baugh & Thomas Cable, Routledge
History of English Language, Satish Malhotra, Omega Publications
Growth and Structure of the English Language, Otto Jesperson, OUP
An Outline History of the English Language – Fredrick T. Wood, MacMillan

Distribution of Marks

Internal assessment: 30 marks
The internal assessment will be on the basis assignments and mid semester exam.

End-Semester Examination: 70 marks

1. Five essay type questions(from both units) to be answered out of seven 10x5=50
2. Four short notes out of a choice of six 5x4 = 20

Core course 4: Understanding Drama

Unit I: History of English Drama: Beginnings of Drama, Elizabethan Drama, Restoration Drama, Eighteenth century drama Twentieth Century Realist Drama, Poetic Drama in the twentieth century, Absurd Drama
Unit II:*Macbeth*- Shakespeare
Unit III:*Candida* – G.B Shaw

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Distribution of Marks

Internal assessment: 30 marks

The internal assessment will be on the basis of assignments and mid semester exam .

End-Semester Examination: 70 marks

1. Four essay type questions to be answered out of six, selecting at least one from each unit. 15x4=60
2. Two passages to be explained with reference to the context out of four passages given (at least two from each play) 5x2=10

SEMESTER III

Core Course 5 : Phonetics

Unit I: Linguistics and Phonetics, Phonetics and Phonology, Organs of speech, Vowels, Consonants, Diphthongs, Phonetic symbols and Phonetic transcription

Unit II: The Syllable, Consonant Clusters in English, Word Accent, Accent and rhythm in connected speech, Intonation, Assimilation and Elision

Text Prescribed:

A Textbook of English Phonetics for Indian Students, T. Balasubramanian, Macmillan

Suggested Reading:

Linguistics, David Crystal, Penguin

Better English Pronunciation, J.D. O'Connor, Cambridge University Press

Elements of Phonetics, Lalita Krishnamurthy, MacMillan

Descriptive Linguistics, Gleason

Distribution of Marks

Internal assessment: 30 marks

The internal assessment will be on the basis of assignments and mid semester exam.

End-Semester Examination: 70 marks

1. Four essay type questions (two from each unit) to be attempted out of a choice of six questions 10x4=40
2. Short notes on any four to be attempted out of a choice of five topics 5x4= 20
3. Phonetic Transcription of ten words out of fifteen words given 10x1=10

Core Course 6: History of English Novel

Unit I: History of English Novel: Rise of the Novel, Gothic Novel, Novel in the first half of the nineteenth century, Victorian Novel, Early twentieth Century Novel (up to 1950)

Unit II: Jane Austen: *Pride and Prejudice*

Unit III: Thomas Hardy: *The Mayor of Casterbridge*

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Distribution of Marks

Internal assessment: 30 marks

The internal assessment will be on the basis of activities like assignments and mid semester exam.

End-Semester Examination: 70 marks

1. Two questions from unit I to be answered out of a choice of 4 questions 15x2=30
2. Two essay type questions to be attempted out of a choice of four (two each from Unit II and III) selecting at least one from each unit 20x2=40

Core Course 7: Indian Writing in English

Unit I: Poetry

Henry L Derozio: *The Harp of India*, Toru Dutt: *Our Casuarina Tree*, Sarojini Naidu: *Village Song*, Nissim Ezekiel: *Night of the Scorpion*, A.K. Ramanujan: *In the Zoo*, Keki N. Daruwalla: *The Professor Condoles*, JayantaMahapatra: *The Whorehouse in a Calcutta Street*, Kamala Das: *The Dance of the Eunuch*

Unit II: Fiction

That Long Silence - Shashi Deshpande

Text Prescribed:*Indian English Poetry*. Published by Orient Longman

Distribution of Marks

Internal assessment: 30 marks

The internal assessment will be on the basis of assignments and class mid semester exam.

End-Semester Examination: 70marks

1. Unit I: Two essay type questions to be attempted out of a choice of four from the prescribed poems 20x2=40
2. Unit II: One essay type question to be attempted out of a choice of two on the given novel 20x1=20
3. Explaining with reference to the context two passages from poems prescribed out of a choice of four: 5x2=10

SEMESTER IV

Core Course 8: Reading Prose

Unit I:History of English Prose: Restoration Prose, 18th century prose, The Rise of the Personal Essay, Victorian Prose, Major English essayists before World War II

Unit II: Francis Bacon: Of Studies, Oliver Goldsmith: On National Prejudices, , Charles Lamb: The Two Races of Men, Joseph Addison: Sir Roger at Home, Richard Steele: Recollections of Childhood, A.G. Gardiner: On Superstitions, R.L. Stevenson: Walking

Tours, E.V. Lucas: A Funeral, G.K. Chesterton: On the Pleasures of No Longer Being Young

Text prescribed: *A History of English Literature*, E. Albert
English Essayists. Ed. S.K. Sinha, OUP.

Distribution of Marks

Internal assessment: 30 marks
The internal assessment will be done on the basis of assignments and mid semester exam.

End-Semester Examination: 70 marks
1.Two essay type questions to be attempted out of four (From Unit I) 15x 2=30
2.Two essay type questions to be attempted out of four (From Unit II) 15x 2=30
3. Analysing a prose passage (150 words) not included in the syllabus (commenting upon language, style and theme) 1x10=10

Core Course 9: Journalism

Unit I: Journalism – Definition, Early history, Role of the press in the freedom struggle; Current status of journalism in India; Duties and responsibilities of a reporter; What is news?- Definition, news value, sources of news, news selection; News Agencies; Newspaper organizations; Types of Advertisements, Mass communication – Concept and features; Theories of mass communication – stalagmite and bullet; Journalistic terms- Banner, Beat, By-line, Box story, Caption, Copy Editor, Correspondent, Credit line, Deadline, Dummy, Editorial, Freelance, Lead, Ombudsman, Scoop, Stringer, Yellow Journalism
Unit II: General Techniques of news writing –Single incident lead, 5W's and 1 H; Journalistic Writings -Writing a news story on the basis of given facts, writing a feature and writing an editorial.

Suggested Reading:
Mass Communication & Journalism in India, D.S.Mehta, Allied publishers Ltd.
Theory & Practice of Journalism, B.N. Ahuja, Surjeet Publications
Basic Journalism, L. Parthasarathy, Macmillan
The Journalists Handbook, M.V. Kamath, Vikas Publishing House

Distribution of Marks

Internal assessment: 30 marks
The internal assessment will be on the basis of assignments and class mid semester exam.

End-Semester Examination: 70 marks

1. Four essay type questions to be attempted out of a choice of six 10x4=40
2. Short notes on any four out of a choice of six 5x4=20
3. Writing a news story on the basis of the given facts 10x1=10

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Core Course 10: Literary Criticism

Unit I: Samuel Johnson: *Preface to Shakespeare*, William Wordsworth: *Preface to Lyrical Ballads* , Matthew Arnold: *The Study of Poetry*, T.S. Eliot: *The Function of Criticism*,

Unit II: Literary Concepts: Association of sensibility, Dissociation of sensibility, Negative Capability, Objective correlative, Catharsis, Primary Imagination, Secondary Imagination, Poetic Justice

Text Prescribed: *Literary Criticism: A Reading* Ed. Das and Mohanty. OUP
A glossary of Literary Terms, M.H. Abrams
A glossary of Literary terms , Lee T. Lemon, OUP

Distribution of Marks

Internal assessment: 30 marks
The internal assessment will be on the basis of assignments and mid semester exam.

End-Semester Examination: 70 marks

1. Three long answer questions out of a set of six (from Unit I) 20x3=60
2. Short notes on any two out of a choice of four (from Unit II) 5x2=10

SEMESTER V

Core Course 11: Fiction

Heart of Darkness – Joseph Conrad
A Passage to India – E.M. Forster

Distribution of Marks

Internal assessment: 30 marks
The internal assessment will be on the basis of assignments and class mid semester exam.

End-Semester Examination: 70 marks

1. Four essay type questions to be attempted out of a choice of six on the given novels 15x4=60
2. Two passages to be explained with reference to context out of a choice of four 5x2=10

Core Course 12: English for Competitive Exam

Unit I: Vocabulary Building: Synonyms and Antonyms, One word for many, Terms/ words related to a specific field, Homophones and Homographs, Idioms and Phrases
Unit II: Reading Comprehension, Essay writing
Unit III : Error detection and Correction

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Suggested Reading:

Dictionary of Synonyms & Antonyms, G. Davidson, Swarup Publishers
ABC of Common Grammatical Errors, Nigel D Turton,MacMillan
All About Words, Maxwell Nurnberg & Morris Rosenblum, GoylSaaB
Dictionary of English Idioms, Ed. Walter Thampson, GoylSaaB

Distribution of Marks

Internal assessment: 30 marks

The internal assessment will be on the basis of assignments and mid semester exam.

End-Semester Examination: 70 marks

1. Questions based on a comprehension passage	1x20=20
2. Essay writing	20x1 =20
3. Error detection	1x10=10
4. Synonyms / antonyms	1x5=5
5. One word for many	1x5=5
6. Make sentences (homophones)	5x2=10

SEMESTER VI

Core Course 13: Literary Theory

Structuralism, Psychoanalysis, Marxism, Feminism, Eco-criticism

Texts Prescribed: *Beginning Theory* by Peter Barry

Distribution of Marks

Internal assessment: 30 marks

The internal assessment will be on the basis of assignments and mid semester exam.

End-Semester Examination: 70 marks

1. Five long answer questions out of a set of six 14x5=70

Core Course 14: English Language Teaching

Unit I : Difference between Approach, Method and Technique; Acquisition vs. Learning (2nd language acquisition)

Unit II : Teaching- Learning Methods – Grammar Translation, Structural-Oral-Situational, Direct Method, Communicative Language Teaching

Unit III: Skills – LSRW – Problems (Learner-oriented, Teacher-oriented); Teaching grammar, teaching vocabulary; Study skills (Note-taking, note-making, reference skills-consulting a dictionary, thesaurus)

Unit IV : Terms : Bilingualism ,Competence, Performance, Extensive reading, Productive and receptive skills, Prescriptive and descriptive grammar

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Suggested Reading:

English Language Teaching, Geetha Nagaraj, Orient Longman
Teaching and Learning English, M.L. Tickoo, Orient Blackswan
Principles of Teaching English, V. Saraswati,

Distribution of Marks

Internal assessment: 30 marks

The internal assessment will be on the basis of assignments and mid semester exam.

End-Semester Examination: 70 marks

1. Three essay type questions to be answered out of a set of four 15x3=45
2. Short notes on any three topics out of a choice of four 5x3=15
3. Explaining two terms out of four from unit IV 5x2=10

Generic Elective

Generic Elective 1 (GE 1) : Academic Writing and Composition

Writing a paragraph, Descriptive writing, Expression of opinion on a debatable issue, Comprehension, Note making, Précis writing, Covering letter and Resume writing, Letters to the Editor, Essay writing

Distribution of marks

Internal assessment: 30 marks
The internal assessment will be on the basis of assignments and mid semester exam.
End-Semester examination: 70 marks

1. Developing an idea into a paragraph on any one out of a choice of three topics
   10x1=10
2. Ten multiple choice questions based on a comprehension passage
   1x10=10
3. Letter to the editor
   10x1=10
4. Covering letter and resume writing
   10x1=10
5. Making notes of a given passage
   10x1=10
6. Essay writing/ Expression of opinion on a debatable issue
   20x1=20

Generic Elective 2 (GE 2) : Journalism and Journalistic Writings

Unit I: Journalism- Definition, Current status of Journalism in India, News – Definition, Types of news- Hard news, soft news, News Agencies, News story writing (Structure/format), General techniques of news writing (5 W's and 1 H), Lead, Types of lead, Advertisements – Types of advertisements, Journalistic terms – Beat, By-line, Caption, Copy Editor, Correspondent, Credit Line, Dummy, Free Lance, Stringer, Yellow Journalism

Unit II: News story writing, Opinion pieces -Article writing, Feature Writing, Editorial

Suggested Reading:

Mass Communication and Journalism in India, D.S. Mehta, allied Publishers Ltd.
Theory and Practice of Journalism, B.N.Ahuja, Surjeet Publications
Basic Journalism, L. Parthasarathy, MacMillan

Distribution of Marks

Internal assessment: 30 marks
The internal assessment will be on the basis of assignments and mid semester exam.
End-Semester Examination: 70 marks

1. Four long answer type questions out a choice of six 10x4=40
2. Short notes on any four out of a choice of six 5x4=20
3. Writing a news story on the basis of the given facts 10x1=10

Skill Enhancement Course

Skill Enhancement Course 1 (SEC 1) : Translation and Principles of Translation

Unit I: Translation, Significance of translation, The Process of Translation, Strategies of translation, Modes of translation – word for word and conceptual, Qualities of a Translator

Unit II: Translation Practice – Translating a passage, translating a speech

Distribution of marks

End Semester Examination: 50 marks

1. Three questions will have to be answered out of four set from Unit I 10x3=30
2. Two passages in Hindi of not less than 150 words each will have to be translated into English 10x2=20

Skill Enhancement Course 2 (SEC 2) : Soft Skills

Presentation Skills – Essentials of a presentation, Principles of presentation, Body language and its implications, Interview skills, FAQs about interviews, Group Discussion, Telephone etiquette, E-mail etiquette

Distribution of Marks

End Semester Examination: 50 marks

There will be a practical examination consisting of two parts:

Presentation: 25 marks (Internal Assessment)

Group Discussion: 25 marks (To be conducted by an external examiner)

Discipline Specific Elective

DSE 1 : Women's Writing

Unit I: Anita Desai: *Cry, the Peacock*
Unit II : Virginia Woolf: *A Room of One's Own*

Distribution of Marks
End-Semester Examination: 100 marks

1. Four questions, two from each unit, will have to be answered. There will be an alternative to each question. 20x4=80
2. Two short answer questions out of a choice of three will have to be answered on the novel prescribed in Unit I. 10x1=10

DSE 2 : Reading World Literature

Unit I :Fiction
Maxim Gorky:***Mother***
Unit II :Short Story
Chekhov: *The Lament*, Maupassant: *Two Little Soldiers*, Faulkner: *A Rose for Emily*, Hemingway: *The Capital of the World*, John Steinbeck: *The Chrysanthemums*, D.H. Lawrence: *The Rocking-Horse Winner.*

From *Modern Short Story: A Reader* (OUP) Ed. Department of English and Modern European Languages, Lucknow University.

Distribution of Marks:
End-Semester Examination: 100 marks

1. Two questions out of a choice of three on Unit I 20x2=40
2. Three questions out of a choice of five on Unit II 20x3=60

DSE 3: New Literatures
Unit I: Flora Nwapa – *Women Are Different*
Unit II: Rohinton Mistry – *Tales from FirozshaBaag*

Distribution of Marks
End-Semester Examination: 100 marks

1. Two passages out of a choice of four from the two texts will have to be explained with reference to the context 10x2=20
2. Four questions out of a choice of six on the two prescribed texts will have to be answered 20x4=80

DSE 4 : Contemporary Indian Drama in English

Text: *Lights On* edited by Lakshmi Chandra (Orient Blackswan)

The Refugee by Asif Currimbhoy
Dance Like a Man by Mahesh Dattani

Distribution of Marks

End-Semester Examination: 100 marks

3. Two passages out of a choice of four from the two plays will have to be explained with reference to the context 10x2=20
4. Four questions out of a choice of six on the two prescribed plays will have to be answered 20x4=80

Ability Enhancement Compulsory Course (AECC)

English Communication Skills (2 credits)

Semester I

Unit I: Communication – Definition, stages, barriers, types: verbal and non-verbal, Inter-personal Communication, Group Communication, Business Communication and its need

Unit II: Descriptive writing, Expansion of an idea, Note-making, Summary and Paraphrasing, letter writing (applications), Business letter formats (letters of enquiry, replies and complaints), resume writing, covering letter, Reading Strategies – close reading, skimming, scanning, Group Discussion, Interview Skills, Translation Practice (Hindi to English and vice-versa), Dialogue

Distribution of marks (100 marks)

1. Two essay type questions from Unit I out of a choice of four 20x2=40
2. Descriptive writing/ expansion of an idea
   15x1=15
3. Translation of a passage 10x1=10
4. Writing an application/letter writing (enquiry/ complaint/ replies)
   10x1=10
5. Writing a resume and covering letter
   15x1=15
6. Making notes of the given passage/ Writing a summary/ Paraphrasing
   10x1=10

Suggested Reading:

1. *Technical Communication*, M.H. Rizvi, Tata McGrawhill
2. *Effective Business Communication*, Asha Kaul
3. *Developing Communication Skills*, Krishnamohan
4. *Functional Grammar and Spoken and Written Communication in English*, Bikram K. Das, Orient Blackswan
5. *Precis, Paraphrase and Summary*, P.N. Gopalkrishnan, Authors Press
6. *Communication Skills,* Sanjay Kumar and Pushplata, Oxford Publication
7. *A Course in Communication Skills,* P KiranmaiDutt, GeethaRajeevan, CLN Prakash, Foundation Books
8. *Communication and Language Skills,* Sanghita Sen, AlankritaMahendra, Priyadarshi Patnaik, Cambridge University Press

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