

**Semester III****Annexure I****C. C. English** (for Non-English Medium Students)

Course: English C.C. Paper III (Lower Level)

Title of the Course: **Effective English**Subject Code No.: **350301****Credits:** 04**Marks:** 100

Course	L	Cr	P / T	D	TP	TW	T
<b>Effective English</b>	3+1*	4		2.30	75	25	100

\*Tutorial batches of 25 students each.

**Objectives:**

- V) To encourage students to speak simple English fluently in day to day conversation.
- VI) To comprehend and respond to simple texts and narratives in English
- VII) To develop the ability to answer various types of questions based on texts and narratives both orally as well as in writing.
- VIII) To enable students to write informal letters, invitations, apologies, requests, intimations and appeals etc.

**Learning Outcomes:**

Learners will be able:

- III) To read, comprehend and answer simple questions on texts and narratives.
- IV) To speak fluently in simple English viz. to greet people, start or end a conversation in polite manner, to give directions etc.
- V) To write informal letters, invitations, apologies, requests, intimations and appeals etc.

Unit	Topic and Details	No. of teaching hours assigned	Weightage in %
1	<b>Reading Comprehension</b> 1. 'The First Party' by Attia Hosain 2. 'Summer Vacation' by Kamala Das From 'The Inner Courtyard' (stories by Indian Women) Edited by Lakshmi Holmstrom published by Rupa & Company, New Delhi, 2002	20	35%
2	<b>Speaking skills</b> <ul style="list-style-type: none"> <li>Greetings.</li> <li>Introducing self and others.</li> <li>Starting and ending a conversation.</li> <li>Inviting and accepting invitations</li> <li>Thanking and apologising</li> </ul>	08	15%
3	<b>Listening Skills</b> <ul style="list-style-type: none"> <li>Listening comprehension exercises based on prescribed text (Unit 1, audio and video sources)</li> </ul>	07	10%
4	<b>Writing Skills</b> <ul style="list-style-type: none"> <li>Language exercises in vocabulary and revising prepositions and tenses</li> <li>Subject agreement and paragraph writing</li> <li>Informal letters, invitations, apologies, requests, intimations and appeals etc.</li> <li>Guided answers to questions based on seen and unseen texts.</li> </ul>	25	40%

### Evaluation Scheme:-

#### Internal Examination:

**25 Marks**

1. Speaking skills : 15Marks
2. Listening comprehension : 10 Marks

(Do as directed, Vocabulary and Grammar)

#### External Examination:

**75 Marks**

1. Unseen Comprehension : 15 Marks

(Only contextualised grammar questions will be asked and Short answer question, Jumbled sentences, Match the column, Vocabulary etc.)

2. Passage from the prescribed texts with objective or short answer questions : 15 Marks

3. Language in Use : 15 Marks

(Do as directed; Fill in the blanks, Correct the following, Multiple Choice, and Sentence Construction)

4. a) Guided paragraph writing : 08 Marks  
     b) Organising a paragraph from jumbled sentences : 07Marks
5. Two informal letters (invitations, apologies, requests, intimations and appeals etc) : 15 Marks

**Recommended:**

1. Narayanswami, V.R., *Strengthen your Writing* , Orient Longman, Chennai 2002
2. Ball, F., *The Development of Reading skills*, Oxford: Basicl Blackwell1997
3. Bygate, M. *Speaking*. OUP1987
4. Krishnaswamy, N. and Sriraman, T. *Teaching spoken English and Communication skills*. Madras: T. R Publications
5. Gangal, J K., *A Practical Course in Effective English Speaking*. PHI Learning Private Limited. 2012.
6. Glendinning, Eric H. and Beverley Holmstrom. Second edition. *Study Reading: A Course in Reading Skills for Academic Purposes*. Cambridge: CUP, 2004
7. Grellet, F. *Developing Reading Skills*, Cambridge: Cambridge University Press, 1981.

**Semester IV****Annexure I****C.C. English** (for Non-English Medium Students)

Course: English C.C. Paper IV (Lower Level)

Title of the Course: **Communicative English**Subject Code No.: **450401****Credits:** 04**Marks:** 100

Course	L	Cr	P / T	D	TP	TW	T
<b>Communicative English</b>	3+1*	4		2.30	75	25	100

\*Tutorial batches of 25 students each.

**Objectives:**

- I) To be able to read simple texts fluently with proper understanding.
- II) To strengthen the ability to speak simple English in informal as well as formal situations.
- III) To be able to write correctly and coherently in English (answers from the texts, notes, instructions, direction, letters and paragraphs).

**Learning Outcomes:**

Learners will be able:

- I) To read, understand and write responses in simple English.
- II) Learn ways of refusing or rejecting in a polite manner with the help of suitable words (telephone conversations, at the restaurant, at the shopping mall etc)
- III) Learn to answer various types of questions like factual, interpretative and personal responses.

Unit	Topic and Details	No. of teaching hours assigned	Weightage in %
1	<b>Reading Comprehension</b> a) 'The Library Girl' by Vishwapriya L. Iyengar b) 'My Beloved Charioteer' by Shashi Deshpande From 'The Inner Courtyard' (stories by Indian Women) Edited by Lakshmi Holmstrom published by Rupa & Company, New Delhi, 2002	20	35%
2	<b>Speaking Skills</b> <ul style="list-style-type: none"> <li>Short Speeches : on topics of general interest</li> <li>Welcome Speech (To welcome and introduce the chief guest of a programme)</li> <li>Vote of thanks.</li> </ul>	08	15%
3	<b>Listening Skills</b> <ul style="list-style-type: none"> <li>Listening comprehension exercises based on prescribed text (Unit 1, audio and video sources)</li> </ul>	07	10%
4	<b>Writing Skills</b> <ul style="list-style-type: none"> <li>Writing Reports: Themes for examples: in-house Annual day, cultural and sports day, newspaper and medical camps, heavy rain etc.</li> <li>Writing Formal Letters of Enquiries and Complaints</li> <li>E-mails</li> <li>Grammar: Do as directed: verb, tenses, vocabulary , jumbled sentences</li> </ul>	25	40%

### Evaluation Scheme:-

#### Internal Examination:

**25 Marks**

1. Speaking Skills : 15 Marks
2. Listening comprehension : 10 Marks

#### External Examination:

**75 Marks**

1. Reading Comprehension : 15 Marks  
(Passage from the prescribed texts with objective or short answer questions)
2. Short answer questions or multiple choice questions based on 'The Inner Courtyard' :15 Marks
3. Language in Use : 15 Marks  
(Fill in the blanks, Correct the following, Multiple Choices, Sentence Construction, and Do as Directed)

4. Writing emails (one out of two questions to be answered) :10 Marks
5. a) Report Writing : 10Marks
- b) Letter of Enquiry / Complaint. : 10 Marks

**Recommended Reading:**

1. Gangal J K. *A Practical Course In Effective English Speaking*. PHI Learning Private Limited. 2012.
2. Gangal J K. *A Practical Course In Developing Writing Skills in English*. PHI Learning Private Limited. 2011.
3. Sinha Chaudhari Santanu. *Learn English*. Mcgraw Hill Education Pvt.ltd. New Delhi. 2013.
4. Nunan, D., *Designing Tasks for the Communicative Classroom*. CUP.1989.
5. Martin J. R. *Factual Writing: Exploring and Challenging Social Reality*. Oxford: Oxford University Press, 1990.

L = No. of Lectures / week, P / T = Practical / Tutorial in hrs, D = Duration of Theory paper for Examination in hrs, TP = Theory Paper-marks, TW = Term Work - marks, P/V = Practical / Viva Voce - marks, T = Total