

Syllabus for English (Regular Course)

Structure of B.A./B. Com.Under CBCS
No. of papers =12+12=24, Total Credits= 120
Total Marks=2100

Details of Courses Under Undergraduate (B.A./ B.Com.)

Course	*Credits	
	Paper+ Practical	Paper + Tutorial
I. <u>Core Course(6 Credits)</u>		
(12 Papers)	12X4= 48	12X5=60
Two papers – English		
Two papers – Hindi/MIL		
Four papers – Discipline 1.		
Four papers – Discipline		
Core Course Practical / Tutorial*	12X2=24	12X1=12
(12 Practical)		
II. <u>Elective Course (6 Credits)</u>		
(6 Papers)	6x4=24	6X5=30
Two papers- Discipline 1 specific		
Two papers- Discipline 2 specific		
Two papers- Inter disciplinary		
(Two papers from each discipline of choice and two papers of interdisciplinary nature.)		
Elective Course Practical / Tutorials*	6 X 2=12	6X1=6
(6 Practical/ Tutorials*)		
Two papers- Discipline 1 specific		
Two papers- Discipline 2 specific		
Two papers- Generic (Inter disciplinary)		
(Two papers from each discipline of choice including papers of interdisciplinary nature.)		
• Optional Dissertation or project work in place of one elective paper (6 credits) in 6th Semester		
III. <u>Ability Enhancement Courses</u>		
1. <u>Ability Enhancement Compulsory Courses (AECC)</u>		
(2 Papers of 4 credits each)	2 X 4=8	2 X 4=8
Environmental Science		
English/Hindi/MIL Communication		
2. <u>Skill Enhancement Courses (SEC)</u>	4 X 4=16	4 X 4=16
(4 Papers of 4 credits each)		
	Total credit= 132	Total = 132

Institute should evolve a system/policy about ECA/ General Interest/Hobby/Sports/NCC/NSS/related courses on its own.

*wherever there is a practical there will be no tutorial and vice-versa.

(NB: The Course Template is taken from UGC Syllabus under CBCS)

Complete Structure:

SEMESTER	CORE COURSE (12)	Ability Enhancement Compulsory Course (2)	Skill Enhancement Course (SEC)(2)	Elective Discipline Specific- DSE (4)	Generic Elective- GE(2)
I	English-I C	English Communication (AECC-I) (Compulsory)			
	DSC-1(A): The Individual and Society				
	DSC-2(A)				
II	MIL-1:	Environmental Science (AECC-2) (Compulsory)			
	DSC -1(B): Modern Indian Literature				
	DSC-2(B)				
III	English-2 C		SEC-1: English Language Teaching		
	DSC-1(C): British Literature				
	DSC-2(C)				
IV	MIL-2		SEC-2 Translation Studies		
	DSC-1(D): Literature and Environment				
	DSC-2(D)				
V			SEC-3:Business Communication	DSE1 A: Soft Skills	GE-1: The Individual and Society
				DSE-2 A:	
VI			SEC-4: Technical Writing	DSE-1 B: Language and Linguistics	GE-2: Modern Indian Literature
				DSE-2 B:	

Abbreviation Terms:

AECC=Ability Enhancement Compulsory Course

C=Core

DSC=Discipline Specific Core Course

DSE=Discipline Specific Elective

ENG=English

GE=Generic Elective

SEC=Skill Enhancement Course

Semester wise Course Summary:

Semester-I

Paper Code: ENG-101R,

English-1

Paper Code: ENG-102R, DSC-1(A)

Paper Code: ENG-103R, DSC-2(A)

Paper Code: ENG-104R, AECC-1	English Communication
<u>Semester-II</u>	
Paper Code: ENG-201R, Hindi/MIL-1	
Paper Code: ENG-202R, DSC-1(B)	
Paper Code: ENG-203R, DSC-2(B)	
Paper Code: ENG-204R, AECC-2	Environmental Science
<u>Semester-III</u>	
Paper Code: ENG-301R, C-2	English-2
Paper Code: ENG-302R, DSC-1 (C)	
Paper Code: ENG-303R, DSC-2 (C)	
Paper Code: ENG-304R, SEC-1	English Language Teaching
<u>Semester-IV</u>	
Paper Code: ENG-401R, Alt. Eng/HindiMIL-2	
Paper Code: ENG-402R, DSC-1(D)	
Paper Code: ENG-403R, DSC-2(D)	
Paper Code: ENG-404R, SEC-2: Translation Studies	
<u>Semester-V</u>	
Paper Code: ENG-501R, DSE-1(A)	Soft Skills
Paper Code: ENG-502R, DSE -2(A)	
Paper Code: ENG-503R, GE-1	(Choose from the pool)
Paper Code: ENG-504R, SEC-3	Business Communication
<u>Semester-VI</u>	
Paper Code: ENG-601R, DSE-1(B)	
Paper Code: ENG-602R, DSE-2(B)	
Paper Code: ENG-603R, GE-2	(Choose from the pool)
Paper Code: ENG-604R, SEC-4	Technical Writing

Discipline Specific Course (DSC)

<u>Semester-I</u>	
ENG-102R, DSC-1(A):	Individual and Society
<u>Semester-II</u>	
ENG-202R, DSC-1 (B):	Modern Indian Literature
<u>Semester-III</u>	
ENG-302R, DSC-1 (C):	British Literature
<u>Semester-IV</u>	
ENG-302R, DSC-1 (D):	Literature and Environment

Generic Elective

Semester-V

ENG-103H, GE-1: Individual and Society

Semester-VI

ENG-103H, GE-2: Modern Indian Literature

Detailed Syllabus

[Mark distribution: All papers with 6 credits are allotted 100 marks and papers with 2/4 credits are allotted 50 marks 100= 20 (Internal Assessment) + 80 (External Examination) and for 50 marks there will be no Internal Assessment.]

SEMESTER-I

ENG-101 ENGLISH-1 (COMPULSORY)

Credit: 6=5+1 (L+T)

Unit 1: Prose

25 marks

- a) Nirad C. Chaudhury: 'Our Behaviour'
- b) E. M. Foster: 'Notes on the English Character'
- (c) Albert Camus: "Nobel Prize Acceptance Speech"

Unit 2: Poetry

25 marks

- a) P. B. Shelly: 'Stanza Written in Dejection Near Naples'
- b) Jayanta Mahapatra: 'Dawn at Puri'
- c) W. B. Yeats: 'No Second Troy'
- d) Sarojini Naidu: 'The Palanquin Bearers'
- e) Margaret Atwood: 'This was a Photograph of Me'

Unit 3: Drama

25 marks

J.B. Priestly: *An Inspector Calls*

Unit 4: Grammar

25 marks

Topics: tense, common errors, preposition, phrases and idioms, punctuation, voice, narration

ENG-102R, DSC-1(A): The Individual and Society

Credit: 6= 5+1 (L+T)

Unit 1: (Credit-1)

Caste/Class

20 marks

1. Jotirao Phule: 'Caste Laws'
2. Premchand: 'Deliverance'
3. Omprakash Valmiki: 'Joothan'
4. Hira Bansode: 'Bosom Friend'

Unit 2: (Credit-2)

Gender

20 marks

1. Virginia Woolf: 'Shakespeare's Sister'
2. Rabindranath Tagore, 'The Exercise Book'
3. Marge Piercy: 'Breaking Out'
4. Eunice De Souza: 'Marriages Are Made'
5. Ambai: 'Yellow Fish'

Unit 3: (Credit-1)

Race

20 marks

1. Roger Mais: 'Blackout'
2. Wole Soyinka: 'Telephone Conversation'
3. Langston Hughes: 'Harlem'
4. Maya Angelou: 'Still I Rise'

Unit 4: (Credit-1)

Violence and War

20 marks

1. Wilfred Owen: 'Dulce et Decorum Est'
2. Henry Reed: 'Naming of Parts'
3. Sa'adat Hasan Manto: 'The Dog of Tetwal'
4. Amitav Ghosh: 'Ghosts of Mrs Gandhi'

Unit 5: (Credit-1)

Living in a Globalized World

20 marks

1. Roland Barthes: 'Toys'
2. Imtiaz Dharkar: 'At the Lahore Karhai'
3. Edward Brathwaite: 'Colombe'

Selections from Vinod Sood, et. al., eds.,

The Individual and Society: Essays, Stories and Poems (Delhi: Pearson, 2005).

ENG-104R-AECC: English Communication

Credits: 4= 3+1 (L+ T)

Preamble: The purpose of this course is to introduce students to the theory, fundamentals and tools of communication and to develop in them vital communication skills which should be integral to personal, social and professional interactions. One of the critical links among human beings and an important thread that binds society together is the ability to share thoughts, emotions and ideas through various means of communication: both verbal and non-verbal. In the context of rapid globalization and increasing recognition of social and cultural pluralities, the significance of clear and effective communication has substantially enhanced. The present course hopes to address some of these aspects through an interactive mode of teaching-learning process and by focusing on various dimensions of communication skills. Some of these are: Language of communication, various speaking skills such as personal communication, social interactions and communication in professional situations such as interviews, group discussions and office environments, important reading skills as well as writing skills such as report writing, notetaking etc. While, to an extent, the art of communication is natural to all living beings, in today's world of complexities, it has also acquired some elements of science. It is hoped that after studying this course, students will find a difference in their personal and professional interactions. The recommended readings given at the end are only suggestive; the students and teachers have the freedom to consult other materials on various units/topics given below. Similarly, the questions in the examination will be aimed towards assessing the skills learnt by the students rather than the textual content of the recommended books.

1. **Introduction: Credit-1** 10 Marks
Theory of Communication,
Types and modes of Communication
2. **Language of Communication: Credit-½**
Verbal and Non-verbal (Spoken and Written) Personal, Social and Business, Barriers and Strategies,
Intra-personal, Inter-personal and Group communication
3. **Speaking Skills: Credit-½** 10 Marks
Monologue, Dialogue, Group Discussion, Effective Communication/ Mis- Communication, Interview,
Public Speech
4. **Reading and Understanding: Credit-½** 10 Marks
Close Reading, Comprehension Summary, Paraphrasing, Analysis and Interpretation Translation (from
Indian language to English and vice-versa) Literary/Knowledge Texts

5. Writing Skills:Credit-½

10

Marks
Documenting
Report Writing
Making notes
Letter writing

Recommended Readings:

1. Fluency in English - Part II, Oxford University Press, 2006.
2. Business English, Pearson, 2008.
3. Language, Literature and Creativity, Orient Blackswan, 2013.
4. Language through Literature (forthcoming) ed. Dr. Gauri Mishra, Dr Ranjana Kaul, Dr Brati Biswas

SEMESTER -II

ENG-202R, DSC-1 (B): Modern Indian Literature

Credit: 6= 5+1 (L+T)

(Units: 1+2+3+4= Credits: 1½ +1½ +1½ +1½)

Unit 1: Poetry

25 marks

Nissim Ezekiel: 'Night of Scorpion',

A. K. Ramanujan: 'Relation'

Jayanta Mahapatra: 'The Captive Air of Chandipur-on-Sea',

Unit 2: Short Stories

25 marks

R.K. Narayan: 'The M.C.C.'

Vaikom Muhammad Basheer: 'The Card-Sharpener's Daughter'

Temsula Ao: 'An Old Man Remembers' From *These Hills Called Home*.

Rashmi Narzary: 'His share of the Sky' From *His Share of the Sky*

Ismat Chughtai: 'Lihaaf' / 'The sacred Duty'

Unit 3: Play:

25 marks

Vijay Tendulkar: *Silence, The Court is in Session*

Unit 4: Novella

25 mark

Rohinton Mistry---*Such a Long Journey*

SEMESTER -III

ENGLISH-2C (COMPULSORY)

Credit: 6=5+1 (L+T)

UNIT 1(Credit 2) Novel

30 marks

Thomas Hardy: *Far from the Madding Crowd*

UNIT 2(Credit 2) Short Stories

30 marks

(a) Katherine Mansfield: "A Cup of Tea"

(b) Ruskin Bond: "Coming Home to Dehra"

(c) Temsula Ao: "An Old Man Remembers" (from *These Hills Called Home*)

UNIT 3(Credit 1) Play

20 marks

William Shakespeare: *The Merchant of Venice*

UNIT 4 (Credit 1) Some Common Literary Terms

20 marks

Plot, Setting, Ballad, Allegory, Sonnet, Ode, Blank Verse, Satire, Conceit, Epithet, Hyperbole, Simile, Metaphor, Metonymy, Pathetic Fallacy, Oxymoron, Peripeteia, Anagnorisis, Hamartia, Catharsis, Climax, Denouement

Suggested Reading:

Iyengar, K.R. & P. Nandakumar, *Introduction to the Study of English Literature*.

Abram, M.H. *A Glossary of Literary Terms*.

Aristotle, *Poetics*

ENG-302R, DSC-1 (C): British Literature

Credit: 6= 5+1 (L+T)

(Genre: Novel+ Play= Credits: 3+3) 100 Marks= Poetry + Play (50+50)

Charles Dickens: *Oliver Twist*

William Shakespeare: *Antony and Cleopatra*

SEC-1: English Language Teaching

Credit: 4= 3+1 (L+T)

Unit 1. (Credit-1)

Knowing the Learner 10 marks

Unit 2. (Credit-1)

Structures of English Language 10 marks

Unit 3. (Credit-1)

Methods of teaching English Language and Literature 10 marks

Unit 4.(Credit-½)

a) Materials for Language Teaching 10 marks

b) Assessing Language Skills

unit 5. (Credit-½)

Using Technology in Language Teaching 10 marks

Suggested Readings:

1. Penny Ur, *A Course in Language Teaching: Practice and Theory* (Cambridge: CUP, 1996).

2. Marianne Celce-Murcia, Donna M. Brinton, and Marguerite Ann Snow, *Teaching English as a Second or Foreign Language* (Delhi: Cengage Learning, 4th edn,

2014).

3. Adrian Doff, *Teach English: A Training Course For Teachers (Teacher's Workbook)* (Cambridge: CUP, 1988).

4. *Business English* (New Delhi: Pearson, 2008).

5. R.K. Bansal and J.B. Harrison, *Spoken English: A Manual of Speech and Phonetics* (New Delhi: Orient BlackSwan, 4th edn, 2013).

6. Mohammad Aslam, *Teaching of English* (New Delhi: CUP, 2nd edn, 2009).

SEMESTER- IV

ENG-302R, DSC-1(D): Literature and Environment

Literature and Environment

Credit: 6= 5+1 (L+T)

(Units: 1+2+3+4= Credits: 1½ +1½ +1½ +1½)

Unit 1: Literature, Nature and Eco-Consciousness

25 marks

R. K. Narayan: The Axe (Short Story)

Walter de la Mare: Reserved (Poem)

Stephen Talbott: Toward an Ecological Conversation
(Essay)

Rachel Carson: Silent Spring (Essay)

Unit 2: Literature, Nature and Self-Fashioning

25 marks

Edmund Spenser: Sonnet LXXVII (Poem)

William Shakespeare: To His Love (Poem)

William Wordsworth: Education of Nature (Poem)

Jim Corbett: Goongi (Prose)

Unit 3: Eco-sophy and Eco-stories of Human Values and Human Intelligence

25 marks

Jawaharlal Nehru: The Book of Nature (Prose)

Vishnu Sharma: *The Panchatantra*. (The following items are prescribed: The Turtle and the Geese; The Three Fish; Of Crows and Owls; The Ape and the Crocodile; The Brahmani and the Faithful Mongoose)

Unit 4: Literature and Environmental Imagination

25 marks

Henry David Thoreau: Where I Lived, What I Lived For (Essay)

Bibhutibhusan Bandopadhyay: Across the Richtersveld Range (Excerpt from Moon Mountain)

A. K. Ramanujan: excerpt from Ecology Eco-tour and eco-writing (creative and critical impressions of the students on/ about nature)

SEC-2: Translation Studies (Any four)

Credit: 4= 3+1 (L+T)

(Unit1 + Unit 2+ Unit3 = 20+ 15+15= 50)

Unit 1. (Credit-1)

Introducing Translation: a brief history and significance of translation in a multilinguistic and multicultural society like India.

Unit 2. (Credit-1)

Exercises in different Types / modes of translation, such as:

- a. Semantic / Literal translation
- b. Free / sense/ literary translation
- c. Functional / communicative translation

Unit 3. (Credit-1)

a. Introducing basic concepts and terms used in Translation Studies through relevant tasks, for example:

Equivalence, Language variety, Dialect, Idiolect, Register, Style, Mode, Code mixing / Switching.

Practice:(Credit-1)

Practice: Translation in Mass Communication / Advertising, subtitling, dubbing,

1. Exercises to comprehend _Equivalence in translation: Structures (equivalence between the source language and target language at the lexical (word) and syntactical (sentence) levels. This will be done through tasks of retranslation and recreation, and making comparative study of cultures and languages.

Practice: Tasks of Translation in Business: Advertising

2. Discussions on issues of _Translation and Gender‘by attempting translation for media, films and advertisements from different languages.

3. Developing skills for Interpreting: understanding its dynamics and challenges.

Interpreting: Simultaneous and Consecutive (practical application)

Practice: Using tools of technology for translation: machine / mobile translation, software for translating different kinds of texts with differing levels of complexity and for

transliteration

Resources for Practice:

Dictionaries

Encyclopedias

Thesauri

Glossaries

Software of translation

Suggested Readings:

1. Baker, Mona, *In Other Words: A Coursebook on Translation*, Routledge, 2001.

(Useful exercises for practical translation and training)

2. Baker, Mona & Kirsten Malmkjar (Ed.) *Routledge Encyclopedia of Translation Studies*. London and New York: Routledge, 2001. (Readable entries on concepts and terms) Sherry Simon, *Gender in translation: Cultural Identity and the Politics of Transmission*. New York: Routledge, 1996.

3. Munday, Jeremy. *Introducing to Translation Studies and Applications*. Second Edition.

4. Catford, I.C. *A Linguistic Theory of Translation*. London: OUP, 1965. Frishberg, Nancy J. *Interpreting: An Introduction*. Registry of Interpreters, 1990.

5. Ray, Mahit K. ed. *Studies in Translation*. (Second revised and enlarged edition) Atlantic Publisher & Distributor.

6. Gargesh, Ravinder and Krishna Kumar Goswami. (Eds.). *Translation and Interpreting: Reader and Workbook*. New Delhi: Orient Longman, 2007.

6. House, Juliana. *A Model for Translation Quality Assessment*. Tübingen: Gunter Narr, 1977.

7. Lakshmi, H. *Problems of Translation*. Hyderabad: Booklings Corporation, 1993.

8. Newmark, Peter. *A Textbook of Translation*. London: Prentice Hall, 1988.

9. Nida, E.A. and C.R. Taber. *The Theory and Practice of Translation*. Leiden: E.J. Brill, 1974.

10. Toury, Gideon. *Translation Across Cultures*. New Delhi: Bahri Publications Private Limited, 1987.

ENG-40SEC-3: Business Communication

Credit: 3+1 (L+T)

(Unit1+Unit2+Unit3+Unit4+Unit5+Unit6+Unit7+Unit8+Unit9+Unit10=5+5+5+5+5+5+5+5+5+5=50 marks)

Unit 1: Introduction to the Essential of the Business Communication: Theory and Practice

Unit 2: Citing References, and Using Bibliographical and Research Tools

Unit 3: Writing a Project Report.

Unit 4: Writing Reports on Field Works/Visit of Industries, business concerns etc./ business negotiations.

Unit 5: Summarizing Annual Reports of Companies.

Unit 6: Writing Minutes of Meetings.

Unit 7: E-correspondence

Unit 8: Spoken English for Business Communication. (Viva for Internal Assessment)

Unit 9: Making Oral Presentation. ((Viva for Internal Assessment)

Unit 10: Business Correspondence: Letter Writing.

Suggested Reading:

1. Scot, O. *Contemporary Business Communication*. Biztantra, New Delhi.
2. Lesikar, R V & Flatley, ME. *Basic Communication Skills for Empowering Internet Generation*, Tata McGraw Hill Publishing Company Ltd. New Delhi.
3. Ludlaw, R & Panton, F. *The Essence of Effective Communications*. Prentice Hall of Pvt. Ltd., New Delhi.
4. Bhatia, RC. *Business Communication*. Ane Books Pvt. Ltd., New Delhi.

SEMESTER -V

DSE-1 (A): Soft Skills
Credit: 6= 5+1 (L+T)

(UNIT 1 + UNIT 2+ UNIT 3+ UNIT 4 + UNIT 5 = 20+20+20+20+20=100)

UNIT 1: (Credit-1)

Teamwork

Participation

UNIT 2: (Credit-1)

Emotional Intelligence

Adaptability

UNIT 3: (Credit-1)

Leadership

Planning

UNIT 4: (Credit-1)

Group Presentation

Listening competency

UNIT 5: (Credit-1)

Group Discussion

Problem solving

Suggested Readings

1. *English and Soft Skills*. S.P. Dhanavel. Orient BlackSwan 2013
2. *English for Students of Commerce: Precise, Composition, Essays, Poems* eds. Kaushik, et al.

ENG- 503RGE-1 A: The Individual and Society
Credit: 6= 5+1 (L+T)

Unit 1: (Credit-1)

Caste/Class

1. Jotirao Phule: 'Caste Laws'

20 marks

2. Premchand: 'Deliverance'
3. Omprakash Valmiki: 'Joothan'
4. Hira Bansode: 'Bosom Friend'

Unit 2: (Credit-2)

Gender

20 marks

1. Virginia Woolf: 'Shakespeare's Sister'
2. Rabindranath Tagore, 'The Exercise Book'
3. Marge Piercy: 'Breaking Out'
4. Eunice De Souza: 'Marriages Are Made'
5. Ambai: 'Yellow Fish'

Unit 3: (Credit-1)

Race

20 marks

1. Roger Mais: 'Blackout'
2. Wole Soyinka: 'Telephone Conversation'
3. Langston Hughes: 'Harlem'
4. Maya Angelou: 'Still I Rise'

Unit 4: (Credit-1)

Violence and War

20 marks

1. Wilfred Owen: 'Dulce et Decorum Est'
2. Henry Reed: 'Naming of Parts'
3. Sa'adat Hasan Manto: 'The Dog of Tetwal'
4. Amitav Ghosh: 'Ghosts of Mrs Gandhi'

Unit 5: (Credit-1)

Living in a Globalized World

20 marks

1. Roland Barthes: 'Toys'
2. Imtiaz Dharkar: 'At the Lahore Karhai'
3. Edward Brathwaite: 'Colombe'

Selections from Vinod Sood, et. al., eds.,
The Individual and Society: Essays, Stories and Poems (Delhi: Pearson, 2005).

SEMESTER -VI

ENG- 601 R, DSE- 1 (B)Language and Linguistics

Unit1. Language: language and communication; language varieties: standard and non- standard language; language change. Mesthrie, Rajend and Rakesh M Bhatt. 2008. *World Englishes: The study of new linguistic varieties*. Cambridge: Cambridge University Press.

Unit 2. Structuralism: De Saussure, Ferdinand. 1966. *Course in general linguistics*. New York: McGraw Hill Introduction: Chapter 3.

Unit 3. Phonology and Morphology: Akmajian, A., R. A. Demers and R, M. Harnish, *Linguistics: An Introduction to Language and Communication*, 2nd ed. Fromkin, V., and R. Rodman, *An Introduction to Language*, 2nd ed. (New York: Holt, Rinehart and Winston, 1974) Chapters 3, 6 and 7.

Unit 4. Syntax and semantics: categories and constituents phrase structure; maxims of conversation. Akmajian, A., R. A. Demers and R, M Harnish, *Linguistics: An Introduction to Language and Communication*, 2nd ed. (Cambridge, Mass: MIT Press, 1984; Indian edition, Prentice Hall, 1991) Chapter 5 and 6.

ENG- 603R, GE-2 A: Modern Indian Literature

Credit: 6= 5+1 (L+T)

(Units: 1+2+3+4= Credits: 1½ +1½ +1½ +1½)

Unit 1: Poetry

25 marks

Nissim Ezekiel: 'Night of Scorpion',
A. K. Ramanujan: 'Relation'
Jayanta Mahapatra: 'The Captive Air of Chandipur-on-Sea',

Unit 2: Short Stories

25 marks

R.K. Narayan: 'The M.C.C.'
Vaikom Muhammad Basheer: 'The Card-Sharpener's Daughter'
Temsula Ao: 'An Old Man Remembers' From *These Hills Called Home*.
Rashmi Narzary: 'His share of the Sky' From *His Share of the Sky*
Ismat Chughtai: 'Lihaaf' /'The sacred Duty'

Unit 3: Play:

25 marks

Vijay Tendulkar: *Silence, The Court is in Session*

Unit 4: Novella

25 mark

Rohinton Mistry---*Such a Long Journey*

ENG- 604 R, SEC- Technical Writing

Credit: 3+1 (L+T) (Unit1 + Unit 2+ Unit3 = 20+ 15+15= 50)

Unit 1: Communication: Language and Communication, difference between speech and writing, distinct features of speech, distinct features of writing.

Unit 2: Writing skills, selection of topic, thesis statement, developing the thesis introductory, developmental, transitional and concluding paragraphs, linguistic unity, coherence and cohesion, descriptive, narrative, expository and argumentative writing.

Unit 3: Technical Writing: Scientific and technical subjects; formal and informal writings; formal writings, reports, handbooks, manuals, letters, memorandum, notices, agenda, minutes; common errors to be avoided.

Suggested Reading:

- 1.M. Frank: *Writing as Thinking: A Guided Process Approach*, Englewood Cliffs, Prentice Hall Regents.
2. L. Hamp-Lyons and B. Heasley. *Study Writing: A Course in Writing English* for Academic and professional courses. CUP.
3. R. Quirk, S. Greenbaum, G. Leech and J. Svartik: *A Comprehensive Grammar of the English Language*, Longman, London.
4. Daniel G. Riordan & Steven A. Panley: "Technical report Writing Today"- Biztaantra
