

As per NEP 2020



UNIVERSITY OF MUMBAI

S. Z. S. P. Mandal's

SHRI PANCHAM KHEMRAJ MAHAVIDYALAYA

(Autonomous) SAWANTWADI

DIST: SINDHUDURG- 416 510, MAHARASHTRA



Syllabus for Approval

Certificate Course in Arts

B.A. (English)

Syllabus for

Semester- II

As per NEP 2020

UNIVERSITY OF MUMBAI



(As per NEP 2020)

Sr. No.	Heading	Particulars
1	Title of the Program	Certificate Course in Arts
2	Eligibility for Admission	HSC
3	Duration of Program	4 Years
4	Intake Capacity	120
	Scheme of Examination	Theory Internal
5	Standard of Passing	40 %
6	Program Academic Level	4.5
7	Pattern	Semester
8	Status	New
9	To be implemented from Academic Year	2023 -2024

Sign of HOD / Co-ordinator

Sign of Dean

Dr. Mrs. Pragati G. Naik
Department of English

Faculty of Arts

Preamble

Introduction :

The BA in English Literature program is designed to offer students a comprehensive and in-depth exploration of literature in the English language. This program provides you with the opportunity to engage with a rich tapestry of literary works, ranging from classical to contemporary, from various cultures and regions. Through this course of study, you will develop critical thinking skills, deepen your appreciation for literature, and refine your communication abilities. English Literature is a rich and diverse field that explores the written word in all its forms, from classic literature to contemporary works. This program is designed to provide you with a comprehensive understanding of literature, critical thinking skills, and the ability to analyze and appreciate the power of language.

Aims and Objectives :

- To foster a deep and nuanced appreciation for literary texts, genres, and traditions.
- To develop critical thinking and analytical skills to interpret and evaluate literary works.
- To explore the cultural, historical, and social contexts that shape literature.
- To enhance written and oral communication skills through essays, discussions, and presentations.
- To develop research skills to investigate and write about literary topics.

Program Outcomes :

Program outcomes for a Bachelor of Arts (BA) in English Literature provide a broader perspective on what students should achieve upon completing the entire program. These outcomes encapsulate the skills, knowledge, and attributes that graduates should possess to excel academically and professionally.

PO01 : Comprehensive Literary Knowledge: Graduates will possess a comprehensive understanding of major literary genres, periods, and movements, spanning from classical to contemporary literature.

PO02 : Critical Thinking and Analysis: Graduates will excel in critical thinking, enabling them to analyze and evaluate literary texts, identify underlying themes, and engage in nuanced discussions.

PO03 : Effective Communication: Graduates will demonstrate exceptional written and oral communication skills, allowing them to articulate complex ideas clearly and persuasively.

PO04 : Literary Theory and Criticism: Graduates will be well-versed in various literary theories and critical approaches, allowing them to engage in critical debates and apply theoretical perspectives to literary analysis.

PO05 : Interdisciplinary Connections: Graduates will be proficient in making connections between literature and other academic disciplines, demonstrating the interdisciplinary nature of literature studies.

PO06 : Interdisciplinary Connections: Graduates will be proficient in making connections between literature and other academic disciplines, demonstrating the interdisciplinary nature of literature studies.

Program Specific Outcomes (PSOs)

PSO 01: Understand the significance and prospects of studying English language and literature.

PSO 02: Get an introductory knowledge of the development and significance of literature in English.

PSO 03: Develop an understanding of the basic prose devices to read, identify and analyze various literary forms of prose.

PSO 04: Learn the art of story-telling through short stories and define its basic elements such as plot, characterization, and narrative technique.

PSO 05: Develop their critical thinking skills & comprehend life skills through the study of prose /short Fiction.

PSO 06: Develop their own creativity by enhancing their writing skills.

PSO 07: Get enhanced/enriched vocabulary to demonstrate a significant modification in their speaking skills and writing techniques.

Credit Structure of the Program Arts Faculty

Level	Class	Sem	Major (Mandatory)		Major (Elective)		Minor		Open Elective		Vocational Skill Courses / Skill Enhancement Courses		Ability Enhancement Courses/Value Education Courses/Indian Knowledge System		Field Project/Internship/Community Engagement/Cocurricular Courses		TOTAL CREDITS	Degree		
			MAJOR SUBJECTS	TOTAL CREDITS	MAJOR SUBJECTS	TOTAL CREDITS	MINOR COURSES	TOTAL CREDIT	OPEN ELECTIVE COURSES	TOTAL CREDITS	VSEC COURSES	TOTAL CREDITS	AEC,VEC, IKS COURSES	TOTAL CREDITS	DETAILS OF FP/CE/CC	TOTAL CREDITS				
4.5	FYBA	I	MJ-01	4	-	0	MN-01	4	OE-1	2	SEC	2	AEC(CS)	2	CC /NSS/NCC Studies/DLLE	2	22	Exit Option : Award of UG Certificate in Major with 44 Credits and an additional 4 credits Core NSQF course/ Internship or Continue with Major and Minor		
											VSC	2	VEC(EVS)	2						
		II	MJ-02	4	-	0	MN-02	4	OE-2	SEC	2	AEC(CS)	2	CC /NSS/NCC Studies/DLLE	2	22				
									OE-3	4	VSC	2	VEC(EVS)				2			
5	SYBA	III	MJ-03	8	-	0	MN-03	4	OE-4	2	VSC	2	AEC(CS)	2	CC /NSS/NCC Studies/DLLE	2	22	Exit Option : Award of UG Diploma in Major with 88 Credits and an additional 4 credits CoreNSQF course/ Internship or Continue with Major and Minor		
			MJ-04										VEC(EVS)	2						
		IV	MJ-05	8	-	0	MN-04	4	OE-5	2	SEC	2	AEC(CS)	2	CC /NSS/NCC Studies/DLLE	2	22			
			MJ-06								VSC	2								
5.5	TYBA	V	MJ-07	16	MJE-01	4	MN-05	2									22	Exit Option : Award of UG Degree in Major with 132 Credits or Continue with Major for Honours/ Research		
			MJ-08																	
			MJ-09																	
			MJ-10																	
		VI	MJ-11	16	MJE-02	4									RP-1	2	22			
			MJ-12																	
			MJ-13																	
			MJ-14																	
Total Credits			Major 56+8=64				Minor	18	OE	10	VSEC	14	AEC,VEC, IKS	16		10	132			
6	Forth Year of BA	VII	MJ-15	12	MJE-03	4	MN-06 (Research Methodology)	4									22	Award of Bachelor of Arts Degree with Honours (with the completion of Courses equal to a minimum of 176 credits)		
			MJ-16																	
			MJ-17																	
			MJ-18																	
		VIII	MJ-19	12	MJE-04	4											RP-2		4	22
			MJ-20																	
			MJ-21																	
			MJ-22																	
Total Credits			Major 84+16=100				Minor	22	OE	10	VSEC	14	AEC,VEC, IKS	16		14	176			

SHRI PANCHAM KHEMRAJ MAHA VIDYALAYA SAWANTWADI (Autonomous)
DEPARTMENT OF ENGLISH

Proposed List of Major, Minor, Open Elective, Skill Enhancement Course, Ability Enhancement Compulsory Course, Indian Knowledge System Course, Vocational Skill Course, Details of Semesters
 (To be implemented from Academic Year 2023-24)

Program: Certificate Course in Arts

Class : BA

Level : 4.5

Semester : II

Sr. No.	Course Code	Title of the Course	Category of Course	No. of Lecture Hours	No. of Lectures per Unit	Teaching Hours per week (L+T+P)	SEE	CIE	Total Marks	No. of Credits
1	MJA102ENT	Introduction to English Prose and Fiction Paper -I	Major	60	15	04+00+00	60	40	100	4
2	MNA102ENT	Introduction to English Prose and Fiction Paper -I	Minor	60	15	04+00+00	60	40	100	4
3	ENOE102	Functional English Paper II	OE	30	10	02+00+ 00	30	20	50	2
4	ENOE102	Functional English Paper III	OE	30	10	02+00+ 00	30	20	50	2
5	ENVS103	Writing Skills in English Paper -II	VSC	30	10	02+00+ 00	30	20	50	2
6	ENSE102	Spoken English Paper –II	SEC	30	10	02+00+ 01	30	20	50	2
7	ENAE102	Communication skills in English Paper –II	AEC	30	10	01+04+ 00	30	20	50	2
		Sub - Total		270	80	17 +04+01	270	180	450	18

Notes:

One Hour of Lecture is equal to 1 Credit

One Hour of Tutorial is equal to I Credit

Two Hours of Practical is equal to 1 Credit

Acronyms Expanded

MJ : Major; **MN**: Minor;

SEC: Skill Enhancement Course;

IKS : Indian Knowledge System;

L+T+P : Lecture + Tutorial + Practical(s)

OE : Open Elective Course;

AECC: Ability Enhancement Compulsory Course;

VSC : Vocational Skill Course;

Sr. No.	Name of the Faculty	Nomination
01	Asso. Prof. Dr. Mrs. Pragati Gunaji Naik	Chairman
02	Asso. Prof. Dr. Bhujangrao Nana Hiramani	Faculty Member
03	Asst. Prof. Uday Uttam Rawool	Faculty Member
04	Prof. Dr. Irappa Ramu Jarali	Subject Expert from outside the Parent University Nominated by Academic Council
05	Dr. Mangal Vishnu Londhe	Subject Expert from outside the Parent University nominated by Academic Council
06	Asso. Prof. Meghna Prakash Shinde	Subject Expert nominated by Vice Chancellor
07	Mr. Eknath Narayan Sawant	Representative from Industry/Corporate sector/ allied area relating to placement nominated by the Principal
08	Miss. Shital Deu Baragade	College Alumni nominated by Principal
09	Dr. Rajesh Shivaji Mali	Expert from the outside the college nominated by the Principal

Sign of HOD / Co-ordinator

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Letter Grades and Grade Points:

Semester GPA / Programme CGPA Semester/ Programme	% of Marks	Alpha-Sign/ Letter Grade Result
9.00 - 10.00	90.0 - 100	O (Outstanding)
8.00 - < 9.00	80.0 - < 90.0	A+ (Excellent)
7.00 - < 8.00	70.0 - < 80.0	A (Very Good)
6.00 - < 7.00	60.0 - < 70.0	B+ (Good)
5.50 - < 6.00	55.0 - < 60.0	B (Above Average)
5.00 - < 5.50	50.0 - < 55.0	C (Average)
4.00 - < 5.00	40.0 - < 50.0	P (Pass)
Below 4.00	Below 40.0	F (Fail)
Ab (Absent)	-	Absent

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Appendix B
Justification for (Title of the New course)

1.	Necessity for starting the course:	As per the provisions of NEP 2020 accepted by Maharashtra Government, It is necessary to start this course.
2.	Whether the UGC has recommended the course:	Yes
3.	Whether all the courses have commenced from the academic year 2023-24	Yes
4.	The courses started by the University are self-financed, whether adequate number of eligible permanent faculties are available?	It is aided and grantable. Yes, adequate number of teachers are available for this course.
5.	To give details regarding the duration of the Course and is it possible to compress the course?	
6.	The intake capacity of each course and no. of admissions given in the current academic year:	Admission is under process
7.	Opportunities of Employability / Employment available after undertaking these courses:	Lots of opportunities are available in both Government and Private sectors. The course is also useful for self-employments and startups creation

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**Course: Introduction to English Prose and Fiction Paper – I
(Major / Minor Course)**

1. Syllabus as per NEP 2020:	
i) Name of the Programme	: Certificate Course in Arts
ii) Course Titles	: Introduction to English Prose and Fiction (Major / Minor Course)
iii) Course Code	: MJA102ENT / MNA102ENT
iv) Credit Structure	: No. of Credits per Semester : 04
v) No. of lectures per Unit	: 15
vi) No. of lectures per week	: 4 lectures
2. Scheme of Examination	: <ul style="list-style-type: none"> • Written Exam: 4 Questions 15 Marks each : 60 Marks • Internal Assessment: 40 marks Total : 60 + 40 = 100

Syllabus for Introduction to English Prose and Fiction Paper – I (Major / Minor Course)

Objectives of the Course:

- To create interest and develop passion amongst learners towards English Literature.
- To familiarize learners with salient characteristics of literary genres like short story, prose, fiction and non-fiction.
- To introduce learners to various elements of selected short stories written in English and translated into English.
- To acquaint learners with different forms of prose and its importance through close reading of selected works.
- To understand that literature is an expression of human values and universal truths.

Course Outcomes:

- To develop passion for reading literary works amongst students.
- To make learners at ease in the process of appreciation of literature.
- To enable learners to understand and analyze selected stories, prose, fiction and non-fiction masterpieces.
- To imbibe the underlying philosophy and values reflected in literature.
- To develop sensitivity to nature and understand the relationship between human beings and environment.

Specific Course Outcomes:

By the end of the course, students are expected to:

- Identify and analyze different genres of prose.
- Analyze literary elements.
- Interpret and evaluate texts critically.
- Understand the historical and cultural significance.
- Engage in effective literary discussions.
- Develop critical reading and analytical skills.

Periods: 60 lectures (4 lectures per week) per semester

Semester II

Introduction to English Prose and Fiction - Paper I

Semester II	Introduction to English Prose and Fiction - Paper I	4 credits
Unit 1	Types of Short Story, Types of Prose, Adventure Novel, Science Fiction, Social Novel, Historical Novel	15 Hours
Unit 2	H.H. Munro : “The Open Window” O. Henry : “The Last Leaf” Katherine Mansfield : “The Doll's House”	15 Hours
Unit 3	John Ruskin : “Work” William Hazlitt : “On Patriotism” Bertrand Russell : “A Free Man's Worship”	15 Hours
Unit 4	R.K. Narayan: <i>The Financial Expert</i>	15 Hours

Evaluation: Second Semester End Examination Pattern

Marks: 60 **Duration :2 Hours**

Question 1	:	Short Notes - Unit 1 (3 out of 5)	:	15 Marks
Question 2	:	Essay Type Question - Unit 2 (1 out of 2)	:	15 Marks
Question 3	:	Essay Type Question - Unit 3 (1 out of 2)	:	15 Marks
Question 4	:	Essay Type Question - Unit 4 (1 out of 2)	:	15 Marks

Internal Evaluation : 40 Marks

Sr. No.	Particulars	Marks
01	Written Test	20 Marks
02	Written Assignment	15 Marks
03	Attendance	05 Marks

Recommended Resources :

- Abrams, M.H. *Glossary of Literary Terms*. India, Macmillan Publishers, 2000.
- Albert, E. *History of English Literature*, India, Oxford University Press, 2009. Athenian Society. *Drama, Its History*, England, Nabu Press, 2012.
- Auger, Peter. *The Anthem Glossary of Literary Terms and Theory*, India, Anthem Press, 2011.
- Baldick Chris, *Oxford Dictionary of Literary Terms*. Cambridge University Press, 2008.
- Bennett, Andrew and Nicholas Royle. *Introduction to Literature Criticism and Theory*. Great Britain: Pearson Education Limited, 2004.
- Brooks, Cleanth and Warren, Robert Penn. *Understanding Fiction*, Printice Hall.
- Cavanagh, Dermot Alan Gillis, Michelle Keown, James Loxley and Randall Stevenson (Ed).
- *The Edinburgh Introduction to Studying Literature*. Edinburgh: Edinburgh University Press, 2010. Chakrabarti, Piyas. *Anthem Dictionary of Literary Terms and Theory*. Delhi: Anthem Press, 2006.
- Edmond Gore and Alexander Holmes. *What is Poetry?* England, Nabu Press, 2010. Ford, Boris. *The Pelican Guide to English Literature, Volume I to X*
- Forster, E M. *Aspects of the Novel*, (1954) London: Rosetta Books, 2002.
- Fowler, Roger. (Ed.). *A Dictionary of Modern Critical Terms*. (Rev.Ed.) London: Routledge & Kegan Paul, 1987.
- Gibson Arthur. *What is Literature*, Peter Lang Pub Inc, 2007.
- Hudson, W.H., 2011, *An Outline History of English Literature*, India, G K Publishers Pvt. Ltd
- McKeon, Michael. *Theory of the Novel: A Historical Approach*. Baltimore : John Hopkins University Press, 2000.
- Bennett, Andrew and Nicholas Royle. *Introduction to Literature Criticism and Theory*. Great Britain: Pearson Education Limited, 2004.
- Chakrabarti, Piyas. *Anthem Dictionary of Literary Terms and Theory*. Delhi: Anthem Press, 2006. Edmond Gore and Alexander Holmes. *What is Poetry?* England, Nabu Press, 2010.
- Ford, Boris. *The Pelican Guide to English Literature, Volume I to X*
- Forster, E M. *Aspects of the Novel*, (1954) London: Rosetta Books, 2002.
- Fowler, Roger. (Ed.). *A Dictionary of Modern Critical Terms*. (Rev.Ed.) London: Routledge & Kegan Paul, 1987.

- Gibson Arthur. What is Literature, Peter Lang Pub Inc, 2007.
- Hudson, W.H., 2011, An Outline History of English Literature, India, G K Publishers Pvt. LtdMcKeon, Michael. Theory of the Novel: A Historical Approach. Baltimore : John Hopkins University Press, 2000.
- Prasad, B. . Background of the Study of English Literature, Chennai, Macmillan, 1999.
- Rees, R.J. English Literature : An Introduction to Foreign Readers, New Delhi: Macmillan, 1982.Turco , Lewis. The Book of Literary Terms, UK, University Press of New England, 1999.
- Widdowson, Peter. The Palgrave Guide to English Literature and its Contexts 1500-2000, Hampshire: Palgrave, Macmillan, 2004

Webliography :

- https://en.wikipedia.org/wiki/English_literature
- <https://www.scientific-editing.info/blog/history-of-english-literature/>
- https://www.goodreads.com/book/show/4671.The_Great_Gatsby
- <https://www.ssgopalganj.in/online/E-Books/CLASS%20VII/The%20Blue%20Umbrella%20by%20Ruskin%20Bond.pdf>
- <https://learnershub24x7.com/the-financial-expert-summary-by-r-k-narayan/>
- https://www.goodreads.com/book/show/4900.Heart_of_Darkness
- <https://www.britannica.com/art/English-literature>
- <https://www.internationalstudent.com/study-literature/what-is-english-literature/>
- <https://leverageedu.com/blog/history-of-english-literature/>
- <https://study.com/learn/lesson/what-is-english-literature-history-characteristics.html>
- <https://books.openedition.org/obp/12144?lang=en>
- <https://mlpp.pressbooks.pub/introductiontohumanitiesv2/chapter/literature-including-fiction-drama-poetry-and-prose/>
- <https://www.britannica.com/art/English-literature/Prose>
- <https://www.twinkl.co.in/teaching-wiki/prose>
- <https://www.languagehumanities.org/what-is-prose-fiction.htm>
- <https://tmv.ac.in/wp-content/uploads/2020/04/SEM-2-Rise-of-Prose-Fiction.pdf>
- <https://en.wikipedia.org/wiki/Prose>
- <https://study.com/learn/lesson/prose-english-literature-overview-examples.html>

Course: Functional English Paper – II & III (Open Elective)
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1. Syllabus as per NEP 2020:		
i)	Name of the Programme	: Certificate Course in Commerce & Science
ii)	Course Code	: ENOE- 102 & ENOE- 103
iii)	Course Titles	: Functional English (Open Elective) Paper II & III
iv)	Credit Structure	: No. of Credits per Semester – 02
v)	No. of lectures per Unit	: 15
vi)	No. of lectures per week	: 2 lectures
2.	Scheme of Examination	: <ul style="list-style-type: none"> • Written Exam: 3 Questions 10 +10+10 : 30 Marks • Internal Assessment: 20 marks Total : 30 + 20 =50

Functional English Paper II & III (Open Elective)

Objectives of the Course:

- To enhance students' language proficiency in English, focusing on grammar, vocabulary, pronunciation, and overall language accuracy.
- To develop students' communication skills, enabling them to express ideas, thoughts, and emotions clearly and confidently in both spoken and written forms.
- To equip students with functional language skills that are applicable to real-life situations, such as workplace communication, social interactions, and everyday conversations.
- To improve students' listening and speaking abilities, enabling them to comprehend spoken English, engage in discussions, and deliver presentations effectively.

Course Outcomes:

- **Engage in Basic Conversations:** Students will be able to participate in simple conversations on familiar topics, such as personal interests, daily routines, and hobbies.
- **Read and Understand Everyday Texts:** Students will be able to read and comprehend texts commonly encountered in daily life, including signs, advertisements, and short articles.
- **Write Informal Messages:** Students will be able to write informal messages, such as emails, texts, and notes, with appropriate language and tone.
- **Listen and Understand Spoken English:** Students will develop the ability to understand spoken English in various contexts, such as dialogues, announcements, and short presentations.
- **Use Functional Vocabulary:** Students will learn and use functional vocabulary related to common topics, such as family, food, shopping, and travel.

Specific Course Outcomes:

At the end of this course students will have:

- Ability to analyze the usage of English words in different contexts and acquire considerable flair in using broad range of vocabulary.
- Ability to upgrade comprehension of technical and academic articles and recognize writings as a process rather than a product.
- Ability to identify common errors in various parts of English and give effective expression in oral and written communication.
- Ability to analyze various grammatical units of English and design a language component critically and coherently to meet desired needs within the realistic constraints.

Periods: 30 lectures (2 lectures per week) per semester

Semester II

Functional English - Paper II (Open Elective)

Semester II	Functional English - Paper II	2 credits
Unit 1	<p>Reading Skills: Comprehension (unseen passage) The following skills to be acquired:</p> <ul style="list-style-type: none"> • Reading with fluency and speed • Skimming and scanning • Identifying relevant information • Isolating fact from opinion • Understanding concepts and arguments • Identifying distinctive features of language <p>(Passage should be of 250-350 words of Level I. The passage may be taken from literary/scientific/technical writing as well as from the fields of journalism, management and commerce.)</p>	10 Hours
Unit 2	<p>Developing Conversational Ability :</p> <ul style="list-style-type: none"> • Participating in small talks : At the office, At the railway station, At the airport, At the bank. 	10 Hours
Unit 3	<p>Interview Questions (for an interview of distinguished person): Questions - based on Early life/struggle, Education, Role model/Inspiration, Family support, First success/achievement, Dreams unfulfilled, Message</p>	10 Hours

Evaluation: Second Semester End Examination		
Pattern : 30 Marks	Duration : 1 Hours	
Question 1	: Reading Skills: Comprehension (unseen passage) - Unit I	: 10 Marks
Question 2	: Developing Conversational Ability - Unit II (1 out of 2)	: 10 Marks
Question 3	: Interviews Questions - Unit – III (1 out of 2)	: 10 Marks

Internal Evaluation		
01	Written Assignment	15 Marks
02	Attendance	05 Marks
	Total	20 Marks

Semester II

Functional English - Paper III (Open Elective)

Semester II	Functional English - Paper III	2 credits
Unit 1	Personality Development <ul style="list-style-type: none"> • Facing an Interview • Dress-code for Interview • Positive Outlook • Planning and Preparation 	10 Hours
Unit 2	Public Speaking-Types of Speeches <ul style="list-style-type: none"> • Welcome • Vote of Thanks • Congratulatory Speech 	10 Hours
Unit 3	Expansion of Theme <ul style="list-style-type: none"> • Title and proper beginning • Elaboration of the ides/subject/theme • Use of appropriate grammar and vocabulary • Proper conclusion and layout 	10 Hours

Evaluation: Second Semester End Examination		
Pattern : 30 Marks		Duration : 1 Hours
Question 1	: Short Notes - Unit I (2 out of 4)	: 10 Marks
Question 2	: Speech Writing - Unit II (1 out of 2)	: 10 Marks
Question 3	: Expansion of Theme - Unit – III (1 out of 2)	: 10 Marks
Internal Evaluation		
01	Written Assignment	15 Marks
02	Attendance	05 Marks
Total		20 Marks

Recommended Resources :

- Functional English Grammar: An Introduction for Second Language Teachers by Graham Lock. Cambridge University Press, 1996
- Professional Communication and Remedial English by Sadhna Gupta, University Science Press.
- A Communicative Grammar of English by Geoffrey Leech and Jan Svartvik.
- The Structure of Modern English: A Linguistic Introduction, Volume I, by Laurel J. Brinton
- Course in English Phonetics by Tej R Kansakar. Orient Longman.2001.
- Functional English for Communication by Ujjwala Kakarla, Tanu Gupta. Leena Pundir. Sage Publications. 2019.
- Exercises in functional English by Lillian Barclay
- English Phonology: An Introduction by Heinz J. Giegerich
- An Introduction to English Phonology by April McMahon Edinburgh University Press
- Basics of Phonetics and English Phonology by Frank Loren Clark, John; & Yallop, Colin. (1995).
- An Introduction to Phonetics and Phonology (2nd ed.). Oxford: Blackwell.
- Functional English Grammar: An Introduction for Second Language Teachers by Graham Lock. Cambridge University Press, 1996
- The Structure of Modern English: A Linguistic Introduction, Volume 1, by Laurel J. Brinton
- Exercises in functional English by Lillian Barclay Activate Win
- A Course in Phonetics by Peter Ladefoged, Keith Johnson
- Kumar, K. J. (2012) Mass Communication in India, 4th Ed., Jaico Publishing House, Mumbai.
- Ravindran, R. K. (2000) Media in Development Arena, Indian Publishers, Delhi.
- Raman, M. & S. Sharma (2011) Communication Skills, OUP, New Delhi, India.
- Spoken English- A Foundation Course Part A&B by Kamlesh, Susheela Punitha
- Roger Mason, Speaking on Special Occasions
- Krishna Mohan, N.P. Singh, Speaking English Effectively
- Steve Hart, Aravind R. Nair and Veena Bhambhani, Embark: English for Undergraduated
- Champa Tickoo and Jaya Sasikumar, Writing With a Purpose
- Kamlesh, Susheela Punitha, Spoken English- A Foundation Course Part A&B
- Roger Mason Speaking on Special Occasions
- Krishna Mohan, N.P. Singh Speaking English Effectively
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- Greenall, Simon, Michael Swan. Effective Reading Teacher's book: Reading Skills for Advanced Students. Cambridge University Press, 2010.
- Langan, John. Ten Steps to Improving College Reading Skills. 5 Ed. Townsend Press, 2008.
- McWhorter, Kathleen T and Brette M Sember. College Reading and Study Skills. 12 Ed. 2012.
- Fawcett, Susan. Evergreen: A Guide to Writing with Readings.10 Ed. New York:

Cengage Learning, 2013.

- Hancock, Ophelia H. Reading Skills for College Students. 6 Ed. New York: Prentice Hall, 2008.
- Riggio, Ronald E. Applications of Nonverbal Communication. Mahwah, NJ: Lawrence Erlbaum Associates, 2005.
- Mehrabian, Albert. Non Verbal Communication. University of Michigan Press, 1972.
- Hargie, Owen. Ed. The Handbook of Communication Skills. New York: Routledge, 2006.
- Barker, Alan. Improve Your Communication Skills. London: Kogan Page, 2013.
- Baker, Joanna and Heather Westrup. Essential Speaking Skills. London: VSO Books, 2003.
- Bygate, Martin. Speaking. New York: OUP, 2003.
- Stuart W. Hyde: Television and Radio announcing,
- C. S. Rayudu: Communication.
- Larry L Barker: Communication.
- Francois Grellar Developing Reading Skills. Cambridge University Press.
- Krihan Menon: Developing Communication Skills.

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- <https://www.netlanguages.com/blog/index.php/2017/08/28/what-is-functional-language/#:~:text=Functional%20language%20is%20language%20that,different%20exponents%2C%20or%20fixed%20expressions.>
- <https://leverageedu.com/blog/functional-english/>
- <https://eslspeaking.org/functional-english/>
- <http://puneresearch.com/media/data/issues/56cef2aee8a03.pdf>
- <https://www.cambridge.org/bz/cambridgeenglish/teacher-development/functional-english-grammar>
- <https://studywoo.com/career-in-functional-english/>
- <https://www.udemy.com/course/english-functional-grammar/>
- https://study.sagepub.in/kakarla_fec
- <https://www.englishclub.com/vocabulary/functional-language.php>
- <https://www.vijaynicole.co.in/book/isbn/9789394524460>
- https://books.google.co.in/books?id=P0cTL9kmaEEC&printsec=frontcover&source=gbs_atb&redir_esc=y#v=onepage&q&f=false
- <https://www.bbc.co.uk/bitesize/subjects/zmqj2nb>
- https://www.researchgate.net/publication/351346955_FUNCTIONAL_ENGLISH

**Course: Spoken English - Paper-II
(Semester II)
(Skill Enhancement Course)**

1. Syllabus as per NEP 2020:		
i)	Name of the Programme	: Certificate Course in Arts
ii)	Course Code	: ENSE102
iii)	Course Titles	: Spoken English - Paper - II (Skill Enhancement Course)
iv)	Credit Structure	: No. of Credits per Semester – 02
v)	No. of lectures per Unit	: 15
vi)	No. of lectures per week	: 2 lectures
2.	Scheme of Examination	: <ul style="list-style-type: none"> • Written Exam: 3 Questions of 10+10+10 Marks : 30 Marks • Internal Assessment: 20 marks Total : 30 + 20=50

Spoken English - Paper - II (Skill Enhancement Course)

Objectives of the Course:

- To equip students with basic skills in English.
- To develop self - expression skills.
- To develop speaking skill.
- To improve Listening Comprehension.
- To acquire Social and Cultural Awareness

Program Outcomes :

- Have improved their listening and reading skills in English.
- Be able to communicate in written and oral English.
- Increase their use of English in formal and informal situations.

Specific Program Outcomes :

By the end of the course, learners should be able to:

- Improve Pronunciation and Intonation.
- Enhance Speaking Fluency.
- Expand Vocabulary.
- Master Everyday Conversations.
- Participate in Group Discussions.
- Deliver Effective Presentations.
- Improve Listening Comprehension.
- Develop Negotiation and Persuasion Skills..

Periods: 30 lectures (2 lectures per week) per semester

Course: Spoken English - Paper – II (Skill Enhancement Course)

Semester II	Spoken English Paper – II (Skill Enhancement Course)	2 credits
Unit 1	Expansion of Theme <ul style="list-style-type: none"> • Thesis statement • Supporting ideas • Concluding sentences 	10 Hours
Unit 2	Speech Drafting : <ul style="list-style-type: none"> • What is Speech Writing? • Speech in English Language Writing • How Do You Begin an English-Language Speech? • Format of Speech Writing <ul style="list-style-type: none"> ○ Introduction ○ Body ○ Conclusion 	10 Hours
Unit 3	Dialogue Writing : Dialogue Writing is the written form of communication between two or more people. The dialogues have to be crisp and meaningful. Dialogue Writing is an important English writing skill. <ul style="list-style-type: none"> • What is Dialogue Writing? • How to write a Dialogue? 	10 Hours

Evaluation: Second Semester End Examination		
Pattern : 30 Marks		Duration : 1 Hours
Question 1	: Expansion of Theme - Unit I (1 out of 2)	: 10 Marks
Question 2	: Speech Drafting - Unit II (1 out of 2)	: 10 Marks
Question 3	: Dialogue Writing - Unit III (1 out of 2)	: 10 Marks

Internal Evaluation : 20 Marks

Sr. No.	Particulars	Marks
01	Written Assignment	15 Marks
02	Attendance	05 Marks
	Total	20 Marks

Recommended Resources :

- “A Common European Framework of Reference for Languages: Learning, Teaching”, Council of Europe (2001)
- Advani, S. (2009) — Schooling the National Imagination: Education, English and the Indian Modern. || Delhi: Oxford University Press..
- Corder, S. P. (1981). Error analysis and interlanguage. Oxford: Oxford University Press.
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- Prasad, G.J.V. (2011) — Writing India, Writing English: Literature, Language”, Location. Delhi: Routledge India.
- University Grammar of English by Randolph Quirk
- Better English Pronunciation by J. D. O’Connor
- Learn English: Your Guide to Everyday Conversation by Yogesh Vermani and Ashish Verma
- Word Power Made Easy by Norman Lewis
- Business Communication by Prakash Herekar
- Business Communication by Manmohan Joshi
- Soft Skills by Manmohan Joshi
- Effective Communication Skills by MTD Training
- Advanced Communication Skills by MTD Training
- How to Effectively Communicate? by Paul Newton
- English Grammar and Composition by Wren and Martin
- English Grammar and Composition by pal and Suri
- Text Book of Communicative English by Smita Sinha
- Business Communication by V. K. Tanuria

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- <https://basicenglishspeaking.com/daily-english-conversation-topics/>
- <https://www.fluentu.com/blog/english/english-conversation-for-beginners/>

- <https://helenadailyenglish.com/basic-english-conversation-100-daily-topics-2.html>
- <https://helenadailyenglish.com/english-conversations-in-real-life-with-common-phrases-meaning-example>
- <https://www.talkenglish.com/speaking/listregular.aspx>
- http://www.ghrws.in/Entire%20Research/E.%20R.%202018/ENTIRE%20RESEARCH%20JANUARY_2018%20Part-I_WEB.pdf. [online]
- <https://cdn.tc-library.org/Rhizr/Files/afeff778-05a2-11e6-a4d1-22000b04a6df/32d63b78-4e10-4771-94c6-86d7082cc141.pdf>. [online]
- https://en.wikipedia.org/wiki/R._B._Patankar. [online]
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- <https://www.slideshare.net/shahzadmanzoor5/origin-of-language-120656588> [online]

Course: Writing Skills in English Paper -II (Vocational Skill Course)
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1. Syllabus as per NEP 2020:	
i)	Name of the Programme : Certificate Course in Arts
ii)	Course Titles : Writing Skills in English Paper –II (Vocational Skill Course)
iii)	Course Code : ENVS102
iv)	Credit Structure : No. of Credits per Semester : 02
v)	No. of lectures per Unit : 15
vi)	No. of lectures per week : 2 lectures
2. Scheme of Examination	<ul style="list-style-type: none"> • Written Exam: 3 Questions of 10+10+10 Marks : 30 Marks • Internal Assessment: = 20 marks Total : 30 + 20 =50

Writing Skills in English - Paper –II (Vocational Skill Course)

Objectives of the Course:

- To enhance students' language proficiency in English, focusing on grammar, vocabulary, sentence structure, and overall clarity of expression.
- To foster students' creativity and imagination, encouraging them to explore various forms of creative writing, such as storytelling, poetry, and descriptive prose.
- To equip students with the skills to communicate effectively in writing, enabling them to articulate their ideas, thoughts, and emotions with precision and impact.
- To familiarize students with different writing genres, including essays, narratives, argumentative pieces, and academic papers, enabling them to adapt their writing style to various contexts.

Course Outcomes:

- To develop students' critical thinking skills, enabling them to analyze information, synthesize ideas, and present well-reasoned arguments in their writing.
- To instill in students the importance of self-editing and revision, teaching them to review and refine their work to enhance its quality and coherence.
To expose students to diverse voices and perspectives through literature, helping them appreciate the richness of different cultures and promoting cross-cultural understanding in their writing.

Specific Course Outcomes:

By the end of this course, students should be able to:

- **Demonstrate Improved Language Proficiency:**
Display an enhanced grasp of grammar, vocabulary, and sentence structure to write with clarity and accuracy in English.
- **Produce Creative and Engaging Writing:**
Craft original and captivating pieces of creative writing, including fiction, poetry, and descriptive prose, showcasing their creative expression.
- **Communicate Effectively:**
Articulate ideas, thoughts, and arguments with coherence and persuasiveness in various writing styles and genres.
- **Write Compelling Essays:**
Construct well-structured essays with a clear thesis, logical organization, and supported arguments, demonstrating critical thinking and analysis.
- **Revise and Edit Effectively:**
Apply self-editing and revision techniques to improve the quality and effectiveness of their writing, addressing coherence, clarity, and grammar.
- **Adapt Writing Style for Different Purposes:**
Tailor their writing style to suit different writing purposes and audiences, including academic, professional, and creative contexts.

Periods: 30 lectures (2 lectures per week per batch) per semester

Semester II

Writing Skills in English Paper -II (Vocational Skill Course)

Semester II	Writing Skills in English Paper -II (Vocational Skill Course)	2 credits
Unit 1	<ul style="list-style-type: none"> • Essays writing <ul style="list-style-type: none"> ○ Introduction ○ The Body Paragraphs ○ Conclusion 	10 Hours
Unit 2	<ul style="list-style-type: none"> • Blogging : <ul style="list-style-type: none"> ○ Food blogs ○ Travel blogs ○ Health and fitness blogs 	10 Hours
Unit 3	<ul style="list-style-type: none"> • Advertisement Writing Parts of a written Advertisement <ul style="list-style-type: none"> ○ The headline ○ The Subhead ○ The Body copy ○ Slogan 	10 Hours

Evaluation: Second Semester End Examination			
Pattern : 30 Marks		Duration : 1 Hours	
Question 1	: Essays Writing - Unit I (1 out of 2)	:	10 Marks
Question 2	: Blog Writing - Unit II (1 out of 2)	:	10 Marks
Question 3	: Advertisement Writing - Unit III (1 out of 2):	:	10 Marks

Internal Evaluation : 20 Marks

Sr. No.	Particulars	Marks
01	Written Assignment	15 Marks
02	Attendance	05 Marks
	Total	20 Marks

Recommended Resources :

- “Professional Writing Skills in English” published by Phillip Learning – Education (ILS), Bangalore – 2022.
- “Functional English” (As per AICTE 2018 Model Curriculum) (ISBN-978-93-5350-047-4) Cengage learning India Pvt Limited
- Functional English (As per AICTE 2018 Model Curriculum) Cengage learning India Pvt Limited
- Communication Skills by Sanjay Kumar and Pushp Lata, Oxford University Press - 2018. Refer it’sworkbook for activities and exercises – “Communication Skills – I (A Workbook)” published by Oxford University Press 2018.
- Professional Writing Skills in English, Infinite Learning Solutions – (Revised Edition) 2021.
- Technical Communication – Principles and Practice, Third Edition by Meenakshi Raman and Sangeetha Sharma, Oxford University Press 2017.
- High School English Grammar & Composition by Wren and Martin, S Chandh & Company Ltd – 2015.
- Effective Technical Communication – Second Edition by M Ashraf Rizvi, McGraw Hill Education (India) Private Limited – 2018.
- Intermediate Grammar, Usage and Composition by M.L.Tichoo, A.L.Subramanian, P.R.Subramanian, Orient Black Swan – 2016.
- Improve Your Writing Skills by Graham King –HarperCollins
- College Writing Skills With Readings by John Langan –TMH
- The Oxford Essential Guide to Writing Thomas S. Kane – Berkley
- English Skills Real Writing 3 With Answers By Gower – Cambridge
- A Practical Course for Developing Writing Skills in English by Gangal J. K. –PHI
- Abluwalia, J.P., "Modern News Structure in Print Media and Electronic Media", Adyayan Publishers, New Delhi, 2007.
- Daiches, D, "A Critical History of English Literature", Supernova Publishers, 2010.
- Compton- Rickett, A., "A History of English Literature" Nabu Press, 2010.
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- Norton, P., "Introduction to Computers", Tata McGraw Hill, New Delhi, 2005. 0
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- Read, H., "English Prose Style", Pantheon, New York, 1981.
- Walker, H., "English Essays and Essayists", J.M. Dent and Sons Ltd., London, 1928.
- Williams, W.E., "A Book of English Essays", Penguin Books, Harmondsworth, 1948.

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- <https://www.cambridgeenglish.org/learning-english/free-resources/write-and-improve/>
- <https://learnenglish.britishcouncil.org/skills/writing>
- <https://www.smashingmagazine.com/2009/06/50-free-resources-that-will-improve-your-writing-skills/>
- <https://www.wordstream.com/blog/ws/2014/08/07/improve-writing-skills>
- <https://www.readandspell.com/how-to-improve-writing-skills-in-English>
- <https://www.youtube.com/embed/-kbE7oyUWU>
- <https://www.youtube.com/embed/Cb7lbraalm4>
- <https://rtionline.gov.in/index.php>
- <http://consumerhelpline.gov.in/consumer-rights.php>
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- [www.consumercomplaints, in/municipal-corporation-of-delhi-b100274](http://www.consumercomplaints.in/municipal-corporation-of-delhi-b100274)

**Course: Communication skills in English - Paper- II
(Ability Enhancement Course)**

1. Syllabus as per NEP 2020:		
i)	Name of the Programme	: Certificate Course in Arts & Science
ii)	Course Title	: Communication skills in English Paper- II (AEC)
iii)	Course Code	: ENAE102
iv)	Credit Structure	: No. of Credits per Semester – 02
v)	No. of lectures per Unit	: 15
vi)	No. of lectures per week	: 2 lectures + 1 tutorial per week per batch
2.	Scheme of Examination	: <ul style="list-style-type: none"> • Written Exam: 3 Questions of 10+10+10 Marks : 30 Marks • Internal Assessment: = 20 marks Total : 30 + 20 =50

Communication Skills in English Paper II (Ability Enhancement Course)

Objectives:

- To enhance English language proficiency of students by familiarizing them with the skills of Listening, Speaking, Reading and Writing (LSRW)
- To introduce learners to different perspectives of looking at a text or passage
- To equip learners in the functional aspects of English so that they use the acquired language skills correctly and confidently
- To guide learners in the effective use of the digital medium of communication.

Outcomes:

- The learners will learn to understand and interpret any text they are reading from different perspectives
- The interest of learners in listening to and watching good quality audio and visual media will be aroused.
- Learners will acquire proficiency in the skills of listening, speaking, reading and writing that will help them meet the challenges of the world.
- The learners will develop good oral and written skills of communication in the English language.

Specific Course Outcomes:

By the end of the course, students are expected to:

- Develop Proficient English Language Skills.
- Enhance Speaking Skills.
- Improve Listening Skills.
- Refine Writing Skills.
- Develop Reading Skills.
- Cultivate Effective Presentation Skills.

Periods: 30 lectures + Tutorial (2 lectures + 1 tutorial per week per batch) per semester

Semester II

Communication skills in English Paper II - (AEC)

Semester II	Paper – II	Communication skills in English Paper II (AEC)	2 credits
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Semester II	Communication skills in English Paper II - (AEC)	2 credits
Unit 1	English Usage in Communication : <ul style="list-style-type: none"> • Distinction between American English and British English • Indianism and Indian English • Elevator Pitch • Use of ICT in English 	10 Hours
Unit 2	Summarization : The following skills to be acquired: <ul style="list-style-type: none"> • Discern the main/central idea of the passage • Identify the supporting ideas • Eliminate irrelevant or extraneous information • Integrate the relevant ideas in a precise and coherent manner 	10 Hours
Unit 3	Report Writing : <ul style="list-style-type: none"> • Feasibility Report • Activity Report 	10 Hours

Evaluation: Second Semester End Examination

Pattern : 30 Marks

Duration : 1 Hours

Q. No.	Question Details	Marks
1	Short Notes - Unit I (2 out of 4)	10
2	Summarization - Unit II	10
3	Report Writing - Unit III (1 out of 2)	10

Internal Evaluation : 20 Marks

Sr. No.	Particulars	Marks
01	Tutorial	15 Marks
02	Attendance	05 Marks
	Total	20 Marks

Recommended Resources:

- Bellare, Nirmala. Reading & Study Strategies. Books. 1 and 2. Oxford University Press, 1997, 1998
- Bellare, Nirmala. Easy Steps to Summary Writing and Note-Making. AmazonKindle Edition, 2020
- Comfort, Jeremy, et al. Speaking Effectively: Developing Speaking Skills for Business English. Cambridge University Press, 1994.
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- <https://www.topuniversities.com/student-info/studying-abroad/7-ways-quickly-improve-your-english-language-skills>
- <https://www.wikihow.com/Improve-English-Communication-Skills>
- <https://www.thelanguagegallery.com/blog/how-to-develop-good-english-communication-skills>