

**DEPARTMENT OF ENGLISH
CHAUDHARY RANBIR SINGH UNIVERSITY,
Jind (Haryana)**

(A Haryana State Government University)
(Established by the Haryana State Legislature Act 28 of 2014 and
recognized by UGC Act 1956 U/S 2(f) & 12-B)

**Scheme of Examination and Syllabus for
Undergraduate Programme**

AECs, SECs and VOCs

Subject: English

**Under Multiple Entry-Exit, Internship and CBCS-LOCF
in accordance with NEP-2020 w.e.f. 2023-24 (in phased
manner)**



DEPARTMENT OF ENGLISH
Scheme of Examination for Undergraduate Programme
Under Multiple Entry-Exit, Internship and CBCS-LOCF in accordance with NEP-2020
w.e.f. 2023-24 (in phased manner), Subject: English (AECs, SECs & VOCs)

Semester	Course Type	Course Code	Nomenclature of Course	Credits	Contact Hours/Week	Internal marks	External Marks	Total Marks	Exam Duration
I	AEC-1	B23-AEC-1	English Language and Communication Skills: Level 1	2	2	15	35	50	3 hrs.
II	AEC-2	B23-AEC-2	English Language and Communication Skills: Level 2	2	2	15	35	50	3 hrs.
III	AEC-3	B23-AEC-3	English Language and Communication Skills: Level 3	2	2	15	35	50	3 hrs.
IV	AEC-4	B23-AEC-4	English Language and Communication Skills: Level 4	2	2	15	35	50	3 hrs.
	SEC-1	B23-SEC-206	Fundamentals of Communication Skills & Soft Skills	3	3	25	50	75	3 hrs.
	SEC-2	B23-SEC-207	Soft Skills	3	3	25	50	75	3 hrs.
	SEC-2	B23-SEC-216	Creative Writing	3	3	25	50	75	3 hrs.
	SEC-3	B23-SEC-310	Communication in Professional Life	3	3	25	50	75	3 hrs.
	SEC-3	B23-SEC-311	Report Writing	3	3	25	50	75	3 hrs.
	SEC-4	B23-SEC-402	Manuscript Writing	3	3	25	50	75	3 hrs.
	VOC-2	B23-VOC-225	International English Language Proficiency Development	4	4	30	70	100	3 hrs.

English**Semester-I**

Nomenclature of the Course: **English Language and Communication Skills: Level 1**

Course Code: **B23-AEC-1**

Course Type: **AEC-1**

Level of the Course: **100-199**

Credits: 2 (Theory 2)

Total Marks: 50

End Term Exam Marks: 35

Internal Assessment Marks: 15

Exam Time: 3 Hrs.

Workload: Theory 2 hours

Course Learning Outcomes:

After the successful completion of the course the student will be able to:

- E101.1. The students will learn various types of verbal and non-verbal communication.
- E101.2. They will understand the importance of interpersonal communication on workplaces and different ways of behaviour and communication.
- E101.3. They will comprehend the importance of listening skills and its types.
- E101.4. They will be introduced to parts of speech and their role in language learning.

Contents of the Course:

Unit I: Theory and Types of Communication

Verbal and Non-Verbal Communication

Unit II: Workplace and Interpersonal Communication

Introducing Oneself, Introducing Others, Making Requests,
Offering Help, Congratulating, Making Enquiries and Seeking
Permission

Unit III: Importance of Listening Skills and their types

Barriers to Effective Listening and how to overcome them

Note-taking Techniques to capture the main ideas

Unit IV: Parts of Speech

Suggested Readings:

Hargie, Owen. *The Handbook of Communication Skills*. Routledge, 2006.

Knapp, Mark L., et al. *Nonverbal Communication in Human Interaction*. Cengage Learning, 2013.

West, Richard, and Lynn H. Turner. *Understanding Interpersonal Communication: Making Choices in Changing Times*. Cengage Learning, 2010.

Instructions to the Paper Setters:

1. Question No 1 will be compulsory and have 7 questions based on all the four Units and the students will be required to write answers in 30 words.
2. Question No 2 and 3 will be set on Unit-I covering the entire Unit. Students will be required to attempt any one.
3. Question No 4 and 5 will be set on Unit-II covering the entire Unit. Students will be required to attempt any one.
4. Question No 6 and 7 will be set on Unit-III covering the entire Unit. Students will be required to attempt any one.
5. Question No. 8 and 9 will be based on Unit-IV having 7 parts each covering the entire Unit. Students will be required to attempt any one of these questions.

Evaluation of Internal Assessment

Internal Assessment (Theory) will be based on the following components.

i.	Class Participation	4 Marks
ii.	Seminar/Presentation/Assignments/ Quiz/Class Test etc.	4 Marks
iii.	Mid-Term Exam	7 Marks
	Total	15 Marks

English
Semester-II

Nomenclature of the Course: **English Language and Communication Skills: Level 2**

Course Code: **B23-AEC-2**

Course Type: **AEC-2**

Level of the Course: **100-199**

Credits: 2 (Theory 2)

Total Marks: 50

End Term Exam Marks: 35

Internal Assessment Marks: 15

Exam Time: 3 Hrs.

Workload: Theory 2 hours

Course Learning Outcomes

After the successful completion of the course, the student will be able to:

E201.1. The students will be introduced to the phonetics and syllables in English.

E201.2. They will learn various components of speaking skills and their use in communication.

E201.3. They will learn the practical use of punctuation and capitalization.

E201.4. They will have the comprehensive knowledge of tenses.

Contents of the Course:

Unit I: Sounds in English Language

Phonetic symbols and their understanding through a dictionary (Oxford Advanced Learner's Dictionary)

Transcribing one and two syllable words in English

(*For Blind Students: Develop a story from the given prompt or idea)

Unit II: Developing Fluency in Speaking Skills

Speech Making: Expository Speech, Argumentative Speech

Dialogues, Role Plays and Group Discussions

Unit III: Proper use of Punctuation and Capitalization

Unit IV: Introduction to Tenses

Suggested Readings:



Fraleigh, Douglas M., and Joseph S. Tuman. *Speak Up: An Illustrated Guide to Public Speaking*. Macmillan, 2011.

Lucas, Stephen. *The Art of Public Speaking*. McGraw-Hill, 2008.

Murphy, Raymond. *English Grammar in Use with Answers*. Cambridge UP, 2002.

Instructions to the Paper Setters:

1. Question No 1 will be compulsory and will have 7 parts based on all the four Units and the students will be required to attempt all the 7.
2. Question No 2 and 3 will be set on Unit-I covering the entire Unit. Students will be required to attempt any one.
3. Question No 4 and 5 will be set on Unit-II covering the entire Unit. Students will be required to attempt any one.
4. Question No 6 and 7 will be set on Unit-III covering the entire Unit. Students will be required to attempt any one.
5. Question No. 8 and 9 will be based on Unit-IV having 7 parts each covering the entire Unit. Students will be required to attempt any one of these

Evaluation of Internal Assessment

Internal Assessment (Theory) will be based on the following components.

i. Class Participation	4 Marks
ii. Seminar/Presentation/Assignments/ Quiz/Class Test etc.	4 Marks
iii. Mid-Term Exam	7 Marks
Total	15 Marks

English
Semester-III

Nomenclature of the Course: **English Language and Communication Skills: Level 3**

Course Code: **B23-AEC-3**

Course Type: **AEC-3**

Level of the Course: **200-299**

Credits: 2 (Theory 2)

Total Marks: 50

End Term Exam Marks: 35

Internal Assessment Marks: 15

Time: 3 Hrs.

Workload: Theory 2 hours

Course Learning Outcomes

After the successful completion of the course, the student will be able to:

E301.1. The students will understand the importance of close reading and comprehension

E301.2. They will learn the practical use of interview and presentation skills.

E301.3. They will enhance their vocabulary for better communication.

E301.4. They will be introduced to the correct use of articles and other parts of speech.

Content of the Course:

Unit I: Cloze Reading and Comprehension

Summarizing and Paraphrasing

Unit II: Interview Skills, Seminar Skills, Presentation Skills

Data Interpretation – Bar Graph, Pie Chart, Tree Diagram

Unit III: Vocabulary: Homonyms, Homophones, Pair of words

Rearranging jumbled sentences

Unit IV: Common errors in the use of English

(Noun, Pronoun and Articles)

Suggested Readings:

Biennu, Sherron. *The Presentation Skills Workshop: Helping People Create and Deliver*

Great Presentations. Amacom Books, 2006.

Brians, Paul. *Common Errors in English Usage*. Franklin, Beedle & Associates, 2003.

McNamara, Danielle S. *Reading Comprehension Strategies: Theories, Interventions, and Technologies*. Psychology P, 2007.

Instructions to the Paper Setters:

1. Question No 1 will be compulsory and will have 7 parts based on all the four Units and the students will be required to attempt all the 7.
2. Question No 2 and 3 will be set on Unit-I covering the entire Unit. Students will be required to attempt any one.
3. Question No 4 and 5 will be set on Unit-II covering the entire Unit. Students will be required to attempt any one.
4. Question No 6 and 7 will be set on Unit-III covering the entire Unit. Students will be required to attempt any one.
5. Question No. 8 and 9 will be based on Unit-IV having 7 parts each covering the entire Unit. Students will be required to attempt any one of these

Evaluation of Internal Assessment

Internal Assessment (Theory) will be based on the following components.

i.	Class Participation	4 Marks
ii.	Seminar/Presentation/Assignments/ Quiz/Class Test etc.	4 Marks
iii.	Mid-Term Exam	7 Marks
	Total	15 Marks

English
Semester-IV

Nomenclature of the Course: **English Language and Communication Skills: Level 4**

Course Code: **B23-AEC-4**

Course Type: **AEC-4**

Level of the Course: **200-299**

Credits: 2 (Theory 2)

Total Marks: 50

End Term Exam Marks: 35

Internal Assessment Marks: 15

Exam Time: 3 Hrs.

Workload: Theory 2 hours

Course Learning Outcomes

After the successful completion of the course, the student will be able to:

E401.1. The students will enhance their vocabulary by learning formation of words.

E401.2. They will learn the various types of sentences.

E401.3. They will comprehend the public speaking techniques and art of oratory.

E401.4. They will learn practical use of coherence in writing and contextual vocabulary

Contents of the Course:

Unit I: Vocabulary Building

Word formation and understating word roots, prefixes, and suffixes

Unit II: Types of Sentences and Transformation of Sentences

Unit III: Public Speech, Persuasion Techniques

Various Aspects of Conversation: Starting a Conversation/Controlling a Conversation

Unit IV: Coherence and Unity in a Paragraph, Transition Words and Phrases

Learning Contextual Vocabulary through Reading a Passage or Literary Text

Suggested Readings:

Lewis, Norman. *Word Power Made Easy: The Complete Handbook for Building a Superior Vocabulary*. Anchor, 2014.

Nida, Eugene A. *Morphology: The Descriptive Analysis of Words*. University of Michigan Press, 1965.

Tortora, Christina. *Understanding Sentence Structure: An Introduction to English Syntax*.
John Wiley & Sons, 2018.

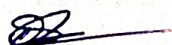
Instructions to the Paper Setters:

1. Question No 1 will be compulsory and will have 7 parts based on all the four Units and the students will be required to attempt all the 7.
2. Question No 2 and 3 will be set on Unit-I covering the entire Unit. Students will be required to attempt any one.
3. Question No 4 and 5 will be set on Unit-II covering the entire Unit. Students will be required to attempt any one.
4. Question No 6 and 7 will be set on Unit-III covering the entire Unit. Students will be required to attempt any one.
5. Question No. 8 and 9 will be based on Unit-IV. Students will be required to attempt any one of these.

Evaluation of Internal Assessment

Internal Assessment (Theory) will be based on the following components.

i.	Class Participation	4 Marks
ii.	Seminar/Presentation/Assignments/ Quiz/Class Test etc.	4 Marks
iii.	Mid-Term Exam	7 Marks
	Total	15 Marks



Semester-I SEC-1

Fundamentals of Communication Skills & Soft Skills

Unit-1

- Body Language
- Interview Skills
- Strategies for Effective Listening

Unit-II

- Effective Communication

Speak, read, write and listen clearly in person and through electronic media in English and in one Indian language, and make meaning of the world by connecting people, ideas, books, media and technology

Unit-III

- Email Writing
- File/ Noting /Drafting

English
Semester II

Nomenclature of the Course: **Soft Skills**

Course Code: **B23-SEC-207**

Course Type: **SEC-2**

Level of the Course: **100-199**

Credits: 3 (2 Theory, 1 Tutorial)

Total Marks: 75

Internal Assessment Marks: 25

End Term Exam Marks: 50

Exam Time: 3 hours

Workload: Theory 3 hours

Course Learning Outcomes:

After the successful completion of the course, the student will be able to:

The students will understand various aspects of soft skills.

The students will improve presentation skills.

The students will learn various techniques of self-management.

The students will learn the basics of professional correspondence

Contents of the Course:

Unit-I

Introduction to Soft Skills

Time and Stress Management Skills

Emotional Intelligence Skills

Life Skills

Presentation on Soft Skills

Unit II

Communication Skills

Presentation Skills

Voice Modulation

Pitch and Tempo for Effective Presentation

Unit-III

Self-Management and Personality Development: Motivation, Positive Attitude and

Confidence Building Techniques; Personal Grooming and Hygiene: Defining

Strengths, Formal and Informal Presentation of Self

Situational Conversations

Unit-IV

Proposal Writing

Public Speech

Group Discussion



Instruction for Paper Setter:

Q. 1 This question based on all the 4 Units will have 8 short questions. Students will be required to attempt any 5 in about 30 words each covering. $5 \times 2 = 10$

Q:2 This question with internal choice shall be based on unit I. The student shall attempt one question out of two. 10

Q. 3. This question with internal choice shall be based on unit II. The student shall attempt one question out of two. 10

Q. 4 This question with internal choice shall be based on unit III. The student shall attempt one question out of two. 10

Q:5 This question with internal choice shall be based on unit IV. The student shall attempt one question out of two. 10

Evaluation of Internal Assessment

Internal assessment will be based on the following components:

(i)	Class participation	5 marks
(ii)	Assignments- Presentations	7 marks
(iii)	Mid Term:	13 marks
	Total Marks	25 marks

English
Semester II

Nomenclature of the Course: **Creative Writing**

Course Code: **B23-SEC-216**

Course Type: **SEC-2**

Level of the Course: **100-199**

Credits: 3 (2 Theory, 1 Tutorial)

Total Marks: 75

Internal Assessment Marks: 25

End Term Exam Marks: 50

Time: 3 hours

Workload: Theory 3 hours

Course Learning Outcomes:

After the successful completion of the course, the student will be able to:

The students will understand the art, craft and various aspects of creative writing.

They will be acquainted with the basic skills required for a creative writer

They will be able to explain the differences in writing for various literary and social media contexts.

The creative and critical faculties of the students will be honed.

Contents of the Course:

Unit I

Introduction and Significance of Creative Writing

Creative Writing Process

Genres of Creative Writing: poetry, fiction, non-fiction, and drama.

Unit II

Plot, Setting, Character, Dialogue, Point of View

Literary Devices: Image, Simile, Metaphor, Symbol, Hyperbole, Personification

Unit-III

Fiction: short story, novella and novel

Biography, Memoir and Autobiography

Travelogues and Diaries

Unit-IV

Web Content Writing and Blog Writing

Script Writing

Journalistic Writing

Suggested Readings:

- Abrams, M.H. *Glossary of Literary Terms*. Boston: Wadsworth Publishing Company, 2005.
- Bell, James Scott. *How to Write Dazzling Dialogue*. Compendium Press, 2014.
- Bell, Julia and Magrs, Paul. *The Creative Writing Course-Book*. London: Macmillan, 2001.
- Clark, Roy Peter. *Writing Tools*. US: Brown and Company, 2008.
- Dev, Anjana Neira, Anuradha Marwah and Swati Pal. *Creative Writing: A Beginner's Manual*. Pearson India, 2008.
- Earnshaw, Steven (Ed). *The Handbook of Creative Writing*. Edinburgh UP, 2007.
- Gardner, John. *The Art of Fiction*. Vintage, 1991.
- King, Stephen. *On Writing: A Memoir of the Craft*. Hodder and Stoughton, 2000.

Scheme of Examination:

Note: All questions are compulsory.

- Q. 1 This question will be compulsory and have 8 short questions based on all the four Units. Students will be required to attempt any 5 in about 30 words each. $5*2=10$
- Q:2 This question with internal choice shall be based on unit I. The students shall attempt one question out of the two. 10
- Q. 3. This question with internal choice shall be based on unit II. The students shall attempt one question out of the two. 10
- Q. 4 This question with internal choice shall be based on unit III. The students shall attempt one question. 10
- Q:5 This question with internal choice shall be based on unit IV. The students shall attempt one question out of the two. 10

Evaluation of Internal Assessment

Internal assessment will be based on the following components:

(iv)	Class participation	5 marks
(v)	Assignments- Presentations	7 marks
(vi)	Mid Term:	13 marks
	Total Marks	25 marks

English
Semester II

Nomenclature of the Course: **Communication in Professional Life**

Course Code: **B23-SEC-310**

Course Type: **SEC-3**

Level of the Course: **100-199**

Credits: 3 (2 Theory, 1 Tutorial)

Total Marks: 75

Internal Assessment Marks: 25

End Term Exam Marks: 50

Exam Time: 3 hrs.

Workload: Theory 3 hours

Course Learning Outcomes:

After the successful completion of the course, the student will be able to:

The students will be able to communicate effectively in English in professional contexts.

They will be able to frame different kinds of sentences.

They will learn professional communication skills.

They will learn the basics of grammar and composition.

Contents of the Course:

Unit I

- Communication: Importance and its Purpose
- Strategies For Effective Communication
- Essentials of Good Communication
- Significance of Body Language in Communication


Unit II

- Noun Clauses, Adverb Clauses, Relative Clauses
- Sentence and its types

Unit III

- Group Discussion
- Job Interviews
- Resume Writing
- Effective Business Meetings: Preparing Agenda, Summarizing key ideas and information

Unit IV

- Formal E-mail Writing
 - Notice Writing
 - Press Release (Business Related)
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- Business Reports

Suggested Readings:

- John Eastwood. *Oxford Guide to English Grammar*. (Oxford University Press, 1994).
 Martin Hewings. *Advanced Grammar in Use*. (Cambridge University press, 1999)
 Raymond Murphy. *English Grammar in Use (with CD- Rom)*. Cambridge University Press.
 Scot Ober. *Contemporary Business Communication*. Cengage Learning
 RC Bhatia. *Business Communication*. Ane Books Pvt. Ltd., New Delhi.
 R.C. Sharma and Krishna Mohan. *Business Communication and Report Writing*. Tata
 McGraw-Hill Publishing Company Ltd., 2006.

Scheme of Examination:

Note: All questions are compulsory having equal marks.

- Q. 1 This question will be compulsory having 8 short answers type questions having 2 from each section. Students will be required to attempt any 5 in about 30 words each. 5x 2=10
- Q:2 This question will have 4 parts based on Unit I. The student shall attempt 2 parts out of given 4. 2x5=10
- Q. 3. There will be 15 grammatical items based on Unit II. The student shall attempt any 10 items. 10
- Q. 4 This question with internal choice shall be based on Unit III. The student shall attempt one question out of two. 10
- Q:5 This question with internal choice shall be based on unit IV. The student shall attempt one question out of given two. 10

Evaluation of Internal Assessment

Internal assessment will be based on the following components:

(vii)	Class participation	5 marks
(viii)	Assignments/Presentations	5 marks
(ix)	Mid Term Exam:	15 marks
	Total Marks	25 marks

English**Semester III****Nomenclature of the Course: Report Writing****Course Code: B23-SEC-311****Course Type: SEC-3****Level of the Course: 100-199****Credits: 3 (Theory 2, Tutorial 1)****Total Marks: 75**
Internal Assessment: 25
End Term Exam Marks: 50
Exam Time: 3 hours**Workload: Theory 2 hours****Course Learning Outcomes:**

After the successful completion of the course, the student will be able to:

- The students will understand various aspects of report writing.
- They will improve their effective report writing skills.
- They will learn planning and structure of report writing.
- They will learn the formatting of reports.

Contents of the Course:**Unit I**

- Introduction to Technical Writing: Technical Report
- Planning and Structure of Report: Word Choice, Tone, Drafting and Coherence of main ideas,
- Types of Report: Formal and Informal

Unit II

- Writing and Revising the Draft, the Editing Process
- Writing Styles and Techniques
- Writing Effective Reports

Unit III

- Formatting the Reports: Title Page, Headers and Footers, Using Tables and Graphics
- Visual Aids and Presentation Skills

Unit IV

- Importance of Effective Language in Report Writing
- Presenting one's organization
- Executive Summary

Suggested Readings

Janet Owens. *Report Writing*. DSC: London, 2011.

Mort, S. *Professional Report Writing*. Taylor & Francis, 2017.

Sharma, S., Raman, M. *Technical Communication: Principles and Practice*. India: Oxford University Press, 2015.

Note: All questions are compulsory.

- Q. 1 This question will be compulsory based on all the 4 Units having 8 short questions. Students will be required to attempt any 5 in about 30 words each covering. 10
- Q:2 This question with internal choice shall be based on unit I. The student shall attempt one question out of two. 10
- Q. 3. This question with internal choice shall be based on unit II. The student shall attempt one question out of two. 10
- Q. 4 This question with internal choice shall be based on unit III. The student shall attempt one question out of two. 10
- Q:5 This question with internal choice shall be based on unit IV. The student shall attempt one question out of two. 10

Evaluation of Internal Assessment

Internal assessment will be based on the following components:

(i)	Class participation	5 marks
(ii)	Assignments- Presentations	7 marks
(iii)	Mid Term:	13 marks
	Total Marks	25 marks

English

Nomenclature of the Course: **Manuscript Writing**

Course Code: **B23-SEC-402**

Course Type: **SEC-4**

Level of the Course: **100-199**

Credits: 3 (2 Theory, 1 Tutorial)

Total Marks: 75

Internal Assessment Marks: 25

End Term Exam Marks: 50

Exam Time: 3 hours

Workload: Theory 3 hours

Course Learning Outcomes:

After the successful completion of the course, the student will be able to:

The students will understand various aspects of manuscript writing.

They will learn about the details of writing process.

They will know techniques of manuscript writing.

They will be introduced to introduce to the mechanics of citing and referencing sources.

Contents of the Course:

Unit-I

Manuscript Writing: Definition, Purpose and Significance

Types of Manuscripts: Original Article, Case Studies, Reflective Essays, Review Articles, Brief Reports

Unit-II

Understanding the Writing Process: Pre-writing, drafting, revising, editing, and proofreading.

Ethical Considerations in Manuscript Writing: Understanding plagiarism and academic integrity, properly attributing sources and avoiding plagiarism

Unit-III

Principles of Effective Writing: Clarity, coherence, conciseness, and precision.

Writing Techniques: Developing a strong thesis statement, using evidence and supporting argument

Revision and Editing: Techniques for revising and improving clarity and coherence

Proofreading: Symbols for Proofreading

Unit-IV

Drafting and Revising: outlining and drafting a literary manuscript, techniques for revision, editing and improving clarity



Final Manuscript and Presentation: preparing the final version of the manuscript, presenting the key arguments in a concise manner

Suggested Readings:

Wayne C. Booth et. al. *The Craft of Research*. University of Chicago Press.

William Strunk Jr. and E.B. White. *The Elements of Style*. Independently Published, 2019.

James D. Lester, *Writing Research Papers: A Complete Guide*. Pearson, 2015.

MLA Handbook for Writers of Research Papers by The Modern Language Association of America

Scheme of Examination:

Note: All questions are compulsory.

- Q. 1 This question will be compulsory based on all the 4 Units having 8 short questions. 10
Students will be required to attempt any 5 in about 30 words each.
- Q. 2 This question with internal choice shall be based on unit I. The student shall attempt one question out of two. 10
- Q. 3. This question with internal choice shall be based on unit II. The student shall attempt one question out of two. 10
- Q. 4 This question with internal choice shall be based on unit III. The student shall attempt one question out of two. 10
- Q:5 This question with internal choice shall be based on unit IV. The student shall attempt one question out of two. 10

Evaluation of Internal Assessment

Internal assessment will be based on the following components:

(i)	Class participation	5 marks
(ii)	Assignments- Presentations	7 marks
(iii)	Mid Term:	13 marks
	Total	25 marks

English

Nomenclature of the Course: **International English Language Proficiency Development**

Course Code: **B23-VOC-225**

Course Type: **VOC-2**

Level of the Course: **100-199**

Credits: 4 (3 Theory, 1 Tutorial)

Total Marks: 100

Internal Assessment Marks: 30

End Term Exam Marks: 70

Time: 3 hours

Workload: Theory 3 hours, tutorial 1 hour; Tutorial group size will be of 30 students

Course Learning Outcomes:

After the successful completion of the course, the student will be able to:

B23-VOC-225.1 Demonstrate a proficient level of understanding and usage of English in various international contexts.

B23-VOC-225.2 Communicate effectively and confidently in English, both orally and in written form.

B23-VOC-225.3 Understand and interpret complex English texts suitable for advanced academic or professional purposes.

B23-VOC-225.4 Apply appropriate language strategies to participate in diverse interpersonal exchanges and public communications.

Contents of the Course:

Unit I: Advanced Grammar and Vocabulary (20 Marks)

Review of English grammar: Verb tenses, modals, conditionals, direct and indirect speech, active and passive voice

Unit II: Reading and Writing Skills (20 Marks)

Reading strategies: Advanced comprehension passages developing practices of skimming, scanning and critical reading of academic and professional texts

Writing skills: Paragraph writing, dialogue writing, email writing

Unit III: Listening and Speaking Skills (15 Marks)

Advanced listening comprehension: Understanding main ideas and details in lectures, presentations, discussions, and conversations

Speaking skills: Presenting ideas clearly and coherently, participating in discussions and debates, giving presentations

Unit IV: Intercultural Competence and Introduction to Cultural Nuances (15 Marks)

Basic Etiquettes in English-Speaking Cultures: Greetings, introductions, expressions of gratitude, politeness

Conversational English: Simple conversation starters, common phrases and sentences used in daily life, understanding the use of small talk in English-speaking cultures

Suggested Readings:

Swan, M. *Practical English Usage*. Oxford University Press, 2016.

Wood, F.T. *A Remedial English Grammar for Foreign Students*, Macmillan.

Murphy, R. *English Grammar in Use*. Cambridge University Press, 2019.

Hedge, T. *Writing*. Oxford University Press, 2019

Hughes, R. *English in Speech and Writing*. Routledge, 2018.

Note for Paper-setters:

1. The paper will consist of 4 Units and one compulsory question. Students will be required to attempt one question from each Unit besides Question No. 1. which will be compulsory.
2. Question No. 1 will be compulsory and consist of 10 short answer type questions of 2 marks each based on all the four Units. Students will be required to attempt any 7.
3. Unit I will have one question having two parts of 7 marks each based on the two given topics. There will be no internal choice.
4. Unit II will have one question having two parts of 7 marks each based on the two given topics. First part of the question will consist of an advanced comprehension passage (without internal choice) followed by *five* questions of 2 marks each. Second part of the question will be set on any *two* of the given topics (with internal choice).
5. Unit III will have one question in three parts on any two of the given topics of 7 marks each. Students will be required to attempt any two of the given parts.
6. Unit IV will have one question in three parts on any two of the given topics of 7 marks each. Students will be required to attempt any two of the given parts.

Evaluation of Internal Assessment

Internal Assessment (Theory) will be based on the following components.

iv. Class Participation	5 Marks
v. Seminar/Presentation/Assignments/ Quiz/Class Test etc.	10 Marks
vi. Mid-Term Exam	15 Marks
Total	30 Marks