

Annexure III

Detailed Syllabus for the Examination to be held in year 2016, 2017, 2018

Course Title: Communication English-I

Credits: 2

Course Code: UCETS101

M.M: 50

Unit-I: Listening and Speaking

- Listening Skills [Active, passive, interpretive, Accent]
- Speaking Skills [Stress, Intonation, Assertion, Rhetorical questions, Exclamation, Emphasis]
- Conversations [Formal, Informal, Telephonic]
- Interviews [Essentials, Dos and Don'ts, Body Language]

Unit-II: Reading and understanding

- Reading Comprehension
- Paraphrasing
- Analysis and Interpretation

Unit-III: Writing Skills

- Letter writing
- Public Notice
- Advertisements

Unit-IV: Grammar Skills

- Parts of Speech: Using the same word as different parts of Speech, Correct use of verbs and articles
- Vocabulary: Homonyms, Homophones; Words often confused

Mode of Examination:

Internal Assessment Test:

Syllabus to be covered: upto 50% ; Time allotted: 1 Hour; Marks % Weightage: 20% (10 Marks)

10 Short answer type Questions of 1 mark each shall be given which may include some multiple choice questions, fill in the blanks, one word answer questions.
(10x1=10)

External End Semester University Examination:

Section A

Five short answer type questions of 1 mark each shall be given which may include multiple choice questions, fill in the blanks, one word answer questions. (5x1=5)

Section B

Three medium answer type questions of 5 marks each. The examiner will set four questions out of which the candidate will be required to attempt any three.
(5x3=15)

Section C

Two long answer type questions of 10 marks each. The examiner will set three questions out of which the candidate will be required to attempt any two.
(10x2=20)

Suggested Readings:

Rani, Kandula Nirupa, Jayshree Mohanraj and Indira Babbellapati. Eds. *Speak Well*. Delhi: Orient Black Swan.

Essential Communication Skills: A Multi Course for English Communication. MacMillan Publishers India Pvt. Limited.

Taylor, Ken. *Telephone and Teleconferencing Skills*. Delhi: Orient Black Swan.

English at Workplace. Part II, Delhi: Oxford University Press, 2007.

Hewing, Martin. *Advanced English Grammar*. New Delhi: Cambridge University Press, 2010.

Detailed Syllabus for the Examination to be held in year 2017, 2018, 2019.

Course Title: Communication English-II

Credits: 2

Course Code: UCETS201

M.M: 50

Unit-I: Reading and Presentation Skills

- Reading Skills: Decoding, Comprehension & Retention, Reading Techniques, Reading Problems, Close reading
- Public speaking skills (preparation, Vocal control, time management & handling questions)
- Oral Presentation, Debates, Elocution and Extempore, Demonstration, Conversation

Unit-II : Writing Skills

- Report Writing
- Writing a Paragraph

Unit-III: Technical and Modern Communication

- Writing a proposal
- Preparing a Resume
- Book/ Film Reviews
- E-mails
- Blogs and comments on social media

Unit-IV: Grammar

- Punctuation and Capitalization
- Corrections (Noun, Pronoun, Adjective and Adverb); Common Errors in the use of English

Mode of Examination:

Internal Assessment Test:

Syllabus to be covered: upto 50% after 45days; Time allotted: 1 Hour; Marks %
Weightage: 20% (10 Marks)

10 Short answer type Questions of 1 mark each shall be given which may include some multiple choice questions, fill in the blanks, one word answer questions.
(10x=10)

External End Semester University Examination:

Section A

Five short answer type questions of 1 mark each shall be given which may include multiple choice questions, fill in the blanks, one word answer questions. (5x1=5)

Section B

Three medium answer type questions of 5 marks each. The examiner will set four questions out of which the candidate will be required to attempt any three.
(5x3=15)

Section C

Two long answer type questions of 10 marks each. The examiner will set three questions out of which the candidate will be required to attempt any two.

Suggested Readings:

Interactive English. Macmillan Publishers India Ltd.

Baber, Eric. *Business English, Using the Internet*. Delhi: Orient Black Swan.

Wood, J. *Interpersonal Communication: Everyday Encounters*. Boston, MA: Wadsworth-Cengage Learning, 2010.

Raydu, C.S. *Developing Communication Skills*. Himalaya Publishing House, 2012.

Hewing, Martin. *Advanced English Grammar*. New Delhi: Cambridge University Press, 2010.