

ENGLISH LANGUAGE COURSES
(Part II English & Soft Skills to Other UG and PG Programmes)

SYLLABUS
(From July 2021)



School of English & Foreign Languages
The Gandhigram Rural Institute
(Deemed to be University)
Gandhigram – 624 302

**English Language Courses
With effect from 2020-2021**

**Part – II Courses
For all Undergraduate, DTT* and Integrated PG Programmes
(Except B.Tech and B.Sc. Agri programmes)**

Sem.	Course Code	Title of the Course	No. of Credits	No. of Hours	CFA %	ESE %	Total Marks
I	21ENGU0101/ 21ENGI0101/ 21ENGD0101/ 21ENGV0101	Foundational English I	3	3	40	60	100
II	21ENGU0202/ 21ENGI0202/ 21ENGD0202/ 21ENGV0202	Foundational English II	3	3	40	60	100
III	21ENGU0303/ 21ENGI0303	Advanced English	3	3	40	60	100

* Diploma in Textile Technology Programme

Communication and Soft Skills

Level	Sem.	Course Code	Title of the Course	No. of Credits	No. of Hours	CFA %	ESE %	Total Marks
UG	II/III	21ENGU00C1/ 21ENGI00C1	Soft Skills	2	2	20	30	50
PG	I/II	21ENGP00C1	Communication and Soft Skills	2	2	50	--	50

For B.Tech. (Civil Engineering)

Sem.	Course Code	Title of the Course	No. of Credits	No. of Hours	CFA %	ESE %	Total Marks
I	21ENGU01E1	English	3	3	40	60	100

For B.Sc. (Agri)

Sem.	Course Code	Title of the Course	No. of Credits	No. of Hours	CFA %	ESE %	Total Marks
I	21ENGU01A1	Comprehension & Communication Skills in English	2	2	50	50	50
II	21ENGU02A2	Communication Skills & Personality Development	2	2	50	50	50

21ENGU0101/21ENGI0101/21ENGD0101/21ENGV0101**FOUNDATIONAL ENGLISH - I****(Language II Course – 3 Credits/3 Hours per week)****Objectives:**

- to help the students understand the intricacies of English Grammar for everyday use;
- to help them improve their essential language skills in English.

Unit I: Grammar

- Nouns & Pronouns
- Adjectives & Determiners
- Verbs and Tenses
- Auxiliary Verbs

Unit II: Listening Skills

- Descriptions
- Story Narrations
- Short Speeches

Unit III: Reading & Vocabulary

- Reading comprehension passages
- Vocabulary building

Unit IV: Speaking Skills

- Face to Face Conversation
- Descriptions
- Telephone Conversation

Unit V: Writing Skills

- Paragraph writing
- Note making
- Short Narrative Essays

Textbook:

Foundational English I Textbook/Course Material - Prepared by the School.

Reference Book:

Sargeant, Howard. *Basic English Grammar Book 2*. Irvine: Saddleback, 2007. Print.

21ENGU0202/21ENGI0202/21ENGD0202/21ENGV0202**FOUNDATIONAL ENGLISH - II****(Language II Course – 3 Credits/3 Hours per week)****Objectives:**

- to help the students understand the intricacies of English Grammar for everyday use;
- to help them improve their essential language skills in English.

Unit I: Grammar

- Prepositions & Prepositional phrases
- Conjunctions
- Direct & Indirect Speech
- Sentences
- Punctuation

Unit II: Listening Skills

- Long Narratives
- Recorded speeches
- Movie clips

Unit III: Reading & Vocabulary

- Reading comprehension passages
- Vocabulary building

Unit IV: Speaking Skills

- Narrations
- Public speaking
- Debate/Turn Coat

Unit V: Writing Skills

- Precis Writing
- Personal Letter Writing
- General Essay Writing

Textbook:

Foundational English II Textbook/Course Material - Prepared by the School.

Reference Book:

Sargeant, Howard. *Basic English Grammar Book 2*. Irvine: Saddleback, 2007. Print.

21ENGU0303/21ENGI0303: ADVANCED ENGLISH

(Language II Course – 3 Credits/3 Hours per week)

Objectives:

- to help the students put in practice their knowledge of English Grammar and language skills in practical situations;
- to help them improve their proficiency in the English language.

Unit I: **Advanced Reading**

- A.K. Ramanujan : “The River” (Poem)
- Robert Frost : “The Road Not Taken” (Poem)
- Jawaharlal Nehru : “The Panaroma of India’s Past” (Prose)
- Bama : “Half-Sari” (Short Story)
- Roald Dahl : “The Landlady” (Short Story)
- Anton Chekov : “The Proposal” (One Act Play)

Unit II: **Non-detailed Reading**

- R.L. Stevenson : *Treasure Island* (Abridged)

Unit III: **Listening & Speaking**

- Listening for Pleasure
 - Poetry recitations
 - Story narrations
- Note Taking
- Situational Conversation
- Public Speaking
- Debating

Unit IV **Writing Skills**

- Descriptive writing
- Open-ended narrations
- Basics of Creative Writing

Unit V: **Business Writing**

- Formal & Business Letters
- Email
- Circulars and Notices
- Report Writing

Textbook:

Advanced English Textbook/Course Material - Prepared by the School.

21ENGU00C1/21ENGI00C1: SOFT SKILLS
(Compulsory Soft Skills Course – 2 Credits – 2 Hours/wk.)

Objectives:

- To help the students improve their communication skills; and
- To enhance their holistic development and improve their employability skills.

Unit I

- Introducing Soft Skills
- Effective Communication for Success

Unit 2

- Influencing Skills
- Lateral Thinking Skills

Unit 3

- Time Management
- Presentation Skills

Unit 4

- Effective Team Work Skills
- Inter-personal Skills

Unit 5

- Interviewing Skills
- Negotiation Skills

Textbook:

Antonymsamy and Chandra. *Soft Skills and Personality Development: A Handbook of Employability Skills*. Chennai: Vijay Nicole, 2012.

21ENGP00C1 – COMMUNICATION AND SOFT SKILLS
(Soft Skills Course – Compulsory Non Credit course –
2 Credits - 2 Hours/wk.)

(For all PG students except MA ECS students)

Objectives:

- To help the students improve their communication and life and soft skills; and
- To enhance their personality and employability skills.

UNIT I

- Basics of Communication
- Barriers to Communication

UNIT II

- Communication and Language Skills
- Communicating in a Global Language

UNIT III

- Resumes and Cover Letters
- Group Discussions

UNIT IV

- Business communication
- Intercultural Communication

UNIT V

- Professional Communication
- Interviews

Textbook:

Krishnaswamy, Dhariwal and Krishnaswamy. *Mastering Communication Skills and Soft Skills*. Blomsbury, 2015.

Assessment: There is no ESE. Assessment is totally internal and is performance-based.

21ENGU01T1: ENGLISH

(Language II Course for B.Tech. Civil Engineering – 3 Credits/3 Hours per week)

Objectives:

- to help the students of engineering improve their proficiency in the English language;
- to help them improve their language skills through targeted practice using select texts.

Unit I

Text: “An Astrologer's Day” by RK Narayan

Reading: Skimming, scanning, predicting, close reading

Vocabulary: Word formation: Prefixes, suffixes, compounds; register

Grammar: Parts of speech, nouns (countable/uncountable), articles

Listening: Tips for effective listening

Speaking: Introducing oneself, giving personal information

Writing: Sentence structures, Wh- questions, Yes/No questions, writing paragraphs, developing hints

Unit II

Text: “Building a New State” by A.P.J. Abdul Kalam

Reading: Pre-reading, in-reading, post-reading

Vocabulary: Word formation: Derivatives, synonyms, antonyms

Grammar: Finite verbs, modals, non-finite verbs, prepositions, conjunctions

Listening: Telephone conversations

Speaking: Greeting people, making polite conversation

Writing: Writing paragraphs

Unit III

Text: “Water: The Elixir of Life” by C.V. Raman

Reading: Additional reading

Vocabulary: One-word substitutes

Grammar: Pronouns, adverbs, degrees of comparison, direct-indirect speech

Listening: Listening to short talks, texts, product description

Speaking: Describing daily routines, making suggestions, offering advice, expressing opinions

Writing: Discourse markers, jumbled sentences, paragraphs

Unit IV

Text: “The Woodrose” by Abburi Chaya Devi

Reading: Additional reading: from magazine

Vocabulary: Phrasal verbs

Grammar: Tenses

Listening: Listening for specific information

Speaking: Narrating, expressing opinions, formal conversation

Writing: Informal or personal letters and emails

Unit V

Text: “Progress” by St John Ervine

Reading: Text reading and glossary

Vocabulary: Collocations, idioms

Grammar: Conditionals

Listening: Listening for opinions and attitude

Speaking: Group conversations/discussions

Writing: Planning and writing essays

TEXTBOOK:

Board of Editors. *Using English: A Coursebook for Undergraduate Engineers and Technologists*. Orient Blackswan, 2015.

REFERENCES:

Hewing, Martin. *Advanced English Grammar*. Cambridge, 1999.

ENGLISH FOR B.SC. AGRICULTURE (HONOURS)
(As per ICAR Syllabus)

21ENGU01A1
COMPREHENSION & COMMUNICATION SKILLS IN ENGLISH
2 (1+1)

Objective:

To enhance students comprehensive and languages skills

Theory

- Unit I** : Raymond B. Fosdick - War Minus Shooting- The sporting Spirit. - A Dilemma- A layman looks at science. G.B. Shaw - You and Your English – Spoken English and broken English.
- Unit II** : Reading Comprehension, Vocabulary- Antonym, Synonym, Homophones, Homonyms, often confused words. (Exercises to Help the students in the enrichment of vocabulary based on TOEFL and other competitive examinations.
- Unit III** : Functional grammar: Articles, Prepositions, Verb, Subject verb Agreement, Transformation, Synthesis.
- Unit IV** : Direct and Indirect Narration. Written Skills: Paragraph writing, Precise writing, Report writing and Proposal writing.
- Unit V** : The Style: Importance of professional writing. Preparation of Curriculum Vitae and Job applications. Synopsis Writing. Interviews: kinds, Importance and process.

Practical

- Listening Comprehension: Listening to short talks lectures, speeches (scientific, commercial and general in nature).
- Oral Communication: Phonetics, stress and intonation, Conversation practice.
- Conversation: rate of speech, clarity of voice, speaking and Listening, politeness
- Reading skills: reading dialogues, rapid reading, intensive reading, improving reading skills.
- Mock Interviews: testing initiative, team spirit, leadership, intellectual ability. Group Discussions.

References:

1. Greenbaum. Sidney, *Oxford English Grammar*, (2006). OUP. New Delhi.
2. Sahaneya Wandy, Ed., *IELTS Preparation and Practice*, (2005). Oxford University.

21ENGU02A2
COMMUNICATION SKILLS AND PERSONALITY DEVELOPMENT
2 (1+1)

Objectives:

1. To develop inter-personal skills and be an effective communicator.
2. To develop professionals with an idealistic practical and problem-solving skills.

Theory

- Unit I** : Communication Skills: Structural and functional grammar; meaning and process of communication, verbal and nonverbal communication;
- Unit II** : Listening and note taking, writing skills, oral presentation skills; field diary and lab record; indexing, footnote and bibliographic procedures.
- Unit III** : Reading and comprehension of general and technical articles, precise writing, summarizing, abstracting;
- Unit IV** : Individual and group presentations, impromptu presentation, public speaking; Group discussion.
- Unit V** : Organizing seminars and conferences.

Practical

1. A study of Listening and note taking
2. A study of writing skills,
3. A study of oral presentation skills.
4. A study of field diary and lab record.
5. A study of indexing, footnote.
6. A study of bibliographic procedures.
7. A study of reading and comprehension of general and technical articles.
8. A study of precise writing, summarizing, abstracting.
9. A study of individual and group presentations.

References:

1. Krishna Mohan and Meera Banerjee (1990). *Developing communication skills*, Macmillan India Ltd. New Delhi.
2. AIR CMDE P.C. Sharma. (2008). *Communication skills and Personality Development*, Nirali Prakashan, Arihant Printers, Pune.