

# **GURU NANAK COLLEGE (AUTONOMOUS)**

(Affiliated to University of Madras and Re-Accredited at 'A' Grade by NAAC)

Guru Nanak Salai, Velachery, Chennai – 600042.



## **English**

(SEMESTER PATTERN WITH CHOICE BASED CREDIT SYSTEM)

## **Syllabus**

(For the candidates admitted in the Academic year 2020-21 and thereafter)

## **VISION**

The Vision of the Department is to hone the communication skills of our students by instilling the nuances of the English language and to enhance their employability skills to be industry-ready.

## **MISSION**

The Mission is to provide sufficient opportunities for the students from rural backgrounds and marginalized groups. Impart quality training in English like Extempore, Compering, News Reading, Delivering Welcome Address, Proposing Vote of Thanks and so on. Train the students with all the four broad skills of the language (LSRW).

**Part –I Foundation Course – English**

**Batch - 2020-2023**

**PAPER TITLE: Foundation English -I**

<b>SUBJECT CODE: 19UENG221</b>	<b>THEORY</b>	<b>MARKS: 100</b>
<b>SEMESTER: I</b>	<b>CREDITS: 3</b>	<b>TOTAL HOURS: 60</b>

**COURSE OBJECTIVES:**

- To understand and use English Language effectively
- To develop and to integrate Listening, Writing, Reading and Speaking skills
- To enable a smooth transition to tertiary level of learning
- To enable students to respond to various language contexts.
- To understand the grammatical techniques of English language.

**UNIT – I PROSE (12 hrs)**

1. Believe in Yourself - APJ Abdul Kalam
2. The Young Elephant- DhanGopal Mukerji
3. You Can't Win an Argument - Dale Carnegie

**UNIT – II POETRY (12 hrs)**

1. The Road Not Taken - Robert Frost
2. Ecology - A. K. Ramanujan
3. Nine Gold Medals - David Roth

**UNIT – III SHORT STORIES (12 hrs)**

1. The Watchman - R K Narayan
2. How Much Land Does a Man Need - Leo Tolstoy
3. Voices in the Box - Paul Villiard

**UNIT – IV NOVELLA (12 hrs)**

Nombu- Fakir Muhammed Katpadi (translated by K.Raghavendra Rao)

**Unit - V (12 hrs)**

1. Grammar:

Nouns, Pronouns, Adjectives, Verbs, Adverbs, Prepositions, Conjunctions & Interjections, Articles, Sentences-Subject & Predicate-Types of sentences-sentence pattern

2. Language Skills:

Synonyms, Antonyms, Affixes, Spellings, Singular-Plural

3. Functional Grammar:

Expansion of Hints, Comprehension, Paragraph Writing, Essay Writing

Note: Grammar questions to be more functional and application oriented

**Reference books:**

1. *Essential English Grammar- Raymond Murphy*
2. *A Communicative Grammar of English - Geoffery Leech*
3. *Current English for College (1st Edition) - N.Krishnaswamy.*
4. *Contemporary English Grammar Structures and Composition - David Green*

**Question Paper Pattern:**

Section	Question Component	Numbers	Marks	Total
<b>Section A</b>	Short answers Answer any 10 out of 12 questions	1-12	3	<b>30</b>
<b>Section B</b>	Short Notes Answer any 5 out of 7	13-19	6	<b>30</b>
<b>Section C</b>	Essay Answer any 4 out of 6 (Internal choice)	20-25	10	<b>40</b>

**Distribution of Questions:**

Sections	Units	No. of Questions	
		Theory	Problems
<b>Section A</b>	Unit – 1	3	
	Unit – 2	3	
	Unit – 3	3	
	Unit – 4	3	
	Unit – 5	-	
<b>Section B</b>	Unit – 1	1	
	Unit – 2	1	
	Unit – 3	1	
	Unit – 4	1	
	Unit – 5	3	
<b>Section C</b>	Unit – 1	1	
	Unit – 2	1	
	Unit – 3	1	
	Unit – 4	1	
	Unit – 5	2	

## Soft Skills I

Batch – 2020- 2023

### PAPER TITLE: INTRODUCTION TO STUDY SKILLS

<b>SUBJECT CODE: 19UGSL401</b>	<b>THEORY</b>	<b>MARKS: 50</b>
<b>SEMESTER: I</b>	<b>CREDITS: 3</b>	<b>TOTAL HOURS: 30</b>

#### COURSE OBJECTIVES:

- To help, develop and improve the vocabulary of the learners
- To help the learners develop the skill of inference
- To help the learners to acquire writing skills in English
- To improve the listening skills of the students
- To improve the students' verbal reasoning

#### SYLLABUS

UNIT I: Use of Dictionary and Dictation (6 hrs)

UNIT II: Vocabulary building exercises (6 hrs)

UNIT III: Verbal Reasoning (6 hrs)

UNIT IV: Listening and Reading Comprehension (6 hrs)

UNIT V: Paragraph and Essay Writing (6 hrs)

#### Books for Reference:

1. *Hewings, Martin. 1999. Advanced English Grammar: A Self- study Reference and Practice Book for South Asian Students. Reprint 2003. Cambridge University Press. New Delhi.*
2. *Lewis Norman.1991. Word Power Made Easy.*
3. *Mohan, Krishna &Meenakshi Raman. 2000. Effective English Communication. Tata Mc Graw Hill Publishing Company Ltd.*
4. *Mohan, Krishna &Meera Banerji. 2001. Developing Communication Skills. Macmillan.*
5. *Syamala. 2002. Effective English Communication for You. Emerald Publishers, Chennai.*
6. *Harishankar, Bharathi. Ed. Essentials of Language and Communication. University of Madras.*
7. *Swan, Michael and Catherine Walter. 1990. The Cambridge English Course-2. Cambridge University Press.*

**Question Paper Pattern:**

<b>Section</b>	<b>Question Component</b>	<b>Numbers</b>	<b>Marks</b>	<b>Total</b>
<b>Section A</b>	Short answers Answer any 5 out of 7 questions	1-7	2	<b>10</b>
<b>Section B</b>	Short Notes/ Exercises Answer any 4 out of 6 questions	8-13	5	<b>20</b>
<b>Section C</b>	Essay Answer any 2 (internal choice)	14-15	10	<b>20</b>

**Distribution of Questions:**

<b>Sections</b>	<b>Units</b>	<b>No. of Questions</b>	
		<b>Theory</b>	<b>Problems</b>
<b>Section A</b>	Unit – 1	3	
	Unit – 2	2	
	Unit – 3	2	
	Unit – 4	-	
	Unit – 5	-	
<b>Section B</b>	Unit – 1	2	
	Unit – 2	2	
	Unit – 3	1	
	Unit – 4	1	
	Unit – 5	-	
<b>Section C</b>	Unit – 1	-	
	Unit – 2	-	
	Unit – 3	-	
	Unit – 4	-	
	Unit – 5	2	

**Part –I Foundation Course – English**

**Batch - 2020-2023**

**PAPER TITLE: Foundation English -II**

<b>SUBJECT CODE: 19UENG222</b>	<b>THEORY</b>	<b>MARKS: 100</b>
<b>SEMESTER: II</b>	<b>CREDITS: 3</b>	<b>TOTAL HOURS: 60</b>

**COURSE OBJECTIVES:**

**Objectives:**

- To reinforce the English competencies acquired in the previous semester
- To improve communication skills
- To inculcate language skills
- To prepare the student with employability skills.
- To instill confidence in communication.

**UNIT – I PROSE (12 hrs)**

1. What I Cherish Most - Right Hon'ble SrinivasaSastri
2. The Great Indian Psychotherapy - Chetan Bhagat
3. Mahabalipuram – A Travelogue

**UNIT – II POETRY (12 hrs)**

1. I Dream a World - Langston Hughes
2. A Psalm of Life - Henry Wadsworth Longfellow
3. Shaper Shaped - HarindranathChatopadyaya

**UNIT – III SHORT STORIES (12 hrs)**

1. The Umbrella Man - Roald Dahl
2. The Night Train at Deoli - Ruskin Bond
3. What is my Name - P. Sathyavathi

**UNIT –IV ONE ACT PLAYS (12 hrs)**

1. Never Never Nest - Cedric Mount
2. A Sunny Morning - Serafin and Joaquin Alvarez Quinter
3. Gray Matter - Jeanette D. Farr

**UNIT - V (12 hrs)**

1. Grammar:

Finite & Non-finite verbs, Tense &Aspect, Voice, Direct & Indirect Speech, Degrees of Comparison

2. Language Skills:

Same words in different parts of speech, Homonyms, Homophones, One word substitute, Collective nouns

3. Functional Grammar:

Informal Letters, e-mails, Dialogue Writing, Note-making

Note: Grammar questions to be more functional and application oriented

**Reference books:**

1. *Essential English Grammar- Raymond Murphy*
2. *A Communicative grammar of English - Geoffrey Leech*
3. *Contemporary English Grammar Structures and Composition - David Green*
4. *Current English for College (1st Edition) - N.Krishnaswamy*

**Question Paper Pattern:**

Section	Question Component	Numbers	Marks	Total
<b>Section A</b>	Short answers Answer any 10 out of 12 questions	1-12	3	<b>30</b>
<b>Section B</b>	Short Notes Answer any 5 out of 7	13-19	6	<b>30</b>
<b>Section C</b>	Essay Answer any 4 out of 6 (Internal choice)	20-25	10	<b>40</b>

**Distribution of Questions:**

Sections	Units	No. of Questions	
		Theory	Problems
<b>Section A</b>	Unit – 1	3	
	Unit – 2	3	
	Unit – 3	3	
	Unit – 4	3	
	Unit – 5	-	
<b>Section B</b>	Unit – 1	1	
	Unit – 2	1	
	Unit – 3	1	
	Unit – 4	1	
	Unit – 5	3	
<b>Section C</b>	Unit – 1	1	
	Unit – 2	1	
	Unit – 3	1	
	Unit – 4	1	
	Unit – 5	2	



**Part –I Foundation Course – English**

**SOFT SKILLS II**

**Batch – 2020-2023**

**PAPER TITLE: LIFE SKILLS**

<b>SUBJECT CODE: 19UGSL402</b>	<b>THEORY</b>	<b>MARKS: 50</b>
<b>SEMESTER: II</b>	<b>CREDITS: 3</b>	<b>TOTAL HOURS: 30</b>

**COURSE OBJECTIVES**

- To build the confidence of learners to face the challenges of a globalized society
- To sensitize learners’ ethical, moral and social values in their work environment
- To help the students identify their Strengths and Weaknesses
- To equip the students with problem solving skills
- To help the students acquire stress management skills

**UNIT I:** SWOC Analysis (6 hrs)

**UNIT II:** Etiquette (6 hrs)

**UNIT III:** Stress Management (6 hrs)

**UNIT IV:** Time Management (6 hrs)

**UNIT V:** Discussion of Success Stories (6 hrs)

i. Auto-suggestions

ii. Problem solving

iii. Decision Making

iv. Presentation Skills-Oral/PPT

**Books for Reference:**

1. Pease, Allen. 1998. *Body Language: How to read other’s thoughts by their gestures.* Sudha Publications. New Delhi.
2. Powell. *In Company.* MacMillan
3. <http://www.essentiallifekills.net//>

**Question Paper Pattern:**

Section	Question Component	Numbers	Marks	Total
<b>Section A</b>	Short answers Answer any 5 out of 7 questions	1-7	2	<b>10</b>
<b>Section B</b>	Short Notes/ Exercises Answer any 4 out of 6 questions	8-13	5	<b>20</b>
<b>Section C</b>	Essay Answer any 2 (internal choice)	14-15	10	<b>20</b>

**Distribution of Questions:**

Sections	Units	No. of Questions	
		Theory	Problems
<b>Section A</b>	Unit – 1	2	
	Unit – 2	2	
	Unit – 3	1	
	Unit – 4	1	
	Unit – 5	1	
<b>Section B</b>	Unit – 1	2	
	Unit – 2	1	
	Unit – 3	1	
	Unit – 4	1	
	Unit – 5	1	
<b>Section C</b>	Unit – 1	-	
	Unit – 2	1	
	Unit – 3	1	
	Unit – 4	1	
	Unit – 5	1	

**Part –I Foundation Course – English**

**Batch - 2020-2023**

**PAPER TITLE: Foundation English -III**

<b>SUBJECT CODE: 19UENG243</b>	<b>THEORY</b>	<b>MARKS: 100</b>
<b>SEMESTER: III</b>	<b>CREDITS: 3</b>	<b>TOTAL HOURS: 60</b>

**Objectives:**

- To take the students to the next level of learning English
- To enhance the students' creative, interpretative and critical thinking
- To develop the ability to write complex sentences
- To enable the students to communicate confidently and effectively.
- To develop interpersonal skills.

**UNIT – I PROSE (12 hrs)**

1. To Know When to Say “It’s None of Your Business” – Mark McCormack
2. Malala Yousafzai’s Speech to the United Nations Assembly 2013

**UNIT – II POETRY (12 hrs)**

1. The Toys – Coventry Patmore
2. The Summer Garden-Anna Akhmatova

**UNIT – III SHORT STORIES (12 hrs)**

1. Conjuror's revenge – Stephen Leacock
2. The Best Investment I Ever Made- A.J.Cronin

**UNIT –IV Drama (12 hrs)**

1. A Meeting in a Forest –G.B.Shaw
2. The Count’s Revenge- J.H.Walsh

**UNIT - V (12 hrs)**

1. Grammar:

Kinds of questions, Simple-compound-complex sentences, Identifying different types of Clauses, Beginning sentences with ‘It’

2. Language Skills:

Punctuation, rearranging jumbled sentences, Confusing words in English, Phrasal verbs

3. Functional Grammar:

Report Writing, Diary Writing, Formal Letters, CV/Resume Writing

Note: Questions in Grammar to be more functional and application oriented

**Reference Books:**

1. *Essential English Grammar- Raymond Murphy*
2. *A Communicative grammar of English - Geoffery Leech*
3. *Contemporary English Grammar Structures and Composition - David Green*
4. *Current English for College (1st Edition) - N.Krishnaswamy*

**Question Paper Pattern:**

<b>Section</b>	<b>Question Component</b>	<b>Numbers</b>	<b>Marks</b>	<b>Total</b>
<b>Section A</b>	Short answers Answer any 10 out of 12 questions	1-12	3	<b>30</b>
<b>Section B</b>	Short Notes Answer any 5 out of 7	13-19	6	<b>30</b>
<b>Section C</b>	Essay Answer any 4 out of 6 (Internal choice)	20-25	20	<b>40</b>

**Distribution of Questions:**

<b>Sections</b>	<b>Units</b>	<b>No. of Questions</b>	
		<b>Theory</b>	<b>Problems</b>
<b>Section A</b>	Unit – 1	3	
	Unit – 2	3	
	Unit – 3	3	
	Unit – 4	3	
	Unit – 5	-	
<b>Section B</b>	Unit – 1	1	
	Unit – 2	1	
	Unit – 3	1	
	Unit – 4	1	
	Unit – 5	3	
<b>Section C</b>	Unit – 1	1	
	Unit – 2	1	
	Unit – 3	1	
	Unit – 4	1	
	Unit – 5	2	

## SOFT SKILLS III

Batch – 2020-2023

### PAPER TITLE: JOB ORIENTED SKILLS

<b>SUBJECT CODE: 19UGSL403</b>	<b>THEORY</b>	<b>MARKS: 50</b>
<b>SEMESTER: III</b>	<b>CREDITS: 3</b>	<b>TOTAL HOURS: 30</b>

### COURSE OBJECTIVES

- To make the students job-ready
- To help learners use English language appropriate to the role or situation
- To develop their skills in technical writing
- To face interview with confidence
- To be able to write reviews

**UNIT I:** Different kinds of interviews (6 hrs)

**UNIT II:** Letter of Application and CV (6 hrs)

**UNIT III:** Technical Writing-Circulars, Memos, Agenda and Minutes (6 hrs)

**UNIT IV:** Group Discussion (6 hrs)

**UNIT V:** Review (6 hrs)

i. Books

ii. Films

### Books for Reference:

1. Harishankar, Bharathi. Ed. *Essentials of Spoken and Presentation Skills*. University of Madras.
2. John, Seely. 1998. *The Oxford guide to writing and speaking*. Oxford U P, 1998, Delhi.
3. *The Princeton Language Institute and Lanny Laskowski*. 2001. *10 days to more confident Public Speaking*. Warner Books.
4. <http://jobsearch.about.com/cs/curriculumvitae.html//>
5. <Http://www.cvtips.com//>

### Question Paper Pattern:

Section	Question Component	Numbers	Marks	Total
<b>Section A</b>	Short answers Answer any 5 out of 7 questions	1-7	2	<b>10</b>

<b>Section B</b>	Short Notes/ Exercises Answer any 4 out of 6 questions	8-13	5	<b>20</b>
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**Distribution of Questions:**

Sections	Units	No. of Questions	
		Theory	Problems
<b>Section A</b>	Unit – 1	2	
	Unit – 2	2	
	Unit – 3	1	
	Unit – 4	1	
	Unit – 5	1	
<b>Section B</b>	Unit – 1	2	
	Unit – 2	1	
	Unit – 3	1	
	Unit – 4	1	
	Unit – 5	1	
<b>Section C</b>	Unit – 1	-	
	Unit – 2	1	
	Unit – 3	1	
	Unit – 4	1	
	Unit – 5	1	

**Part –I Foundation Course – English**

**Batch - 2020-2023**

**PAPER TITLE: Foundation English -IV**

<b>SUBJECT CODE: 19UENG244</b>	<b>THEORY</b>	<b>MARKS: 100</b>
<b>SEMESTER: IV</b>	<b>CREDITS: 3</b>	<b>TOTAL HOURS: 60</b>

**Objectives:**

- To enable the use of English with increased proficiency
- To acquire the communicative skills necessary for professional development
- To enable the students to write coherent paragraphs and essays
- To reinforce critical thinking and independent learning
- To improve LSRW skills

**UNIT – I PROSE (12 hrs)**

1. Key to Courage- I.A.R.Wylie
2. Acceptance Speech at Economic Times Lifetime Achievement Award  
DhirubhaiAmbani
3. Acceptance Speech of Ramon Magsaysay award - Kiran Bedi

**UNIT – II POETRY (12 hrs)**

1. If- Rudyard Kipling
2. The Spider and the Fly-Mary Howitt
3. My Precious Daughter - TsoltimN.Shakabpa

**UNIT – III SHORT STORIES (12 hrs)**

1. A Day's Wait- Ernest Hemingway
2. The Squirrel- Ambai
3. The Mouse – Saki

**UNIT –IV CREATIVE WRITING (12 hrs)**

1. Story Writing
2. Report Writing
3. Feature Writing

**UNIT - V (12 hrs)**

1. Grammar:  
Transformation of sentences, Synthesis of sentences, Completing sentences
2. Language Skills:  
Correction of errors, Idioms and Phrases, Foreign expressions, British- American Words
3. Functional Grammar:  
Expansion of Proverbs, Drafting Circulars and Invitations, preparing Welcome Address  
And Vote of Thanks.

Note: Questions in Grammar to be more functional and application oriented

**Recommended reading:**

1. *Essential English Grammar- Raymond Murphy*
2. *A Communicative Grammar of English - Geoffery Leech*
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	Unit – 2	3	
	Unit – 3	3	
	Unit – 4	3	
	Unit – 5	-	
<b>Section B</b>	Unit – 1	1	
	Unit – 2	1	
	Unit – 3	1	
	Unit – 4	1	
	Unit – 5	3	
<b>Section C</b>	Unit – 1	1	
	Unit – 2	1	
	Unit – 3	1	
	Unit – 4	1	
	Unit – 5	2	