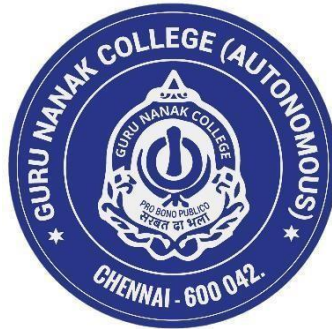


GURU NANAK COLLEGE

(AUTONOMOUS)

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

Guru Nanak Salai, Velachery, Chennai – 600042.



SCHOOL OF LANGUAGES DEPARTMENT OF ENGLISH

**FOUNDATION ENGLISH
(UG - ALL B.A., & B.Sc.,)**

SYLLABUS

(For the candidates admitted from 2024-25 batch 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).

PAPER TITLE: COMMUNICATIVE ENGLISH - I

PROGRAMME: ALL UG (B.A., B.Sc.,)	BATCH: 2024- 2027 ONWARDS
PART : II	COURSE COMPONENT: Foundation English
COURSE NAME: COMMUNICATIVE ENGLISH - I	COURSE CODE:
SEMESTER: I	MARKS:100
CREDITS: 3	TOTAL HOURS: 60

COURSE OBJECTIVE:

The course will enable the students to know the basics of English Language.

COURSE OUTCOMES:

On completion of the course, the students will be able to

1. Listen actively to live Speeches/Lectures to identify the keywords and comprehend the content.
2. Read passages, Newspaper articles and express their ideas fluently.
3. Develop the given hints to produce meaningful writing cohesively and coherently.
4. Make short speeches and hold real life conversations and draft letters.
5. Learn language through literature.

UNIT-I

(12 hours)

Prose- *Spoken English and Broken English*- G.B. Shaw

Poetry- *All the World's a Stage*- William Shakespeare

UNIT-II

(12 hours)

Prose- *Magic Formulae for Success*- Dr. C. N. Eswari

Poetry- *On Killing a Tree*- Gieve Patel

UNIT-III

(12 hours)

Prose- *Essentials of Education* – Sir Richard Livingstone

Poetry- *A Mountain and a Squirrel*- Muhammed Iqbal

UNIT -IV LANGUAGE SKILLS

(12 hours)

1. Empower your Vocabulary
Vocabulary used in the following fields:
Internet & Email
Holiday
Travel & Tour
Wildlife
Health & Nutrition
2. Synonyms
3. Antonyms
4. Homonyms
5. Coining New Words

6. Palindromes
7. Tongue Twisters
8. Parts of Speech
 - The Noun and its Kinds
 - The Pronoun and its Kinds
 - The Adjective and its Kinds
 - The Verb and its Kinds
 - The Adverb and its Kinds
 - The Preposition and its Kinds
9. Correction of Errors

UNIT -V FUNCTIONAL ENGLISH (12 hours)

1. Developing the Hints
2. Spoken English: Real Life Conversations
3. Letter Writing (Formal)
4. Reformulation (Letter Writing)
5. Splitting of Sentences (Splitting a Lengthy Sentence into Five Simple Sentences)
6. Precis Writing
7. Rearrange the Jumbled Sentences into a logically readable passage.
8. News Today - Comprehension

Evaluation Method: Seminars, Quiz, Assignments, Classroom Activities, Midsemester Exam, Model Examination and End Semester Examination.

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

Recommended Texts

1. Krishnaswamy, N. (1995) *Teaching English Grammar: A Modern Guide to an Interactive Approach* (Resource books for teachers of English) T.R.Publications
2. Murphy, Raymond (2024) *Essential English Grammar with Answers*, 2nd Edition Cambridge University Press.
3. Swan, Michael(2016) *Oxford Practical English Usage*, Fully Revised International Edition
4. Wren &Martin (2022) *High School English Grammar and Composition* (Reg Ed).

QUESTION PAPER PATTERN

SECTION	QUESTION COMPONENT	NUMBERS	MARKS	TOTAL
A	Answer any 10 out of 12 questions (75 words)	1-12	3	30
B	Answer any 5 out of 7 questions(200 words)	13-19	6	30
C	Answer any 4 out of 6 questions.	20-25	10	40
TOTAL MARKS				100

BREAK UP OF QUESTIONS FOR THEORY

UNITS	SECTION A	SECTION B	SECTION C
I	3	1	-
II	3	1	-
III	3	1	-
IV	3	4	-
V	-	-	6
TOTAL	12	7	6

PAPER TITLE: COMMUNICATIVE ENGLISH - II

PROGRAMME: ALL UG (B.A., B.Sc.,)	BATCH: 2024- 2027 ONWARDS
PART: II	
COURSE NAME: COMMUNICATIVE ENGLISH - II	COURSE CODE:
SEMESTER: II	MARKS:100
CREDITS: 3	TOTAL HOURS: 60

COURSE OBJECTIVE:

The course will enable the students to enter into the Intermediary Level of English Language Learning.

COURSE OUTCOMES:

On completion of the course, the students will be able to

1. Improve their efficiency in active listening skills.
2. Develop their intensive and extensive reading ability.
3. Identify and rectify the common errors in their English usage.
4. Condense the passage through precis writing with just the vital information in it.
5. Learn language through various literary genres.

UNIT I (12 hours)

Prose - *Mother Teresa's Acceptance Speech on receiving the Nobel Peace Prize.*

Short Story – *The Wooden Bowl* – Domenico Vittorini

UNIT II (12 hours)

Prose - *Motivational speech* by Sundar Pitchai

Short Story - *Witches' Loaves* - O'Henry

UNIT III (12 hours)

Prose - *On Saying Please* - A. G. Gardiner

Short Story - *Thank you Ma'am* - Langstone Hughes

UNIT IV LANGUAGE SKILLS (12 hours)

1. Empower your Vocabulary

Vocabulary used in the following fields:

Food and Health

Crime and punishment

Higher Education

The Mass Media

The Social Media

2. Coining New Words
3. Heteronyms
4. Anagrams
5. The Subject and the Predicate
6. Types of Sentences
7. The Conjunctions, The Interjections and their Kinds
8. The Articles and their Kinds
9. Finite Verbs and Non-finite Verbs
10. Correction of Errors

UNIT V FUNCTIONAL ENGLISH

(12 hours)

1. Precis Writing
2. Real Life Conversations
3. Letter Writing (Formal)
4. Reformulation (Letter Writing)
5. Paragraph Writing
6. Splitting of Sentences (Splitting a lengthy sentence into Five Simple Sentences)
7. Comprehension
8. News Today - Comprehension

Evaluation Method: Seminars, Quiz, Assignments, Classroom Activities, Midsemester Examination, Model Examination and End Semester Examination.

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

Recommended Texts

1. N. Krishnaswamy (2000) *Modern English: A Book Of Grammar, Usage And Composition*, Macmillan
2. Leech, Geoffery (2003) *A Communicative Grammar of English* – Longman
3. Murphy, Raymond (2024) *Essential English Grammar with Answers*, 2nd Edition Cambridge University Press.
4. Wren & Martin (2022) *High School English Grammar and Composition* (Reg Ed).

QUESTION PAPER PATTERN

SECTION	QUESTION COMPONENT	NUMBERS	MARKS	TOTAL
A	<i>Answer any 10 out of 12 questions (75 words)</i>	<i>1-12</i>	<i>3</i>	<i>30</i>
B	<i>Answer any 5 out of 7 questions(200 words)</i>	<i>13-19</i>	<i>6</i>	<i>30</i>
C	<i>Answer any 4 out of 6 questions.</i>	<i>20-25</i>	<i>10</i>	<i>40</i>
TOTAL MARKS				100

BREAK UP OF QUESTIONS FOR THEORY

UNITS	SECTION A	SECTION B	SECTION C
I	3	1	-
II	3	1	-
III	3	1	-
IV	3	4	-
V	-	-	6
TOTAL	12	7	6

PAPER TITLE: COMMUNICATIVE ENGLISH - III

PROGRAMME: ALL UG (B.A., B.Sc.,)	BATCH: 2024- 2027 ONWARDS
PART : II	COURSE COMPONENT: Foundation English
COURSE NAME: COMMUNICATIVE ENGLISH - III	COURSE CODE:
SEMESTER: III	MARKS:100
CREDITS: 3	TOTAL HOURS: 60

COUSE OBJECTIVE:

The course will enable the students to enter into higher level of English Language Learning.

COURSE OUTCOMES:

On completion of the course, the students will be able to

1. Enrich themselves in General Knowledge by learning one-word substitutes and abbreviations.
2. Master themselves in the use of Tenses and Aspects, Reported Speech and Voice.
3. Learn to draft E-Mails and Report Writing.
4. Converse fluently and accurately in their real-life situations.
5. Get motivated to read poems and short stories in English.

UNIT-I

(12 hours)

Poetry- *A Psalm of Life* -Henry Wadsworth Longfellow

Short Story- *The Cherry Tree*- Ruskin Bond

UNIT-II

(12 hours)

Poetry-*Still I Rise*- Maya Angelou

Short Story- *The Story of an Hour* -Kate Chopin

UNIT-III

(12 hours)

Poetry- *A River*- A.K. Ramanujan

Short Story- *The Last Leaf* -O' Henry

UNIT -IV LANGUAGE SKILLS

(12 hours)

1. Tense and its Kinds
2. Active Voice and Passive Voice
3. Direct and Indirect Speech
4. One Word Substitutes
5. Abbreviations
6. Correction of Errors

UNIT -V FUNCTIONAL ENGLISH**(12 hours)**

1. E-mail Writing
2. Reformulation (E-mail Writing)
3. Report Writing
4. Reading Comprehension
5. Spoken English: Real Life Conversations
6. Short Story Writing
7. General Essay
8. News Today – Comprehension

Evaluation Method: Seminars, Quiz, Assignments, Classroom Activities, Midsemester Examination, Model Examination and End Semester Examination.

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

Reference Books:

1. N. Krishnaswamy (2000) *Modern English: A Book of Grammar, Usage And Composition*, Macmillan
2. Leech, Geoffery (2003) *A Communicative Grammar of English* – Longman
3. Murphy, Raymond (2024) *Essential English Grammar with Answers, 2nd Edition* Cambridge University Press.
4. Swan, Michael (2016) *Oxford Practical English Usage*, Fully Revised International Edition

QUESTION PAPER PATTERN

SECTION	QUESTION COMPONENT	NUMBERS	MARKS	TOTAL
A	Answer any 10 out of 12 questions (75 words)	1-12	3	30
B	Answer any 5 out of 7 questions(200 words)	13-19	6	30
C	Answer any 4 out of 6 questions.	20-25	10	40
TOTAL MARKS				100

BREAK UP OF QUESTIONS FOR THEORY

UNITS	SECTION A	SECTION B	SECTION C
I	3	1	-
II	3	1	-
III	3	1	-
IV	3	4	-
V	-	-	6
TOTAL	12	7	6

PAPER TITLE: COMMUNICATIVE ENGLISH -IV

PROGRAMME: ALL UG (B.A., B.Sc.)	BATCH: 2024- 2027 ONWARDS
PART: II	COURSE COMPONENT: Foundation English)
COURSE NAME: COMMUNICATIVE ENGLISH - IV	COURSE CODE:
SEMESTER: IV	MARKS:100
CREDITS: 3	TOTAL HOURS: 60

COURSE OBJECTIVE:

The course will enable the students to enter into the advanced level of English Language Learning.

COURSE OUTCOMES:

On completion of the course, the students will be able to

1. Understand the distinct Degrees of Comparison and Kinds of Questions.
2. Make use of their logical thinking skills through jumbled words/sentences and punctuation.
3. Learn how to transform and complete the sentences.
4. Gain knowledge about the expansion of Proverbs and to draft circulars.
5. Acquire the creativity in preparing and presenting Welcome Address/Vote of Thanks.

UNIT-I (12 hours)

Prose- *My Financial Career* - Stephen Leacock

Short Story- *The Hospital Window* (Anonymous)

UNIT-II (12 hours)

Prose- *Good Manners* - J.C. Hill

Short Story- *The Bell of Atri* - James Baldwin

UNIT-III (12 hours)

Prose- *Ratan Tata's Inspirational Speech for Youngsters*

Short Story- *The Gift of the Magi* - O' Henry

UNIT -IV LANGUAGE SKILLS (12 hours)

1. Degrees of Comparison
2. Kinds of Questions
3. Beginning Sentences with 'It'
4. Confusing Words in English

5. Transformation of Sentences
6. Completing the Sentences
7. Correction of Errors

UNIT -V FUNCTIONAL ENGLISH

(12 hours)

1. Expansion of Proverbs
2. Spoken English: Real Life Conversations
3. Drafting Circulars
4. Preparing Welcome Address
5. Preparing Vote of Thanks
6. Cloze Test
7. General Essay
8. News Today – News Review

Evaluation Method: Seminars, Quiz, Assignments, Classroom Activities, Midsemester Examination, Model Examination and End Semester Examination.

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

Reference Books:

1. N. Krishnaswamy (2000) *Modern English: A Book of Grammar, Usage and Composition*, Macmillan
2. Leech, Geoffery (2003) *A Communicative Grammar of English – Longman*
3. Murphy, Raymond (2024) *Essential English Grammar with Answers*, 2nd Edition –
4. Swan, Michael (2016) *Oxford Practical English Usage*, Fully Revised International Edition

Web Resource

<https://www.livemint.com/news/india/the-greatest-pleasure-i-ve-had-is-ratan-tata-shares-what-excites-him-11664246085307.html>

QUESTION PAPER PATTERN

SECTION	QUESTION COMPONENT	NUMBERS	MARKS	TOTAL
A	<i>Answer any 10 out of 12 questions (75 words)</i>	<i>1-12</i>	<i>3</i>	<i>30</i>
B	<i>Answer any 5 out of 7 questions(200 words)</i>	<i>13-19</i>	<i>6</i>	<i>30</i>
C	<i>Answer any 4 out of 6 questions</i>	<i>20-25</i>	<i>10</i>	<i>40</i>
TOTAL MARKS				100

BREAK UP OF QUESTIONS FOR THEORY

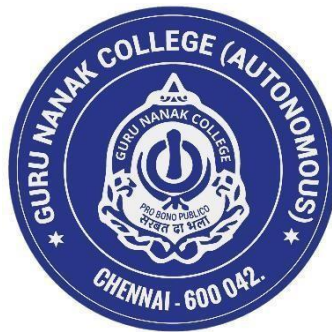
UNITS	SECTION A	SECTION B	SECTION C
I	3	1	-
II	3	1	-
III	3	1	-
IV	3	4	-
V	-	-	6
TOTAL	12	7	6

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SCHOOL OF LANGUAGES

Department of English

FOUNDATION ENGLISH

(UG - ALL COMMERCE STREAMS)

SYLLABUS

(For the candidates admitted in the Academic year 2024-27 and thereafter)

PAPER TITLE: COMMUNICATIVE ENGLISH -I

FOUNDATION ENGLISH	BATCH: 2024- 2027 ONWARDS
PART – II	COURSE COMPONENT: Foundation English
COURSE NAME: COMMUNICATIVE ENGLISH – I	COURSE CODE:
SEMESTER: I	MARKS:100
CREDITS: 3	TOTAL HOURS: 60

COURSE OBJECTIVE:

The course will enable the students to enter into higher level of English Language Learning.

COURSE OUTCOMES:

On completion of the course, the students will be able to

- 1.Enrich themselves in General Knowledge by learning one-word substitutes and abbreviations.
- 2.Master themselves in the use of Tenses and Aspects, Reported Speech and Voice.
- 3.Learn to draft Business Letters, E-Mails and Report Writing.
- 4.Converse fluently and accurately in their real-life situations.
- 5.Condense the passage through precis writing with just the vital information in it. Get motivated to read prose essays and poems in English.

UNIT-I

(12 Hours)

Prose -- *Pappammal and Salumarada Thimmakka - The Green Warriors*

Poetry – *Woodman, Spare that Tree – George Pope Morris*

UNIT-II

(12 hours)

Prose – *The Spoon-fed Age - W.R. Inge*

Poetry – *Night of the Scorpion - Nissim Ezekiel*

UNIT-III

(12 hours)

Prose – *My Lost Dollar - Stephen Leacock*

Poetry – *Don't Quit -John Green Leaf Whitter*

UNIT -IV LANGUAGE SKILLS

(12 hours)

1. Tense and its kinds
2. Active Voice and Passive Voice
3. Direct and Indirect Speech
4. One Word Substitution

5. Abbreviations

6. Correction of Errors

UNIT -V FUNCTIONAL ENGLISH

(12 hours)

1. Precis Writing
2. Spoken English: Real Life Conversations
3. Formal Letters – Business Letters
4. Reformulation (Letter Writing)
5. E-mail Writing & Reformulation of E-mail Writing
6. Report Writing
7. Comprehension
8. News Today – Comprehension

Evaluation Method: Seminars, Quiz, Assignments, Classroom Activities, Midsemester Examination, Model Examination and End Semester Examination.

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

Reference books:

1. N. Krishnaswamy (2000) *Modern English: A Book of Grammar, Usage and Composition*, Macmillan
2. Murphy, Raymond (2024) *Essential English Grammar with Answers*, 2nd Edition
3. Sharma, R.S. & Krishna Mohan (2017) *Business Correspondence and Report Writing: A Practical Approach to Business & Technical Communication*, Fifth Edition
4. *The Project Gutenberg eBook of Poems*

QUESTION PAPER PATTERN

SECTION	QUESTION COMPONENT	NUMBERS	MARKS	TOTAL
A	Answer any 10 out of 12 questions (75 words)	1-12	3	30
B	Answer any 5 out of 7 questions(200 words)	13-19	6	30
C	Answer any 4 out of 6 questions.	20-25	10	40
TOTAL MARKS				100

BREAK UP OF QUESTIONS FOR THEORY

UNITS	SECTION A	SECTION B	SECTION C
I	3	1	-
II	3	1	-
III	3	1	-
IV	3	4	-
V	-	-	6
TOTAL	12	7	6

PAPER TITLE: COMMUNICATIVE ENGLISH -II

FOUNDATION ENGLISH	BATCH: 2024- 2027 ONWARDS
PART : II	COURSE COMPONENT: Foundation English
COURSE NAME: COMMUNICATIVE ENGLISH – II	COURSE CODE:
SEMESTER: II	MARKS:100
CREDITS: 3	TOTAL HOURS: 60

COURSE OBJECTIVE:

The course will enable the students to enter into the advanced level of English Language Learning.

COURSE OUTCOMES:

On completion of the course, the students will be able to

1. Understand how to Transform Sentences, the distinct Degrees of Comparison and Kinds of Questions.
2. Make use of their logical thinking skills through jumbled words/sentences and punctuation.
3. Learn how to transform and complete the sentences.
4. Gain knowledge about the expansion of Proverbs and to draft circulars.
5. Acquire the creativity in preparing and presenting Welcome Address/Vote of Thanks.

UNIT-I

(12 hours)

Poetry- *Wind* - Subramania Bharati (Translated by A.K. Ramanujan)

Short Story- *Uncle Podger Hangs A Picture* - Jerome K Jerome

UNIT-II

(12 hours)

Poetry- *Lines Written in Early Spring* - William Wordsworth

Short Story- *The Magic Money Bag* (Chinese Folk Tale)

UNIT-III

(12 hours)

Poetry- *Laugh and be Merry*- John Masfield

Short Story- *Three Questions* - Leo Tolstoy

UNIT -IV -LANGUAGE SKILLS

(12 hours)

1. Transformation of Sentences
2. Degrees of Comparison
3. Kinds of Questions
4. Beginning Sentences with 'It'
5. Confusing Words in English
6. Completing the Sentences
7. Correction of Errors
8. One Word Substitute

UNIT -V - FUNCTIONAL ENGLISH

(12 hours)

1. Expansion of Proverbs
2. Spoken English: Real Life Conversations
3. Drafting Circulars
4. Preparing Welcome Address
5. Preparing Vote of Thanks
6. Cloze Test
7. News Today – Business News Review
8. General Essay

Evaluation Method: Evaluation Method: Seminars, Quiz, Assignments, Classroom Activities, Midsemester Examination, Model Examination and End Semester Examination.

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

Reference books:

1. N. Krishnaswamy (2000) *Modern English: A Book of Grammar, Usage And Composition*, Macmillan
2. Murphy, Raymond (2024) *Essential English Grammar with Answers*, 2nd Edition –
3. Sharma, R.S. & Krishna Mohan (2017) *Business Correspondence and Report Writing: A Practical Approach to Business & Technical Communication*, Fifth Edition
4. Swan, Michael (2016) *Oxford Practical English Usage*, Fully Revised International Edition

QUESTION PAPER PATTERN

SECTION	QUESTION COMPONENT	NUMBERS	MARKS	TOTAL
A	<i>Answer any 10 out of 12 questions (75 words)</i>	<i>1-12</i>	<i>3</i>	<i>30</i>
B	<i>Answer any 5 out of 7 questions(200 words)</i>	<i>13-19</i>	<i>6</i>	<i>30</i>
C	<i>Answer any 4 out of 6 questions.</i>	<i>20-25</i>	<i>10</i>	<i>40</i>
TOTAL MARKS				100

BREAK UP OF QUESTIONS FOR THEORY

UNITS	SECTION A	SECTION B	SECTION C
I	3	1	-
II	3	1	-
III	3	1	-
IV	3	4	-
V	3	-	6
TOTAL	12	7	6

UG- SOFT SKILLS

SEMESTER I - COMMUNICATION SKILLS & PERSONALITY DEVELOPMENT SKILLS

PROGRAMME: ALL UG	BATCH: 2024- 2027 ONWARDS
PART: IV	COURSE COMPONENT: Soft-Skills
COURSE NAME: COMMUNICATION SKILLS AND PERSONALITY DEVELOPMENT SKILLS	COURSE CODE:
SEMESTER: I	MARKS:100
CREDITS: 2	TOTAL HOURS: 30

COURSE OBJECTIVE:

To build communication skills for personal and professional development.

COURSE OUTCOMES:

1. Students will demonstrate the ability to actively listen to others, understand diverse perspectives, and paraphrase key points accurately, enhancing their comprehension skills in various personal and professional contexts.
2. Students will be able to articulate thoughts, ideas, and information clearly and concisely, using appropriate language and structure to convey messages effectively in both written and verbal communication
3. Students will develop confidence in expressing opinions, asserting boundaries, and advocating for themselves and others, leading to enhanced self-assurance and effectiveness in interpersonal and group communication.
4. Students will learn to adapt their communication style and approach based on the audience, context, and purpose of communication, fostering flexibility and versatility in interacting with diverse individuals and groups.
5. Students will acquire techniques for resolving conflicts, managing disagreements, and negotiating mutually beneficial outcomes through effective communication strategies, promoting constructive problem-solving and collaboration in personal and professional settings.

UNIT I Types of Communication (6 Hours)

Verbal Communication - Nonverbal Communication - Visual Communication - Written Communication - Interpersonal Communication - Group Communication - Mass Communication - Digital Communication- Barriers – Language- Cultural- Psychological- Semantic- Technological Barriers

UNIT II Etiquette & Ethical Practices in Communication (6 Hours)

Active Listening - Respectful Language - Clarity and Conciseness – Truthfulness- Professionalism-Tone -Timeliness - Constructive Feedback - Confidentiality - Cultural Sensitivity - Emotional Intelligence-Social Intelligence- Social Etiquettes-Accountability

UNIT III Self Actualization (6 Hours)

SWOC Analysis- Self Regulation-Self Evaluation, Self-Monitoring, Self- Criticism, Self-Motivation, Self-awareness and Reflection:

UNIT IV Leadership and Teamwork (6 Hours)

Leadership Skills: Leadership styles- Goal-setting and decision-making- Motivation and influence- Team Dynamics: Team building activities- Conflict resolution- Collaborative problem-solving

UNIT V Stress and Time Management (6 Hours)

Definition of Stress, Types of Stress, Symptoms of Stress, Stress coping ability, Stress Inoculation Training, Time Management and Work-Life Balance: Self-discipline and Goal-setting

RECOMMENDED TEXTBOOKS

1. Goleman, Daniel (2006) *Emotional Intelligence*, Bantam Books
2. Linden, Wolfgang (2004) *Stress Management- From Basic Science to Better Practice-* University of British Columbia, Vancouver, Canada.
3. Hasson, Gill (2012) *Brilliant Communication Skills*. Great Britain: Pearson Education.
4. Monippally, Matthukutty, M. *Business Communication Strategies*. New Delhi: Tata McGraw-Hill Publishing Company Ltd., 2001.
5. Raman, Meenakshi & Sangeetha Sharma (2011) *Communication Skills*, Oxford University Press.

REFERENCE BOOKS

1. N.Krishnaswamy *Current English for College* (1st Edition) - Trinity Press
2. Wood, Julia T (2015) *Interpersonal Communication: Everyday Encounters* 8th Edition, Cengage Learning.

E-LEARNING RESOURCES

- <http://www.albion.com/netiquette/corerules.html>
<http://www.englishdaily626.com/c-errors.php>
<https://www.helpguide.org/articles/relationships-communication/nonverbal-communication.htm>
<https://www.communicationtheory.org/verbal-vs-non-verbal-communication-with-examples/>
<https://letstalkscience.ca/educational-resources/backgrounders/digital-citizenship-ethics>
<https://www.switchboard.app/learn/article/teamwork-leadership-skills>

GUIDELINES TO THE QUESTION PAPER SETTERS

QUESTION PAPER PATTERN

Section	Question Component	Numbers	Marks	Total
A	Answer any 5 out of 7 questions (answer in 50 words)	1-7	2	10
B	Answer any 4 out of 6 questions (answer in 250 words)	8-13	5	20
C	Answer any two (Internal Choice) (answer in 500 words)	14-15	10	20
	Internal & Viva Voce		50	50
	Total			100

BREAK UP OF QUESTIONS

UNITS	SECTION A	SECTION B	SECTION C
I	2	2	----
II	2	1	1
III	1	1	1
IV	1	1	1
V	1	1	1
TOTAL			
SECTION A – 7		SECTION B - 6	SECTION C – 4

UG- SOFT SKILLS

SEMESTER II- INTERVIEW SKILLS AND RESUME WRITING

PROGRAMME: ALL UG	BATCH: 2024-27 ONWARDS
PART : IV	COURSE COMPONENT: Soft-Skills
COURSE NAME: INTERVIEW SKILLS AND RESUME WRITING	COURSE CODE:
SEMESTER: II	MARKS:100
CREDITS: 2	TOTAL HOURS: 30

COURSE OBJECTIVE:

To equip the students to acquire the relevant skills for better employability

COURSE OUTCOMES:

1. Students will gain an overall understanding of the concept, the purpose, and the objectives of an interview
2. Students will become aware of the various types of interviews and the nuances of each one of them
3. Students will understand and equip themselves with the techniques and strategies required to ace an interview
4. Students will be able to draft a biodata /CV/Resume in the proper format
5. Students will embark on acquiring the relevant skills and will learn to leverage them effectively for better employability

UNIT I Introduction to Interview Skills (6 Hours)

Definition- meaning- concept of interview –Purpose- Objectives of interview - Characteristic features of job interviews

UNIT II Types of Interview (6 Hours)

Traditional one on one job interview- Panel interview- Behavioral interview-Group interview- Phone Interview- Preliminary Interview-Patterned Interview Depth Interview, Stress Interview, Exit Interview- Interview through tele and video conferencing

UNIT III Interviews: Techniques and Strategies (6 Hours)

Preparing for the Interview Process- Before the interview-During the interview-After the interview -Tips to ace an interview -Commonly asked questions in interview -Do's and Don'ts of interview - Reasons for rejections

UNIT IV Preparing Biodata/CV/Resume (6 Hours)

Essential characteristics of a job Application-Difference between Biodata- CV-Resume-covering letter-Tips to draft an application

UNIT V Leveraging Employability Skills (6 Hours)

Personality Development-Organizational skills-Time Management–Stress Management- Effective Communication Skills -Reasoning Ability-Verbal Ability- Group Discussion-Technical skills -Presentation skills

RECOMMENDED TEXTBOOKS

1. Monipally, Matthukutty M. (2017) *Business Communication: From Principles to Practice*
2. Peter, Francis. (2012) *Soft Skills and Professional Communication*. New Delhi: Tata McGraw Hill.

REFERENCE BOOKS

1. Higgins, Jessica JD (2018) *10 Skills for Effective Business Communication: Practical Strategies from the World's Greatest Leaders*
2. Nicholas, Sonji (2023) *Interviewing: Preparation, Types, Techniques, and Questions*, Pressbooks
3. Storey, James (2016) *The Art of The Interview: The Perfect Answers to Every Interview Question*

E-LEARNING RESOURCES

<https://careermobilityoffice.cs.ny.gov/cmo/documents/Resume%20&%20Interviewing%20Handout.pdf>

<https://edu.gcfglobal.org/en/interviewingskills/interview-etiquette/1/>

<https://findjobhub.com/en/types-of-interviews>

<https://egyankosh.ac.in/bitstream/123456789/23411/1/Unit-2.pdf>

https://bharatskills.gov.in/pdf/E_Books/CTS/ES/English/ES_Part_1_62%20hour_English.pdf

https://bharatskills.gov.in/pdf/E_Books/CTS/ES/English/ES_Part2_58hour_English.pdf

GUIDELINES TO THE QUESTION PAPER SETTERS QUESTION PAPER PATTERN

Section	Question Component	Numbers	Marks	Total
A	Answer any 5 out of 7 questions (answer in 50 words)	1-7	2	10
B	Answer any 4 out of 6 questions (answer in 250 words)	8-13	5	20
C	Answer any two(Internal Choice) (answer in 500 words)	14-15	10	20
	Internal & Viva Voce		50	50
	Total			100

BREAK UP OF QUESTIONS

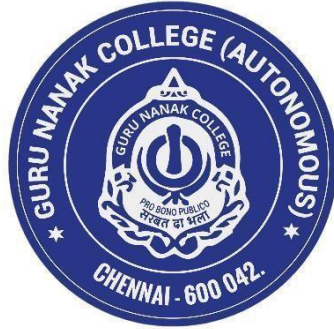
UNITS	SECTION A	SECTION B	SECTION C
I	2	2	----
II	2	1	1
III	1	1	1
IV	1	1	1
V	1	1	1
TOTAL			
SECTION A - 7		SECTION B - 6	SECTION C - 4

GURU NANAK COLLEGE

(AUTONOMOUS)

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

Guru Nanak Salai, Velachery, Chennai – 600042.



DEPARTMENT OF ENGLISH

SOFT SKILLS (FOR ALL PG CLASSES)

SYLLABUS

(For the candidates admitted from 2024-26 batch and thereafter)

**GURU NANAK COLLEGE
(Autonomous) CHENNAI**

(Effective for the batch of candidates admitted in 2024-26 and thereafter)

PG SOFT SKILLS

SEMESTER I - COMMUNICATION AND PRESENTATION SKILLS

PROGRAMME: FOR ALL PG	BATCH: 2024-2026 ONWARDS
PART: IV	COURSE COMPONENT: SOFT-SKILLS
COURSE NAME: COMMUNICATION AND PRESENTATION SKILLS	COURSE CODE:
SEMESTER: I	MARKS:100
CREDITS: 2	TOTAL HOURS: 30

COURSE OBJECTIVE:

To build communication skills for personal and professional development.

SEMESTER COURSE OUTCOMES:

1. Students will demonstrate the ability to listen to others actively, understand diverse perspectives, and paraphrase key points accurately, enhancing their comprehension skills in various personal and professional contexts.
2. Students will be able to articulate thoughts, ideas, and information clearly and concisely, using appropriate language and structure to convey messages effectively in both written and verbal communication.
3. Students will develop confidence in expressing opinions, asserting boundaries, and advocating for themselves and others, enhancing self-assurance and effectiveness in interpersonal and group communication.
4. Students will learn to adapt their communication style and approach based on the audience, context, and purpose of communication, fostering flexibility and versatility in interacting with diverse individuals and groups.
5. Students will acquire techniques for resolving conflicts, managing disagreements, and negotiating mutually beneficial outcomes through effective communication strategies, promoting constructive problem-solving and collaboration in personal and professional settings.

UNIT I Essentials of Effective Communication (6 Hours)

Communication Skills-LSRW- Characteristic features of LSRW-Consequences of Ineffective Communication-Impact of technology on Communication

UNIT II Types of Communication (6 Hours)

Verbal Communication – Non-verbal Communication- Visual Communication - Written Communication-Group Communication-Digital Communication-Formal and Informal Communication-Vertical-Horizontal-Diagonal Grapevine

UNIT III Barriers in Communication (6 Hours)

Physical Barriers - Language Barriers - Social and Cultural Barriers - Psychological Barriers - Semantic Barriers - Interpersonal Barriers - Technological Barriers- Means to overcome the various barriers to Communication

UNIT IV Etiquettes and Ethical Practices in Communication (6 Hours)

Active Listening - Clarity and Conciseness - Professional Tone - Timeliness - Constructive Feedback-Transparency-Professionalism-Accountability-Confidentiality-Cultural Sensitivity-Emotional Intelligence-Empathy-Social Intelligence-Social Etiquettes- Appreciation and Gratitude

UNIT V Presentation Skills (6 Hours)

Types of Presentation- Preparing a presentation-Do's and Don'ts while giving a presentation- Managing tools for presentation-Using prompts-Making effective uses of Audio/Visual aids during presentation-Dealing with Questions, Interruptions and Pauses- Practical: Participating in Mock presentations

PRESCRIBED BOOKS:

1. Monippally, Matthukutty, M. Business Communication Strategies. New Delhi: Tata McGraw-Hill Publishing Company Ltd., 2001.
2. Peter, Francis. (2012) Soft Skills and Professional Communication. New Delhi: Tata McGraw Hill.
3. Raman, Meenakshi & Prakash Singh (2012) Business Communication Oxford University Press

REFERENCE BOOKS:

1. Gallo, Maria. D (2018) Stop Lecturing Start Communicating: The Public Speaking Survival Guide for Business Kindle Edition
2. Hasson, Gill. (2012) Brilliant Communication Skills. Great Britain: Pearson Education.
3. Patil, Shailesh (2020) Handbook on Public Speaking, Presentation & Communication Skills: Principles & Practices to create high impact presentations & meaningful conversations, Chennai, Notion Press Media Pvt Ltd.

E-LEARNING RESOURCES:

1. <https://uwaterloo.ca/centre-for-teaching-excellence/catalogs/tip-sheets/effective-communication-barriers-and-strategies>
2. <https://www.coursera.org/articles/presentation-skills>
3. <https://positivepsychology.com/how-to-improve-communication-skills/>

GUIDELINES TO THE QUESTION PAPER SETTERS
QUESTION PAPER PATTERN

Section	Question Component	Numbers	Marks	Total
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	Internal & Viva Voce		50	50
	Total			100

BREAK UP OF QUESTIONS

UNITS	SECTION A	SECTION B	SECTION C
I	2	2	----
II	2	1	1
III	1	1	1
IV	1	1	1
V	1	1	1
TOTAL			
SECTION A - 7		SECTION B - 6	SECTION C - 4

SEMESTER III- EMPLOYABILITY SKILLS

PROGRAMME: FOR ALL PG	BATCH: 2024 – 2026 ONWARDS
PART: IV	COURSE COMPONENT: SOFT-SKILLS
COURSE NAME: EMPLOYABILITY SKILLS	COURSE CODE:
SEMESTER: III	MARKS:100
CREDITS: 2	TOTAL HOURS: 30

COURSE OBJECTIVE:

To cultivate a comprehensive set of Employability Skills, encompassing both Technical Expertise and Soft Skills essential for Professional Success.

COURSE OUTCOMES:

1. Students will understand the overall advancement and development in the Global Job Market by envisaging its impact on prospective employees
2. Students will acquire the much-needed skill sets to prepare themselves to be competent and confident
3. Students will obtain global perspectives on diverse work cultures to handle different environments by not losing their individuality.
4. Students will focus on being mentally and physically fit in accomplishing their goals in their preferred workplaces.
5. Students will understand the proper drafting format of a Resume/CV and the different online portals available for job seekers.

UNIT I -Introduction to Global Perspectives in Employment (6 Hours)

Globalization- Market Expansion- Diversity and Inclusion- Competitive Advantage- Cultural Sensitivity- Adaptability- Innovation and Creativity- Risk Management- Career Advancement

UNIT II - Key Employability Skills in a Global Context (6 Hours)

Cross-cultural Communication- Language Proficiency- Flexibility- Global Awareness- Interpersonal Skills, Problem-solving and Critical Thinking- Teamwork- Global Business Acumen- Digital Literacy- Resilience and Persistence

UNIT III -Understanding Diverse Work Environments (6 Hours)

Diversity- Inclusive Practices- Communication Styles- Team Dynamics- Conflict Resolution- Cultural Sensitivity- Work Practices- Job Hopping- Moon Lighting- Training and Development- Leadership Commitment- Continuous Learning

UNIT IV -Employers' Expectations from Employees (6 Hours)

Job Competence- Required Skill Sets- Reliability and Accountability- Initiative and Proactivity- Adaptability and Flexibility- Teamwork and Collaboration- Professionalism and Ethical Conduct, Customer Focus, Progressive Learning and Development- Adherence to Policies and Procedures, Contribution to Organizational Culture

UNIT V -Navigating International Job Markets (6 Hours)

Network Globally- Advertisements- Overseas Appointments- knowledge of International Labour Laws- Do's and Don't s of Migrant Workers- Skilled Labour- Utilize Online Job Portals- Customize your Resume/CV- Preparedness for Remote Interviews and Assignments- Awareness: Health, Insurance, Foreign Exchange

PRESCRIBED BOOKS:

1. Covey, Stephen (2004) *Seven Habits of Highly Effective People: Powerful Lessons in Personal Change*, Free press.
2. Wiesinger, Susan & Ralph Beliveau (2023) *Digital Literacy: A Primer on Media, Identity, and the Evolution of Technology*

REFERENCEBOOKS

1. Hasson, Gill(2012) *Brilliant Communication Skills*. Great Britain: Pearson Education.
2. Trought, Frances. Dr. Brilliant(2017) *Employability Skills*, 2nd Edition Pearsons Business.
3. Soft Skills Training: A workbook to develop skills for employment, 2012
4. <https://bharatskills.gov.in/pdf/EmployabilitNew.pdf>

E-LEARNING RESOURCES

1. <https://www.sydney.edu.au/careers/students/career-advice-and-development/employability-skills.html>
2. <https://www.careers.ox.ac.uk/develop-your-employability-skills>
3. <https://www.careers.ox.ac.uk/boosting-your-employability>
4. <https://builtin.com/diversity-inclusion/types-of-diversity-in-the-workplace>
5. <https://www.coursera.org/articles/employability-skills>

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I	2	2	----
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IV	1	1	1
V	1	1	1
TOTAL			
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SEMESTER IV PERSONALITY ENRICHMENT

PROGRAMME: FOR ALL PG	BATCH: 2024- 2026 ONWARDS
PART: IV	COURSE COMPONENT: SOFT-SKILLS
COURSE NAME: PERSONALITY ENRICHMENT	COURSE CODE:
SEMESTER: IV	MARKS:100
CREDITS: 2	TOTAL HOURS: 30

COURSE OBJECTIVE:

To enable students to acquire and exhibit leadership qualities and work effectively by applying conflict resolution strategies and collaborative problem-solving.

COURSE OUTCOMES:

1. Students will demonstrate an understanding of various personality theories and assessments, leading to increased self-awareness.
2. Students will acquire effective verbal and non-verbal communication skills, including active listening and providing constructive feedback.
3. Students will exhibit leadership qualities, understand diverse leadership styles, and effectively work within teams by applying conflict-resolution strategies and collaborative problem-solving
4. Students will develop resilience, coping mechanisms, and stress reduction techniques to successfully navigate personal and academic challenges.
5. Students will demonstrate cultural intelligence, cross-cultural communication skills, and an understanding of global issues, fostering a sense of global citizenship.

UNIT I Self Actualization (6 Hours)

SWOC Analysis- Self Regulation-Self Evaluation, Self-Monitoring, Self- Criticism, Self-Motivation, Self-awareness and Reflection: Reflective practices- Journaling and self-assessment exercises.

UNIT II Interpersonal Skills (6 Hours)

Effective Communication: Verbal and non-verbal communication - Active listening skills- Feedback and constructive criticism- Building Empathy and Emotional Intelligence: Negotiation Skills

UNIT III Leadership and Teamwork (6 Hours)

Leadership Skills: Leadership styles- Goal-setting and decision-making- Motivation and influence- Team Dynamics: Team building activities- Conflict resolution- Collaborative problem-solving

UNIT IV Stress and Time Management (6 Hours)

Definition of Stress, Types of Stress, Symptoms of Stress, Stress coping ability, Stress Inoculation Training, Time Management and Work-Life Balance: Self-discipline Goal-setting

UNIT V Cultural Competence and Global Awareness (6 Hours)

Cultural Intelligence: Understanding diversity- Cross-cultural communication- Global citizenship and social responsibility- Ethics and Integrity: Personal and professional ethics- Decision-making in ethical dilemmas

PRESCRIBED BOOKS

1. Goleman, Daniel (2006) *Emotional Intelligence*, Bantam Books
2. Linden, Wolfgang (2004) *Stress Management From Basic Science to Better Practice*-University of British Columbia, Vancouver, Canada.
3. Richard L. Hughes; Katherine Colarelli Beatty; David L. Dinwoodie (2022) *Becoming a Strategic Leader*, Wiley(2012)
4. *Leading with Cultural Intelligence* Saylor Foundation

REFERENCEBOOKS

1. Meyer, Erin (2014) *The Culture Map: Breaking Through the Invisible Boundaries of Global Business*, Public Affairs.
2. Pittino, Daniel (2022) *The Concise Leadership Textbook: Essential Knowledge and Skills for Developing Yourself as a Leader*
3. Radtke, Laura (2022) *Principles of Leadership & Management*, Fanshawe College, Ontario
4. Wentz, Fredrick H. (2012) *Soft skills Training –A workbook to develop skills for employment*, Create Space Independent Publishing Platform.

E-LEARNING RESOURCES

1. <https://www.helpguide.org/articles/stress/stress-management.htm>
2. <https://www.skillsyouneed.com/>
3. https://greatergood.berkeley.edu/quizzes/take_quiz/stress_and_anxiety
4. <https://www.switchboard.app/learn/article/teamwork-leadership-skills>
5. <https://kpu.pressbooks.pub/interculturalizingcurriculum/chapter/chapter-1/>

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