



SRI MANAKULA VINAYAGAR ENGINEERING COLLEGE

(An Autonomous Institution)

(Approved by AICTE, New Delhi & Affiliated to Pondicherry University)
(Accredited by NBA-AICTE, New Delhi, ISO 9001:2000 Certified Institution &
Accredited by NAAC with "A" Grade)

Madagadipet, Puducherry - 605 107



SCHOOL OF ARTS AND SCIENCE

BACHELOR OF ARTS

**IN
ENGLISH**

ACADEMIC REGULATIONS 2023

(R-2023)

CURRICULUM & SYLLABUS

FOR 2023-2027 BATCH

Handwritten mark

M. A. Senthil

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| Department | ENGLISH | | Programme: B. A. | |
| Semester | FIRST | | Course Category Code: ENG | End Semester Exam Type: TE |
| Course Code | A23GET101C | | Periods / Week | Credit |
| Course Name | GENERAL ENGLISH - I | | L | T |
| (Common to B.A., B.SC., AND BCA Branches) | | | P | C |
| Prerequisite | Basic part-two language, | | CAM | ESE |
| Course Objectives | To recognize the rhythms, metrics and other aspects of Literature | | TM | |
| | To read a variety of texts critically and proficiently | | | |
| | To enable the students to enjoy the flair of literature through the work of great writer | | | |
| | To make the students to know the functions of basic grammar | | | |
| | To enable them understanding the intrinsic nuances of writing in English language | | | |
| Course Outcomes | On completion of the course, the students will be able to | | BT Mapping (Highest Level) | |
| | CO1 | comprehend and discuss the various facets of selected poems | | K3 |
| | CO2 | analyze and interpret texts written in English | | K3 |
| | CO3 | read drama with graduate-level interpretive and analytical proficiency | | K3 |
| | CO4 | improve the fluency and formation of grammatically correct sentence | | K3 |
| | CO5 | enhance the writing skills for specific purposes | | K3 |
| UNIT-I | POETRY | | Periods: 09 | |
| 1. Rudyard Kipling – <i>IF</i> | | | CO1 | |
| 2. William Wordsworth – <i>Daffodils</i> | | | | |
| 3. Percy Bysshe Shelley – <i>Ozymandias</i> | | | | |
| 4. William Ernest Henley – <i>Invictus</i> | | | | |
| 5. Rabindranath Tagore – <i>On the Nature of Love</i> | | | | |
| UNIT-II | PROSE | | Periods: 09 | |
| 1. Bertrand Russell – <i>The Road to Happiness</i> | | | CO2 | |
| 2. Charles Lamb – <i>A Dissertation upon Roast Pig</i> | | | | |
| UNIT-III | SHORT STORIES | | Periods: 09 | |
| 1. Oscar Wilde – <i>The Devoted Friend</i> | | | CO3 | |
| 2. R. K. Narayan – <i>God and the Cobbler</i> | | | | |
| UNIT-IV | DRAMA | | Periods: 09 | |
| 1. H H Munro – <i>The Death Trap</i> | | | CO4 | |
| 2. J.M. Synge – <i>Riders to the Sea</i> | | | | |
| UNIT-V | GRAMMAR AND COMPOSITION | | Periods: 09 | |
| 1. Parts of Speech | | | CO5 | |
| 2. Subject-Verb Agreement | | | | |
| 3. Letter Writing | | | | |
| 4. Essay Writing | | | | |
| Lecture Periods: 45 | Tutorial Periods: 0 | Practical Periods: - | Total Periods: 45 | |
| Text Books | | | | |
| 1. Narayan, R.K, <i>Malgudi days</i> , Indian Thought Publication, 2019 | | | | |
| 2. Synge John Millington, <i>Riders to the Sea</i> , Sahitya Sarowar Publisher, 2022 | | | | |
| 3. P. C. Wren, H. Martin, <i>High School Wren and Martin English Grammar and Composition</i> , S. Chand & Company Pvt. Ltd, 2022. | | | | |
| 4. J.M. Synge, S.C. Narula. <i>Riders to the Sea</i> . Surjeet Publication. 2018. | | | | |
| 5. S.C.Gupta. <i>A Handbook for Letter Writing</i> . Arihant Publication. 2016. | | | | |
| Reference Books | | | | |
| 1. Lamb, Charles, <i>Selected Prose</i> , Penguin Classics Publication, 2 nd Edition, 2013. | | | | |

2. S.C. Gupta, *English Grammar & Composition Very Useful for All Competitive Examinations*, Arihant Publications, 2014.
3. Saki, H. H. Munro, F. Carruthers Gould, *The Complete Works of Saki: Illustrated Edition: Novels, Short Stories, Plays, Sketches & Historical Works, including Reginald, The Chronicles of Clovis, ... The Death-Trap, The Westminster Alice* Kindle Edition, e-artnow, 2018.

Web References

1. <https://www.englishcharity.com/of-love-by-francis-bacon-explanation/>
2. https://www.poetry-archive.com/n/the_queens_rival.html
3. <https://www.gradesaver.com/lady-windermere-fan/study-guide/summary-act-i>

M. A. Zahedi

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| Department | ENGLISH | | Programme: B. A. | | | | |
| Semester | FIRST | | Course Category Code: ENG | | End Semester Exam Type: TE | | |
| Course Code | A23BET102C | | Periods / Week | | Credit | Maximum Marks | |
| Course Name | BUSINESS ENGLISH - I | | L | T | P | C | CAM ESE TM |
| | (Common to B.Com., B.Com. CS., BBA Branches) | | 3 | 0 | 0 | 3 | 25 75 100 |
| Prerequisite | Basic part-two language, Basic knowledge | | | | | | |
| | To understand the concept, process, and importance of communication. | | | | | | |
| | To gain knowledge about the business communication. | | | | | | |
| | To develop skills of effective business communication - both written and oral. | | | | | | |
| | To help students to acquaint communication skills in the business world | | | | | | |
| | To enhance the presentation and negotiations skills of the students | | | | | | |
| Course Outcomes | On completion of the course, the students will be able to | | | | | | BT Mapping (Highest Level) |
| | CO1 | gather the basics and importance of communication | | | | | K3 |
| | CO2 | can inculcate the basics knowledge in business communication | | | | | K3 |
| | CO3 | draft effective business writing with brevity and lucidity | | | | | K3 |
| | CO4 | acquire acquaint communication skills in the business world | | | | | K3 |
| | CO5 | present an effective oral presentation | | | | | K3 |
| UNIT-I | INTRODUCTION TO BUSINESS COMMUNICATION | | | | Periods: 06 | | |
| | Definition of Business Communication - Communication Process, Communication Function, and its Objectives - Essentials of Good Communication - Barriers in Communications and its steps to overcome barriers | | | | | | CO1 |
| UNIT-II | VERBAL COMMUNICATION | | | | Periods: 06 | | |
| | Definition of Oral Communication - Principles of effective Oral Communication - Effective Techniques in Oral Communication - Scope of Oral Communication – Do's and Don'ts in Oral Communication | | | | | | CO2 |
| UNIT-III | NON-VERBAL COMMUNICATION | | | | Periods: 06 | | |
| | Definition of Non-verbal Communication – Difference between Verbal and Non-Verbal Communication - Types of Body Language - Effective Techniques in Body Language - Colour and its meaning | | | | | | CO3 |
| UNIT-IV | BUSINESS LETTER AND EMAIL | | | | Periods: 06 | | |
| | Layout of Business Letter - Types of Business Letter - Drafting a Business Letter - Layout and procedures of email - Drafting an Email | | | | | | CO4 |
| UNIT-V | BUSINESS WRITING | | | | Periods: 06 | | |
| | Report Writing – Structure of Report Writing - Article Writing – Structure of Article Writing - Agenda & Minutes of Meeting - SWOT Analysis - Advertisement – Creating | | | | | | CO5 |
| Lecture Periods: 30 | | Tutorial Periods: 0 | | Practical Periods: - | | Total Periods: 30 | |
| Text Books | | | | | | | |
| 1. C.S.Rayudu, <i>Media and Communication Management</i> , Himalaya Publishing House, 1st Ed, 2013. | | | | | | | |
| 2. Hory Sankar Mukerjee, <i>Business Communication: Connecting at Work</i> , Oxford University Press, 1st Edition, 2016. | | | | | | | |
| 3. K. K. Sinha, <i>Business Communication</i> , Galgotia Publishing, 4th Edition, 2011. | | | | | | | |
| 4. S.C.Gupta. <i>A Handbook for Letter Writing</i> . Arihant Publication. 2016. | | | | | | | |
| 5. R.S.Aggarwal. <i>A Modern Approach to Non-Verbal</i> . S Chand Publication. 2017. | | | | | | | |
| Reference Books | | | | | | | |
| 1. Krishna Mohan, R.C. Mohan & Virendra Singh Nirban, <i>Business Correspondence and Report Writing</i> , Tata McGraw-Hill Publishing, 6th Edition, 2020. | | | | | | | |
| 2. Nirmal Singh, <i>Business Communication: Principles, Methods and Techniques</i> , Deep & Deep Publications Pvt. Ltd, 1st Edition, 2008. | | | | | | | |
| 3. Rajendra Pal & J. S. Korlahalli, <i>Essentials of Business Communication</i> , Sultan Chand & Sons, 3 rd Edition, 2011. | | | | | | | |
| Web References | | | | | | | |

1. <https://www.wix.com/encyclopedia/definition/oral-communication>
2. <https://writingcenter.unc.edu/tips-and-tools/business-letters/>
3. <https://www.thebalancecareers.com/communication-skills-list-2063779>

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M. A. Zahedi

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| Department | ENGLISH | | | Programme: B. A. | | | | |
| Semester | FIRST | | | Course Category Code: DSC | End Semester Exam Type: TE | | | |
| Course Code | A23ENT101D | | | Periods / Week | | Credit | Maximum Marks | |
| Course Name | SOCIAL HISTORY OF ENGLISH LITERATURE | | | L | T | P | C | CAM ESE TM |
| | | | | 3 | 1 | 0 | 4 | 25 75 100 |
| Prerequisite | General newspaper reading | | | | | | | |
| Course Objectives | To introduce the facts and events in the social history of England | | | | | | | |
| | To read and understand the important social issues covered in the syllabus | | | | | | | |
| | To classify the events in a chronological order and associate the historical influence | | | | | | | |
| | To analyze and associate the causes and effects of the multiple incidents | | | | | | | |
| | To comprehend the social background of England in order | | | | | | | |
| Course Outcomes | On completion of the course, the students will be able to | | | | | | | BT Mapping (Highest Level) |
| | CO1 | identify the facts and events in the social history of England | | | | | | K3 |
| | CO2 | understand the important social issues covered in the syllabus | | | | | | K3 |
| | CO3 | classify the events in a chronological order and associate the historical influence | | | | | | K3 |
| | CO4 | analyze and associate the causes and effects of the multiple incidents | | | | | | K3 |
| | CO5 | comprehend the social background of England in chronological order | | | | | | K3 |
| UNIT-I | | | | | | | Periods: 12 | |
| | 1. Introduction to Old English Period (Anglo-Saxon -Normal Period) 2. Middle English Period Wars: 100 Years of War & War of Roses (Excerpts) 3. The Renaissance 4. The Religion of England | | | | | | | CO1 |
| UNIT-II | | | | | | | Periods: 12 | |
| | 1. The Reformation 2. The Civil War and its Social Significance 3. Colonial Expansion 4. Puritanism | | | | | | | CO2 |
| UNIT-III | | | | | | | Periods: 12 | |
| | 1. Restoration England 2. The Origin and Growth of Political Parties in England 3. Age of Queen Anne 4. The Agrarian Revolution 5. The Industrial Revolution | | | | | | | CO3 |
| UNIT-IV | | | | | | | Periods: 12 | |
| | 1. The Methodist Movement 2. Other Humanitarian Movements 3. The War of American Independence 4. Effects of French Revolution | | | | | | | CO4 |
| UNIT-V | | | | | | | Periods: 12 | |
| | 1. The Victorian Age 2. The Reform Bills 3. The World Wars 4. Life in the Sixties 5. England in the Twenty-first Century | | | | | | | CO5 |




| Lecture Periods: 60 | Tutorial Periods: 0 | Practical Periods: - | Total Periods: 60 |
|--|---------------------|----------------------|-------------------|
| Text Books | | | |
| 1. Albert, Albert, <i>History of English Literature</i> , Oxford University Press, 2017. | | | |
| 2. Ashok, Padmaja, <i>The Social History of England</i> , Orient Black Swan Pub, 2 nd Edition, 2016. | | | |
| 3. John Carter, John McRae, <i>The Routledge History of Literature in English</i> , Taylor & Francis Publication, 3 rd Edition, 2016. | | | |
| 4. Sanders, Andrew. <i>Short Oxford History of English Literature</i> . Oxford Publication. 2005. | | | |
| 5. H.G.Wells. <i>A Short History of the World</i> . Fingerprint Publication. 2015. | | | |
| Reference Books | | | |
| 1. Hudson, Henry William, <i>An Outline History of English Literature</i> , Rupa Publication, 2015. | | | |
| 2. Long, J, William, <i>English Literature: Its History and Its Significance For the Life of the English speaking World</i> , Rupa Publication, 2015. | | | |
| 3. W. H. Hudson, <i>An Outline History of English Literature</i> , Maple Press, 2012. | | | |
| Web References | | | |
| 1. https://www.britannica.com/topic/Church-of-England | | | |
| 2. https://www.britannica.com/topic/Western-colonialism/European-expansion-since-1763 | | | |
| 3. https://www.parliament.uk/about/living-heritage/evolutionofparliament/parliamentaryauthority/revolution/overview/whigstories/ | | | |

M. A. Zehrf

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| Department | ENGLISH | | Programme: B. A. | | | End Semester Exam Type: | | | | |
| Semester | FIRST | | Course Category Code: DSC | | TE | | | | | |
| Course Code | A23ENT102D | | Periods / Week | | Credit | Maximum Marks | | | | |
| Course Name | BRITISH LITERATURE – I (LITERATURE OF RENAISSANCE) | | L | T | P | C | CAM | ESE | TM | |
| | | | 3 | 1 | 0 | 4 | 25 | 75 | 100 | |
| Prerequisite | Newspaper reading, | | | | | | | | | |
| Course Objectives | To Introduce Renaissance Age in detail | | | | | | | | | |
| | To read a variety of Renaissance texts critically and proficiently | | | | | | | | | |
| | To enable the students to enjoy the flair of literature through the work of great writer | | | | | | | | | |
| | To make the students to know the themes and motifs of Renaissance Age | | | | | | | | | |
| | To understand the salient features of Early Renaissance and Elizabethan Poems and Drama | | | | | | | | | |
| Course Outcomes | On completion of the course, the students will be able to | | | | | | | BT Mapping (Highest Level) | | |
| | CO1 | comprehend and discuss Renaissance Age in detail | | | | | | | K4 | |
| | CO2 | analyze and interpret the Renaissance texts critically | | | | | | | K4 | |
| | CO3 | enjoy reading and comprehend the nuances of literature through the works of great writer | | | | | | | K4 | |
| | CO4 | analyze and understand the themes and motifs of Renaissance Age | | | | | | | K4 | |
| | CO5 | understand the salient features of early Renaissance and Elizabethan poems and drama | | | | | | | K4 | |
| UNIT-I | RENAISSANCE PROSES | | | | | Periods: 11 | | | | |
| | 1. Francis Bacon – <i>Of Studies, Of Ambition, Of Travel</i> | | | | | | | | | |
| | CO1 | | | | | | | | | |
| UNIT-II | EARLY RENAISSANCE POEMS | | | | | Periods: 12 | | | | |
| | 1. Geoffrey Chaucer – <i>To Rosemounde : A Balade</i> | | | | | | | | | |
| | 2. Petrarch – <i>If No Love is, O God, What Fele I So ?</i> | | | | | | | | | |
| | 3. Sir Thomas Wyatt – <i>Avising The Bright Beams</i> | | | | | | | | | |
| | 4. Henry Howard – <i>Alas! So All Things Now Do Hold Their Peace</i> | | | | | | | | | |
| | 5. Chidiok Tichborne – <i>Elegy</i> | | | | | | | | | |
| | CO2 | | | | | | | | | |
| UNIT-III | ELIZABETHAN AND JACOBAN POEMS | | | | | Periods: 12 | | | | |
| | 1. Edmund Spenser – <i>Amoretti LXVIII : Most Glorious Lord of Life</i> | | | | | | | | | |
| | 2. Philip Sidney – <i>Loving the Truth</i> | | | | | | | | | |
| | 3. Ben Johnson – <i>On My First Son</i> | | | | | | | | | |
| | 4. Robert Herrick – <i>To the Virgins, To Make Much of Time</i> | | | | | | | | | |
| | 5. John Donne – <i>A Valediction: Forbidding Mourning</i> | | | | | | | | | |
| | 6. Richard Lovelace – <i>To Lucasta, On Going to the War</i> | | | | | | | | | |
| | CO3 | | | | | | | | | |
| UNIT-IV | ELIZABETHAN DRAMA | | | | | Periods: 12 | | | | |
| | 1. Christopher Marlowe – <i>Doctor Faustus</i> | | | | | | | | | |
| | CO4 | | | | | | | | | |
| UNIT-V | JACOBAN DRAMA | | | | | Periods: 12 | | | | |
| | 1. John Webster – <i>The Duchess of Malfi</i> | | | | | | | | | |
| | CO5 | | | | | | | | | |
| Lecture Periods: 60 | | Tutorial Periods: 0 | | Practical Periods: - | | Total Periods: 60 | | | | |
| Text Books | | | | | | | | | | |
| 1. Bacon, Francis, <i>The Essays</i> , The Peacock Book Publication, 2021. | | | | | | | | | | |
| 2. Christopher, Marlowe, <i>Doctor Faustus</i> , Oxford University Press, 1997. | | | | | | | | | | |
| 3. Kyd, Thomas, <i>The Duchess of Malfi</i> , The Bloomsbury Publication, 2015. | | | | | | | | | | |
| 4. Sanders, Andrew. <i>Short Oxford History of English Literature</i> . Oxford Publication. 2005. | | | | | | | | | | |

5. H.G.Wells. *A Short History of the World*. Fingerprint Publication. 2015.

Reference Books

1. Albert, Albert, *History of English Literature*, Oxford University Press, 2017.
2. John Carter, John McRae, *The Routledge History of Literature in English*, Taylor & Francis Publication, 3rd Edition, 2016.
3. Raghunathan, Harriet, *Renaissance Poets: A Selection*, Worldview Publication, 2021.

Web References

1. <https://www.poetryfoundation.org/poems/45187/amoretti-lxviii-most-glorious-lord-of-life>
2. <https://www.poetryfoundation.org/poems/44658/to-lucasta-going-to-the-wars>
3. <https://www.poetryfoundation.org/poems/46546/to-the-virgins-to-make-much-of-time>

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M. A. Zahedi

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| Department | ENGLISH | | Programme: B. A. | | | | | | | |
| Semester | FIRST | | Course Category Code: IDC | | | End Semester Exam Type: TE | | | | |
| Course Code | A23END101D | | Periods / Week | | | Credit | Maximum Marks | | | |
| Course Name | HISTORY OF INDIAN LITERATURE | | L | T | P | C | CAM | ESE | TM | |
| | | | 3 | 1 | 0 | 4 | 25 | 75 | 100 | |
| Prerequisite | General Journal reading and Newspaper reading | | | | | | | | | |
| Course Objectives | To Introduce the facts and events in the history of India | | | | | | | | | |
| | To read and understand the important social issues covered in the syllabus | | | | | | | | | |
| | To classify the events in a chronological order and associate the historical influence | | | | | | | | | |
| | To analyse and associate the causes and effects of the multiple incidents | | | | | | | | | |
| | To comprehend the historical background of India in order | | | | | | | | | |
| Course Outcomes | On completion of the course, the students will be able to | | | | | | | BT Mapping (Highest Level) | | |
| | CO1 | identify the facts and events in the history of India | | | | | | | K3 | |
| | CO2 | understand the important writer' writings covered in the syllabus | | | | | | | K3 | |
| | CO3 | classify the events in a chronological order and associate the historical influence | | | | | | | K3 | |
| | CO4 | analyze and associate the causes and effects of the multiple historical incidents | | | | | | | K3 | |
| | CO5 | comprehend the historical background of India in chronological order | | | | | | | K3 | |
| UNIT-I | INTRODUCTION | | | | | Periods: 11 | | | | |
| 1. Extent and Significance of Indian Literature | | | | | | | | | CO1 | |
| 2. The Chronology of Indian Literature | | | | | | | | | | |
| 3. Lord Macaulay's Minute | | | | | | | | | | |
| UNIT-II | INDIAN LITERATURE – THE BEGINNING TO 1857 | | | | | Periods: 12 | | | | |
| 1. The Literary Landscape: The Nature and Scope of Indian Literature | | | | | | | | | CO2 | |
| 2. The Pagoda Tree: From the Beginning to 1857 (<i>Introduction</i>) | | | | | | | | | | |
| UNIT-III | AN INTRODUCTION TO VEDIC AND EPIC POETRY | | | | | Periods: 12 | | | | |
| 1. Introduction to Vedic Literature and Upanishads | | | | | | | | | CO3 | |
| 2. The Beginning of Epic Poetry in India | | | | | | | | | | |
| UNIT-IV | PRE-INDEPENDENCE WRITINGS AND WRITERS | | | | | Periods: 12 | | | | |
| Raja Rammohan Roy, Behramji Malabari, Govardhanram Tripathi, Toru Dutt, Rudyard Kipling, Cornelia Sorabji, Jawaharlal Nehru, Sarojini Naidu | | | | | | | | | CO4 | |
| UNIT-V | POST-INDEPENDENCE WRITINGS AND WRITERS | | | | | Periods: 12 | | | | |
| Jim Corbett, Mulk Raj Anand, A.K.Ramanujan, V.S. Naipaul, Shashi Deshpande, Salman Rushdie, Amitav Gosh, Arundhati Roy | | | | | | | | | CO5 | |
| Lecture Periods: 60 | | Tutorial Periods: 0 | | | Practical Periods: - | | Total Periods: 60 | | | |
| Text Books | | | | | | | | | | |
| 1. Winternitz. M, <i>A History of Indian Literature</i> , University of Calcutta, Vol 2, 1927. | | | | | | | | | | |
| 2. Naik. M.K, <i>A History of Indian English Literature</i> , Sahitya Akademi, 2009. | | | | | | | | | | |
| 3. Arvind Krishna Mehrotra, <i>An Illustrated History Of Indian Literature In English</i> , Permanent Black Publication, 2019. | | | | | | | | | | |
| 4. K. Makeswari. <i>Indian Writing in English</i> . Mahaveer Publication. 2023. | | | | | | | | | | |
| 5. Dodiya, Jaydipsinh. <i>Contemporary Indian Writing in English</i> . Atlantic Publication. 2023. | | | | | | | | | | |
| Reference Books | | | | | | | | | | |
| 1. Aravind Krishna Mehrotra, <i>Concise History of Indian Literature in English</i> , Orient Blackswan Publication, 2018. | | | | | | | | | | |
| 2. Maurice Winternitz. V.S. Sharma, <i>A history of Indian Literature</i> , Motilal Banarsidass Publisher, 2015. | | | | | | | | | | |
| 3. Bijay Kumar Das, <i>Postmodern Indian English Literature</i> , Atlantic Publication, 2022. | | | | | | | | | | |
| Web References | | | | | | | | | | |
| 1. https://www.vedantu.com/biography/r-k-narayan-biography | | | | | | | | | | |

2. <https://theprint.in/theprint-profile/behramji-malabari-parsi-activist-who-fought-widowhood-child-marriage-in-hindu-society/959488/>
3. https://www.indianetzone.com/7/indian_epic_poetry.htm

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M. A. Zehra

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| Department | ENGLISH | | Programme: B. A. | | | | | | | |
| Semester | FIRST | | Course Category Code: SEC | | | End Semester Exam Type: | | | | |
| Course Code | A23ENSA01C | | Periods / Week | | | Credit | Maximum Marks | | | |
| Course Name | COMMUNICATION SKILLS | | L | T | P | C | CAM | ESE | TM | |
| | | | 0 | 0 | 4 | 2 | 100 | 0 | 100 | |
| Prerequisite | Part-two language and basic communication skills | | | | | | | | | |
| Course Objectives | To improve the skill of rapid reading and communicate efficiently | | | | | | | | | |
| | To decode and impart speaking skills with confidence | | | | | | | | | |
| | To train students in analyzing articles and Newspaper | | | | | | | | | |
| | To enhance the sense of social responsibility and accountability of the students | | | | | | | | | |
| | To expound the significance in Managerial skills | | | | | | | | | |
| Course Outcomes | On completion of the course, the students will be able to | | | | | | | BT Mapping (Highest Level) | | |
| | CO1 | understand the pattern to communicate effectively | | | | | | | K3 | |
| | CO2 | impart Speaking skills with self-confidence | | | | | | | K3 | |
| | CO3 | enhance their strategies in analyzing articles and Newspaper | | | | | | | K3 | |
| | CO4 | the sense of social responsibility and accountability of the students | | | | | | | K3 | |
| | CO5 | expertise in Managerial skills | | | | | | | K3 | |
| UNIT-I | COMMUNICATION SKILLS - SPEAKING | | | | | Periods: 06 | | | | |
| | 1. Aspects of speaking 2. Process of effective Speech 3. Techniques for effectual Presentation | | | | | | | | | |
| | CO1 | | | | | | | | | |
| UNIT-II | SELF-MANAGEMENT SKILLS | | | | | Periods: 06 | | | | |
| | 1. Time Management 2. Stress Management 3. Emotional Management | | | | | | | | | |
| | CO2 | | | | | | | | | |
| UNIT-III | COMMUNICATION SKILLS - READING | | | | | Periods: 06 | | | | |
| | 1. Article analysis 2. Comprehension 3. Skimming and Scanning | | | | | | | | | |
| | CO3 | | | | | | | | | |
| UNIT-IV | SOCIAL SKILLS | | | | | Periods: 06 | | | | |
| | 1. Leadership 2. Teamwork 3. Decision making | | | | | | | | | |
| | CO4 | | | | | | | | | |
| UNIT-V | PUBLIC SPEAKING AND PRESENTATION | | | | | Periods: 06 | | | | |
| | 1. Rules and Techniques for Public Speaking 2. Practice session (both, Public Speaking and Presentation) | | | | | | | | | |
| | CO5 | | | | | | | | | |
| Lecture Periods: - | Tutorial Periods: - | | Practical Periods: 30 | | | Total Periods: 30 | | | | |
| Text Books | | | | | | | | | | |
| 1. Barun K. Mitra, <i>Personality Development and Soft skills</i> , Oxford University Press, 2 nd Edition, 2016. | | | | | | | | | | |
| 2. Syamala, V, <i>Effective English Communication for you</i> , Chennai: Emerald Publisher, 1 st Edition, 2002. | | | | | | | | | | |
| 3. Sanjay Kumar & PusphLata. <i>Communication Skills</i> , Oxford University Press, 2 nd Edition, 2015. | | | | | | | | | | |
| 4. Sabina Pillai, Agna Fernandez, <i>Soft Skills and Employability Skills</i> , Cambridge University Press, 2017. | | | | | | | | | | |
| 5. Jeff Butterfield, <i>Soft Skills for Everyone</i> , Cengage India Private Limited, 2 nd Edition, 2020 | | | | | | | | | | |
| Reference Books | | | | | | | | | | |
| 1. Murphy, John J, <i>Pulling Together: 10 Rules for High-Performance Teamwork</i> , Simple Truth Publication, 1 st Edition, 2010. | | | | | | | | | | |
| 2. Balasubramanian, T, <i>A Textbook of English Phonetics for Indian Students</i> , Trinity Press, 1 st Ed, 1981. | | | | | | | | | | |
| 3. Sardana, C.K, <i>The Challenge of Public Relations</i> , New Delhi: Harnand Publication, 1 st Edition, | | | | | | | | | | |




1995.

Web References

1. <https://blog.dce.harvard.edu/professional-development/10-tips-improving-your-public-speaking-skills>
2. <https://corporatefinanceinstitute.com/resources/careers/soft-skills/management-skills/>
3. <https://zety.com/blog/how-to-introduce-yourself>



M. A. Zehrfeld

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|--|---|---|-------------------------------------|----------|----------|------------------------------|---------------|--------------------------|-------------------------------|
| Department | ENGLISH | | Programme: B. A. | | | | | | |
| Semester | FIRST | | Course Category Code: SEC | | | End Semester Exam Type - | | | |
| Course Code | A23ENSA02C | | Periods / Week | | | Credit | Maximum Marks | | |
| | | | L | T | P | C | CAM | ESE | TM |
| Course Name | SOFT SKILLS | | 0 | 0 | 4 | 2 | 100 | 0 | 100 |
| Prerequisite | Journal reading and Newspaper reading | | | | | | | | |
| Course Objectives | To train students in Soft skills in order to enable them to be professionally competent | | | | | | | | |
| | To facilitate the students for Goal setting and Goal Achieving skills | | | | | | | | |
| | To enrich the sense of social responsibility and accountability of the students | | | | | | | | |
| | To help the students to train them for Stress Management and Time Management | | | | | | | | |
| | To train the students to work with team environment and Creative thinking | | | | | | | | |
| Course Outcomes | On completion of the course, the students will be able to | | | | | | | | BT Mapping (Highest Level) |
| | CO1 | enhance the Soft skills and compete professionally | | | | | | | K3 |
| | CO2 | achieve Goal setting and Goal Achieving skills | | | | | | | K3 |
| | CO3 | improve their social responsibility and accountability skills | | | | | | | K3 |
| | CO4 | enrich Stress Management and Time Management | | | | | | | K3 |
| | CO5 | demonstrate the quality of a Team ship and Creative thinking | | | | | | | K3 |
| UNIT-I | POSITIVE ATTITUDE | | | | | Periods: 06 | | | |
| Skills-Personal Skills: Knowing Oneself/Self-Discovery - Confidence Building - Defining Strengths of Attitude - formation of attitudes - psychological factors - the power of positive attitude - the benefits of positive attitude – developing positive attitude - negative attitude – the causes of negative attitude - the consequences of negative attitude - how to change negative attitude | | | | | | | | | CO1 |
| UNIT-II | GOAL SETTING | | | | | Periods: 06 | | | |
| Introduction - importance of goal setting - goal definition - types of goals - what exactly goal setting - why people don't set goals - how to choose the right goals - SMART GOALS - Career goals - benefits of career goal setting - goal setting tips | | | | | | | | | CO2 |
| UNIT-III | STRESS AND TIME MANAGEMENT | | | | | Periods: 06 | | | |
| Definition of Stress management - types of stress - causes of stress - stress management and reduction techniques - Definition of Time management - Setting goals, planning – prioritizing - setting deadlines - multi-tasking - practicing self-discipline - overcoming procrastination | | | | | | | | | CO3 |
| UNIT-IV | TEAMWORK SKILLS | | | | | Periods: 06 | | | |
| Communication as Social Construction - Dynamics of professional Group communication - Group and Team - Team Building Process - Managing conflict and appreciating/respecting differences - Decision making & effective negotiation - Types of teams - Understanding, Identity and nurturing sensitivity (in terms of gender, orientation, language) | | | | | | | | | CO4 |
| UNIT-V | PROBLEM SOLVING THROUGH CREATIVE THINKING | | | | | Periods: 06 | | | |
| Thinking Creatively - Improving Perceptions - Creative thinking as an essential skill - Techniques of creative thinking (such as brainstorming, lateral thinking, mind mapping, rich pictures, role play) - Practical problem solving through creative thinking - Case Study | | | | | | | | | CO5 |
| Lecture Periods: - | | | Tutorial Periods: - | | | Practical Periods: 30 | | Total Periods: 30 | |
| Text Books | | | | | | | | | |




1. Sabina Pillai, Agna Fernandez, *Soft Skills and Employability Skills*, Cambridge University Press, 2017.
2. Jeff Butterfield, *Soft Skills for Everyone*, Cengage India Private Limited, 2nd Edition, 2020.
3. Alex K, *Soft Skills*, S Chand & Company, 1st Edition, 2014.
4. R.S.Aggarwal. *A Modern Approach to Non-Verbal*. S Chand Publication. 2017.
5. K. K. Sinha, *Business Communication*, Galgotia Publishing, 4th Edition, 2011.

Reference Books

1. Barun Mitra, *Personality Development and Soft Skills 2*, Oxford University Press, 2016.
2. Prashant Sharma, *Soft Skills 3rd Edition: Personality Development for Life Success*, BPB Publications, 2021.
3. Ghosh, B.N, *Managing Soft Skills for Personality Development*, Tata McGraw Education Publication, 1st Edition, 2012.

Web References

1. <https://www.mindtools.com/a5ykiuq/personal-goal-setting>
2. <https://www.healthlinkbc.ca/health-topics/stress-management-managing-your-time>
3. <https://www.herzing.edu/blog/7-important-teamwork-skills-you-need-school-and-your-career>

M. A. Zehra