

**B.A.**  
**Non English Medium**  
**Syllabus**  
**Core Component Papers**  
**Compulsory English**  
**(W.E.F 2015-16)**

C.C. English (for Non English Medium Students)

**Scheme: Semester I**

**Course: Paper: CC Code: 150501**

**Title of the Paper: Starting with English**

**Course Outcomes:** At the end of the course the students will be able to:

1. To start using language more accurately and fluently in the above mentioned spoken and written context successfully transfer information from visual & verbal and verbal to visual.
2. To understand the format of letter and email writing and use the tools of paragraphing and be able to compose simple emails and letters.
3. To understand the systems of sound.

Sr.No.	COURSE CONTENT	L	Cr	P / T	D	TP	TW	T
1	<b>Unit I:</b> <i>Unnikatha</i> by M Mukundan & <i>Girls</i> by Mrinal Pande from <i>Yuvakatha</i> – Vol. IV, Ed by Geeta Dharmarajan, Katha Publications, New Delhi, 1996	4	1		2.30	75	25	100
2	<b>Unit II:</b> 1. Language in Use 2. Vocabulary – Antonyms, Synonyms, Word Formation 3. Grammar – Def. of Noun, Simple Notes of Noun, Countable & Uncountable Nouns e.g. Hair – Hairs	4	1		2.30	75	25	100

	<p>4. Subject / Verb Argument – Concept of Subject &amp; Verb e.g. I am busy, not I are busy</p> <p>5. Reading using the text to teach Skimming &amp; Scanning</p>							
3	<p><b>Unit III:</b></p> <p>1. Using correct sentences to form a coherent paragraph</p> <p>2. Information Transfer</p> <p>3. Verbal to visual / visual &amp; verbal</p> <p>4. e.g.: paragraph to graph/ pie chart etc and vice versa. Introduction to letter writing / email format, informal letter writing / email (request &amp; invitation ) subject lines of email and matter of email asking and giving information)</p>	4	1		2.30	75	25	100
4	<p><b>Unit IV:</b></p> <p><i>Chapters 1 to 5</i> from V. Sasikumar, P. Kiranmai Dutt &amp; Geetha Rajeevan, <i>A Course in Listening &amp; Speaking I</i>, Cambridge University Press, 2014. ISBN: 9788175963344.</p>	4	1		2.30	75	25	100

**Evaluation Scheme:**

**Internal Examination**

Speaking & Listening 10 marks

Language in Use 15 marks

(Do as directed, Vocabulary & Grammar – 2 tests)

**External Examination**

Language in Use 25 marks

(Do as Directed, Fill in the Blanks, Multiple Choices, Sentence Construction)

Information Transfer 10 marks

(Tables, Graphs)	
Reading Comprehension	10 marks
(Seen Passage)	
Skimming & Scanning	
Email (One)	15 marks
Letter Writing	15 marks
C.C. English (for Non English Medium Students)	

**Scheme: Semester II**

**Course: Paper CC Code: 250201**

**Title of the Paper: Exploring English**

**Course Outcomes:**

1. To use tense forms accurately
2. To use language in context for referential and inferential moving
3. To write Short, Simple, Descriptive and Creative Pieces Accurately and Fluently
4. To understand the Accuracy, Appropriacy & Fluency in Spoken Language.

Sr.No.	COURSE CONTENT	L	Cr	P / T	D	TP	TW	T
		4	4		2.30	75	25	100
	<b>Unit I:</b> First two short stories from <i>Yuvakatha</i> – Vol. VII, Ed by Keerti Ramachandra, Katha, New Delhi, 1996. ISBN: 9788185586434							
	<b>Unit II:</b> Vocabulary – Antonyms, Synonyms, Word Formation, Making Sentences of their own. Verb Tenses – Simple & Continuous Form Use of ‘ing’ – verb form eg coming, going in sentences							
	<b>Unit III: Reading</b> Using the stories to teach inferential meanings Linking Paragraph: for e.g. using First, Next, Secondly etc for linking sentences and paragraph.							
	<b>Unit IV: Writing</b> Guided essays & creative pieces (for .e.g story							



Paper	L	Cr	P / T	D	TP	TW	T
<b>Effective English</b>	3	4	1*	2.30	75	25	100

\*Tutorial batches of 25 students each.

Unit	COURSE CONTENT	No. of Lectures/ Tutorial* assigned	Weightage in %
1	<p><b>Reading Comprehension</b></p> <p>1. 'The First Party' by Attia Hosain  2. 'Summer Vacation' by Kamala Das  From 'The Inner Courtyard' (stories by Indian Women) Edited by Lakshmi Holmstrom published by Rupa &amp; Company, New Delhi, 2002</p>	20	35%
2	<p><b>Speaking skills</b></p> <ul style="list-style-type: none"> <li>• Greetings.</li> <li>• Introducing self and others.</li> <li>• Starting and ending a conversation.</li> <li>• Inviting and accepting invitations</li> <li>• Thanking and apologising</li> </ul>	08*	15%
3	<p><b>Listening Skills</b></p> <ul style="list-style-type: none"> <li>• Listening comprehension exercises based on prescribed text (Unit 1, audio and video sources)</li> </ul>	07*	10%
4	<p><b>Writing Skills</b></p> <ul style="list-style-type: none"> <li>• Language exercises in vocabulary and revising prepositions and tenses</li> <li>• Subject agreement and paragraph writing</li> <li>• Informal letters, invitations, apologies, requests, intimations and appeals etc.</li> <li>• Guided answers to questions based on seen and unseen texts.</li> </ul>	25	40%

**Evaluation Scheme:-**

**Internal Examination: 25 Marks**

1. Speaking skills : 15Marks
2. Listening comprehension : 10 Marks

(Do as directed, Vocabulary and Grammar)

**External Examination: 75 Marks**

1. Unseen Comprehension : 15 Marks

(Only contextualised grammar questions will be asked and Short answer question, Jumbled sentences, Match the column, Vocabulary etc.)

2. Passage from the prescribed texts with objective or short answer questions : 15 Marks
3. Language in Use : 15 Marks

(Do as directed; Fill in the blanks, Correct the following, Multiple Choice, and Sentence Construction)

4. a) Guided paragraph writing : 08 Marks  
b) Organising a paragraph from jumbled sentences : 07Marks
5. Two informal letters (invitations, apologies, requests, intimations and appeals etc)  
: 15 Marks

**Recommended:**

1. Organised writing, V. Saraswati, Orient Longman.
2. Strengthen your English, V.R. Narayanswami, Orient Longman
3. Ball, F. 1997. The Development of Reading skills, Oxford: Basic Blackwell
4. Bygate, M. 1987. Speaking. OUP
5. Krishnaswamy, N. and Sriraman, T. Teaching spoken English and Communication skills. Madras: T. R Publications
6. Gangal J K. *A Practical Course In Effective English Speaking*. PHI Learning Private Limited. 2012.

**Annexure I****C.C. English** (for Non-English Medium Students)**Scheme: Semester IV**Course: English C.C. Paper IV (L.L.) Subject Code No.: **450401****Credits:** 04 **Teaching hours:** 50 **Marks:** 100Title of the Course: **English for Practical Purposes**

Paper	L	Cr	P / T	D	TP	TW	T
<b>English for Practical Purposes</b>	3	4	1*	2.30	75	25	100

\*Tutorial batches of 25 students each.

**Course Outcomes:**

- I) To read, understand and write responses in simple English.
- II) To learn ways of refusing or rejecting in a polite manner with the help of suitable words (telephone conversations, at the restaurant, at the shopping mall etc)
- III) To learn to answer various types of questions like factual, interpretative and personal responses.

Unit	<b>COURSE CONTENT</b>	No. of Lectures/ Tutorial* assigned	Weightage in %
1	<b>Reading Comprehension</b>  a) 'The Library Girl' by Vishwapriya L. Iyengar b) 'My Beloved Charioteer' by Shashi Deshpande From 'The Inner Courtyard' (stories by Indian Women) Edited by Lakshmi Holmstrom published by Rupa & Company, New Delhi, 2002	20	35%
2	<b>Speaking Skills</b> <ul style="list-style-type: none"> <li>• Short Speeches : on topics of general interest</li> <li>• Welcome Speech (To welcome and introduce the chief guest of a programme)</li> <li>• Vote of thanks.</li> </ul>	08*	15%
3	<b>Listening Skills</b> <ul style="list-style-type: none"> <li>• Listening comprehension exercises based on prescribed text (Unit 1, audio and video sources)</li> </ul>	07*	10%

4	<b>Writing Skills</b> <ul style="list-style-type: none"> <li>• Writing Reports: Themes for examples: in-house Annual day, cultural and sports day, newspaper and medical camps, heavy rain etc.</li> <li>• Writing Formal Letters of Enquiries and Complaints</li> <li>• E-mails</li> <li>• Grammar: Do as directed: verb, tenses, vocabulary , jumbled sentences</li> </ul>	25	40%
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**Evaluation Scheme:-**

<b>Internal Examination:</b>	<b>25 Marks</b>
1. Speaking Skills	: 15 Marks
2. Listening comprehension	: 10 Marks

<b>External Examination:</b>	<b>75 Marks</b>
1. Reading Comprehension	: 15 Marks
(Passage from the prescribed texts with objective or short answer questions)	
2. Short answer questions or multiple choice questions based on ‘The Inner Courtyard’	:15 Marks
3. Language in Use	: 15 Marks
(Fill in the blanks, Correct the following, Multiple Choices, Sentence Construction, and Do as Directed)	
4. Writing emails (one out of two questions to be answered)	:10 Marks
5. a) Report Writing	: 10Marks
b) Letter of Enquiry / Complaint.	: 10 Marks

**Recommended Reading:**

1. Gangal J K. *A Practical Course In Effective English Speaking*. PHI Learning Private Limited. 2012.
2. Gangal J K. *A Practical Course In Developing Writing Skills in English*. PHI Learning Private Limited. 2011.

3. Sinha Chaudhari Santanu. *Learn English*. Mcgraw Hill Education Pvt.ltd. New Delhi. 2013.

L = No. of Lectures / week, P / T = Practical / Tutorial in hrs, D = Duration of Theory paper for Examination in hrs, TP = Theory Paper-marks, TW = Term Work - marks,

P/V = Practical / Viva Voce - marks, T = Total

**C.C. English** (for non-English Medium Students)

**Scheme: Semester V**

Course: English C.C. Paper V (L.L.) Code: **555501**

Title of the Course: **English for Empowerment**

**Credits: 04 Teaching hours: 50 Marks: 100**

Course:	L	Cr	P / T	D	TP	TW	T
<b>English for Empowerment</b>	3	4	1*	2.30	75	25	100

Tutorial batches of 25 students each.

**Course Outcomes:**

- i. To read, comprehend and respond to questions on seen and unseen texts.
- ii. To listen and respond to aural debates and discussions.
- iii. To speak fluently in simple English in a variety of situations.
- iv. To write formal letters of application, leave, request and resignation.
- v. To articulate responses in grammatically correct English.

Unit	COURSE CONTENT	No. of Lectures/ Tutorial* assigned* **	Weightage in %
1	<p><b>Reading Comprehension</b> Selected stories from, <i>Let's Go Home and Other Stories</i>, by Meenakshi Mukherjee. Orient Blackswan Pvt Ltd. New Delhi (2009)</p> <ul style="list-style-type: none"> <li>• The Meeting Pool by Ruskin Bond</li> <li>• Green Parrots in a Cage by GopiGaubha</li> <li>• The Portrait of a Lady by Khushwant Singh</li> </ul>		30%

2	<b>Speaking skills</b> <ul style="list-style-type: none"> <li>• Simulated interviews, dramatic situations, everyday conversations, telephonic etiquette</li> </ul>		20%
3	<b>Listening Skills</b> <ul style="list-style-type: none"> <li>• Listening and responding to news on TV or from English newspapers [class activity], audio recordings of debates from different media sources or from the newspaper to be read in class and simulated debates in the classroom/ seminars</li> </ul>		20%
4	<b>Writing Skills</b> <ul style="list-style-type: none"> <li>• Learning to write formal letters like application letters, application for leave, reports and resignation letters</li> <li>• Short answers and answers to objective questions</li> <li>• Language and grammar exercises from Seen and Unseen Texts. (Students should be given practice in sentence formation, correct the sentences and Direct-Indirect speech)</li> </ul>		30%

**Evaluation Scheme:-**

**Internal Examination:**

**25 Marks**

1. Speaking skills

: 15Marks

1) Evaluating students' comprehension of and response to simulated discussions, debates in a variety of situation.

2) Evaluating ability to communicate in a variety of everyday situations (classroom, home, public space)

3) Evaluating telephonic etiquette

2. Listening to recordings/ passages read by the teacher in class and responding in writing

: 10 Marks

**External Examination:**

**75 Marks**

Seen Comprehension passage (Inferential and opinion based questions)

: 15 Marks

Unseen passage for simple comprehension and grammar exercises

: 15 Marks

Application letter with CV	: 20 Marks
Formal Letter (one out of two)	: 10 Marks
Do as directed	: 15 Marks

**Recommended Reading:**

Nagaraj Geetha, *Write to Communicate*. Cambridge University Press/Foundation Books. 2004.

Sasikumar V. *A Course in Listening and Speaking II*. Cambridge University Press, 2006

Bovee, Thill Schertzman. *Business Communication Today* [7<sup>th</sup> Edition]. Pearson Education. 2006

Freeman, Sarah. *Written Communication in English*. Orient Longman. Hyderabad. 2008

Ganguly, Anand. *Group Discussion; For Admissions & Jobs*. PustakMahal. Delhi. 2005

Mohan, Krishna & Singh, N. P. *Speaking English Effectively*. Cambridge University Press. Cambridge. 2002

MoulaShaikh. ed. *Communication Skills : A Practical Approach*. Frank Bros. &Co.. 2011.

Taylor, Shirley & V. Chandra. *Communication for Business: A Practical Approach* [4<sup>th</sup> Edition]. Pearson Education. 2011

Grellet Francoise. *Developing Reading Skills*. Cambridge University Press. 1981.

**Scheme: Semester: VI**

**Course: English CC paper VI (Lower level) Code: 655601**

**Title of the Course: English for success**

**Credits: 04 Teaching hours: 50 Marks: 100**

Course	L	Cr	P/T	D	TP	TW	T
<b>English for success</b>				2.30	75	25	100

**Course Outcomes:**

- i. To read and understand texts using different narrative styles.
- ii. To listen to speeches and give opinions.
- iii. To write formal letters expressing views and opinions.
- iv. To solve vocabulary and grammar exercises.

Unit	COURSE CONTENT	No. of teaching hours assigned	Weight age in %
1.	<p><b><u>Listening skills:</u></b></p> <p>To understand and decipher different types and styles of English in academic lectures, speeches, Television programmes / T.V serials, poetry recitation, plays.</p>	As per norms	20%
2.	<p><b><u>Speaking skills:</u></b></p> <p>Make PPT and present in groups.</p> <p>Note: Students must be taught the art of making PPT on different topics like Environment, Health, Corruption, etc.</p>		20%
3.	<p><b><u>Reading skills :</u></b></p> <p><u>Visions-Revision:</u> Katha Regional Fiction by Keerti Ramachandra (Editor), Katha, New Delhi, 1998.</p> <p>i. The chest – Sirish Panchal</p> <p>ii. Nayak Khalnayak Vidhushak – Mannu Bhandari</p>		30%
4.	<p><b><u>Writing skills:</u></b></p> <p>a. Letter to Editor (Appeal and complaint)</p> <p>b. Formal letters of thanks, appreciation and sympathy</p> <p>c. Essay writing (guided) (same as PPT topics)</p> <p><u>NOTE:</u> Practice in vocabulary and grammar exercises of the competitive exams type be given to students (Multiple choice questions can be given based on WH- words, main verbs, helping verbs, determiners, prepositional phrases, singular/ plural, cluster words, etc.</p>		30%

**Evaluation Scheme:**

**Internal Examination marks**

**25**

1. PPT presentations

15 marks

2. Testing listening comprehension with a written response to audio/video, recording of lectures, speeches, T.V serials, seminars

10 marks

**External Examination  
marks**

**75**

1. Seen passage (Inferential & opinion based questions) marks	15
2. Unseen passage for simple comprehension and grammar exercises marks	15
3. Letter to editor	10 marks
4. Questions on vocabulary & grammar (similar to competitive exam) marks	20
5. Essay writing ( Guided)	15 marks

**PLEASE NOTE:**

- **20 marks answer – 800 to 850 words**
- **15 marks answer – 700 to 750 words**
- **10 marks answer – 500 to 550 words**
- **7 marks –300 to 350 words**
- **5 marks - 200 to 250 words**

**Recommended Readings**

- Sharma, A.P (Ed) 20 Great Women of India, prashant publications, New Delhi, 2003.
- Freeman, Sarah, Written Communication in English, Orient Longman, Hyderabad, 2008.
- Lowne, Cathy (Compiler), Speeches That Changed the world, Bounty Books, London, 2005.
- Mohan, Krishna & Singh, N.P, Speaking English effectively, Cambridge University Press, Cambridge, 2002.
- Bovee, Thill Schertzman, Business Communication Today (7th Edition) Pearson Education, 2006.
- Taylor, Shirley & V. Chandra, Communication for Business: A practical Approach (4<sup>th</sup> Edition) Pearson Education, 2011.
- Rai, Urmila & Rai, S.N Business Communication (7<sup>th</sup> Edition), Himalaya Publishing House, Mumbai, 2015.
- Soft skills for Interpersonal Communication: S.Balasubramaniam & Board of Editors, Orient Blackswan.
- English with English: Workbook (Editor: Board of Editors, Orient Blackswan)
- English Grammar Practice ( Author: Raj N. Bakshi, 2006, Orient Blackswan)
- Spoken English: a foundation course (with Audio CD): Kamlesh SAdanand & susheela Punitha, Orient Blackswan.