

Academic Council 2017 - 2018

ST. JOSEPH'S COLLEGE OF ARTS & SCIENCE

(AUTONOMOUS)

CUDDALORE-1



PG & RESEARCH DEPARTMENT OF ENGLISH

SYLLABUS 2017-2018

YEAR – I	FOUNDATION COURSE – ENGLISH - I B.Com./B.Com.(BM)/ B.C.A./B.B.A.(CA) From batch 2017 – 2018 onwards	LEC101T
SEMESTER - I		T* Third Revision
PART – II		Hours: 5
LANGUAGE		Credit: 3

OBJECTIVE:

To expose the students to human values through Literature and to enable them acquire communication skills.

UNIT- I Preparatory Language Skills:

[15 HRS]

1. Character is Destiny – S. Radha Krishnan (Prose)
2. All the World’s a Stage – William Shakespeare (Poetry)
3. The Never Never Nest – Cedric Mount (Play)

UNIT- II Communication Skills

[15 HRS]

1. Understanding Communication
2. Greeting and Introducing
3. Making Requests
4. Agreeing and Disagreeing
5. Seeking and Giving Permission
6. Persuading and Debating
7. Sounds and Symbols in English

8. Word and Sentence Stress
9. Effective Use of Intonation
10. Telephone Manners in Business Situations
11. Handling Customer Orders and Enquiries
12. Handling Complaint Calls

UNIT-III Communication Skills

[15 HRS]

1. The Gift of the Magi – O’Henry (Short Story)
2. Mallala Yousafzai Pakistani Activist – Naomi Blumberg
(Biography)
3. The Monkey’s Paw – W.W Jacob (One – Act Play)

UNIT – IV INTERPERSONAL COMMUNICATION

[15 HRS]

1. Effective Listening
2. Understanding the Audience
3. Perceptual Clarity
4. Channel Awareness
5. Role of Non – Verbal Communication
6. Pragmatics
7. Handling Delivery and After – Sales Problems
8. Taking Part in Teleconferences
9. Tele – Interviews

UNIT-V Writing Skills

[15 HRS]

1. Note – Making
2. Report – Writing
3. Publicity Literature (Advertisements)

FOUNDATION COURSE ENGLISH - I

BIBLIOGRAPHY

1. Dutt, Kiranmai. Pand Geetha Rajeevan. *Basic Communication Skills*. New Delhi: Cambridge University Press India Pvt. Ltd., 2007. Print.
2. Pillai, Radhakrishna.G, Rajeevan.K, Bhaskaran Nair.P. *Written English For You*. Madra: Emerald Publishers, 1994. Print.
3. Ravindran.Padma, M.D.V.Kalyani Annie and Board of Editors. *Interface I*.New Delhi: Cambridge University Pres Indis Pvt. Ltd., 2007. Print.
4. Samson.T,Geetha Rajeevan and Consultant Editor. *Interface 2*. New Delhi: Cambridge University Press India Pvt. Ltd., 2008. Print.
5. Samson.T,Geetah Rajeevan, M.D.V.K .Ayani Annie and Board of Editors. *English for Life 2*. New Delhi: Cambridge University press India Pvt. Ltd., 2008. print.

6. Sharma.R.C. and Krishna Mohan. *Business Correspondence and Report*

Writing. New Delhi: Tata Mc Graw Hill Education Pvt. Ltd., 2010. Print.

FOUNDATION COURSE ENGLISH – I
I YEAR B.Com./B.Com.(BM)/ B.C.A./B.B.A.(CA) LEC101T

SEMESTER I

QUESTION PAPER PATTERN

(From batch 2017 – 2018 onwards)

TIME: 3 hrs

Marks – 75

Section – A (No Choice) (10x1=10)

(Objective and Short Answers)

Questions from Communication Skills

&

Interpersonal Communication Skills

Section – B (No Choice) (10x2=20)

(Objective and Short Answers)

Questions from Communication Skills

&

Interpersonal Communication Skills

Section – C (Either or Type) (3X10=30)

Essays:

1. Prose / Poetry

2. Play / One-Act Play
3. Short Story / Biography

Section – D

(3x5=15)

1. Note – Making
2. Report – Writing
3. Publicity Literature (Advertisements)

YEAR - I	FOUNDATION COURSE - ENGLISH - II B.Com./B.Com.(BM)/ B.C.A./B.B.A.(CA) (From batch 2017 – 2018 onwards)	LEC202T
SEMESTER - II		T* Third Revision
PART - II		Hours: 5
LANGUAGE		Credit: 3

OBJECTIVE:

To expose the students to human values through Literature and to enable them acquire communication skills.

UNIT- I

[13 HRS]

Preparatory language skills

1. Indian Women - S. Radhakrishnan (Prose)
2. The Solitary Reaper – William Wordsworth (Poem)
3. The Purple Dress – O’Henry (Short Story)

UNIT-II

[13 HRS]

Basics of Business English

1. Importance of Effective Communication in Business Contexts
2. Face – to - Face Communication with Customers and Visitors.
3. Basic Skills for Talking to People in Transactional Situations
4. Receiving Visitors
5. Booking Hotel Accommodation
6. Making Small Talk and Telling Stories.
7. Group Discussions

8. Preparing for Interviews

9. Taking Interviews

10. Promotion Interviews

UNIT-III
Literature

[13 HRS]

1. Give us a Role Model – A.P.J. Abdul Kalam (Prose)

2. Sowali – Mahasweta Devi (Story)

3. J.R.D's Words of Inspiration to Sudha Murthy (Prose)

UNIT-IV
Discussions / Meetings / Team Skills

[12 HRS]

1. Preparing Agenda for Meetings

2. Writing Minutes of Meetings

3. Making Notes of Business conversations

4. Making Business Presentations

5. Business promotions and Language for Advertising

6. Negotiating

7. Communication Skills with Public, Fellow Employees, Supervisors and Customers

8. Soft Skills for Team Building

9. Team Maintenance and Task Maintenance roles

10. Brainstorming and Consensus –Making Communication

UNIT-V
JOBS AND CAREERS

[12 HRS]

1. Standard Business Letter
2. Applying for Jobs and Preparing Resumes
3. Writing cover letters for resumes

FOUNDATION COURSE ENGLISH - II

BIBLIOGRAPHY

1. Aravindakshan.T.Y. *Reading Literature in English*. Chennai: Cambridge University press India Pvt. Ltd., 2012. print.
2. Board of Editors. *Sunlight III*. Chennai. Sankari Printers Pvt. Ltd., 2015. Print.
3. Samson.T, Geetha Rajeevan and Cosultant Editor. *Interface 2*. New Delhi: Cambridge University Press India Pvt., Ltd., 2008. Print.
4. Sharma.R.C. and Krishna Mohan. *Business Correspondence and Report Writing*. New Delhi: Tata Mc Graw Hill Education Pvt. Ltd., 2008. Print.
5. Sharma.R.C. and Krishna Mohan. *Business Correspondence and Report Writing*. New Delhi: Tata Mc Graw Hill Education Pvt. Ltd., 2010. Print.

6. Sivakumaran.V. et. al *Limelight – 1*. Chennai: Sankar Printers Pvt., Ltd, 2015. Print.
7. Sivakumaran.V. et.al *Limelight – 3*. Chennai: Sankari Printers Pvt. Ltd., 2015. Print.
8. Sivakumaran.V. et.al *Limelight – 4*. Chennai. Sankari Printers Pvt. Ltd., 2015. Print.

FOUNDATION COURSE ENGLISH – II
I YEAR B.Com./B.Com.(BM)/ B.C.A./B.B.A.(CA) LEC202T

SEMESTER II

QUESTION PAPER PATTERN
(From batch 2017 – 2018 onwards)

TIME: 3 hrs

Marks – 75

Section – A (No Choice) (10x1=10)
(Objective and Short Answers)

Questions from Basics of Business English

&

Discussions / Meetings / Team Skills

Section – B (No Choice) (10x2=20)
(Objective and Short Answers)

Questions from Basics of Business English

&

Discussions / Meetings / Team Skills

Section – C (Either or Type)

(3X10=30)

Essays:

1. Prose / Poetry
2. Prose /Short Story
3. Prose/Prose

Section – D

(3x5=15)

1. Business Letters
2. Job Applications /Resumes
3. Writing Cover Letters.