

**ST. JOSEPH'S COLLEGE OF ARTS & SCIENCE  
(AUTONOMOUS)  
CUDDALORE-1**



**PG & RESEARCH DEPARTMENT OF ENGLISH  
COURSES OFFERED TO OTHER DEPARTMENTS  
(B.A.,/B.Sc.,/B.Com.,/B.Com(BM).,/B.B.A/B.C.A)**

**COURSES OFFERED  
TO  
OTHER DEPARTMENTS**

|   |   |                      |
|---|---|----------------------|
| <b>YEAR – I</b>   | <b>ENGLISH<br/>COMMUNICATION*</b><br><b>For all I Year UG Courses<br/>From Batch 2019</b> | <b>CODE:19AEC101</b> |
| <b>SEMESTER – I</b>   |   | <b>Hours: 1</b>      |
| <b>PART – IV<br/>ABILITY<br/>ENHANCEMENT<br/>COURSE<br/>(AEC)</b> |   | <b>Credit: 1</b>     |

### Objectives:

1. To develop the communication ability of the students with focus on ‘Speaking Skill’ enabling them to use the language more effectively and confidently
2. To widen the student’s grasp of vocabulary and enable them to use these words in appropriate contexts.

### Course Outcomes:

**At the end of the course students exhibit**

**CO 1 Ability to start a conversation, interrogate, apologise or request appropriately**

**in various context.**

**CO 2 Ability to read and interpret, converse over telephone.**

**CO 3 Display use of rich vocabulary and coin words.**

**CO 4 Develop oratorical skills**

**CO 5 Decode the patterns of language behavior to describe, narrate or summarise**

**a paragraph.**

|                    |                                 |   |         |         |         |                                   |          |          |          |          |          |          |          |                          |
|--------------------|---------------------------------|---|---------|---------|---------|-----------------------------------|----------|----------|----------|----------|----------|----------|----------|--------------------------|
| SEMESTER –I        | COURSE CODE:<br><b>19AEC101</b> | TITLE OF THE PAPER : English<br>Communication I |         |         |         |                                   |          |          |          |          |          | HOUR:1   | CREDIT:1 |                          |
| COURSE<br>OUTCOMES | PROGRAMME<br>OUTCOMES(PO)       |   |         |         |         | PROGRAMME SPECIFIC OUTCOMES (PSO) |          |          |          |          |          |          |          | MEAN<br>SCORE OF<br>CO'S |
| Co                 | Po1                             | Po2   | Po<br>3 | Po<br>4 | Po<br>5 | PSo<br>1                          | PSo<br>2 | PSo<br>3 | PSo<br>4 | PSo<br>5 | PSo<br>6 | PSo<br>7 | PSo<br>8 | Mean<br>score            |
| Co1                | 5                               | 5   | 4       | 1       | 5       | 5                                 | 5        | 5        | 5        | 4        | 5        | 5        | 5        | 4.5                      |
| Co2                | 5                               | 5   | 4       | 1       | 5       | 5                                 | 5        | 2        | 2        | 2        | 4        | 4        | 5        | 3.7                      |
| Co3                | 5                               | 5   | 3       | 1       | 5       | 5                                 | 5        | 4        | 4        | 4        | 5        | 5        | 5        | 4.3                      |
| Co4                | 5                               | 5   | 5       | 1       | 5       | 5                                 | 5        | 4        | 4        | 4        | 5        | 5        | 5        | 4.4                      |
| Co5                | 5                               | 5   | 5       | 1       | 5       | 5                                 | 5        | 2        | 2        | 2        | 4        | 4        | 4        | 3.7                      |
| Mean Overall Score |                                 |   |         |         |         |                                   |          |          |          |          |          |          | 4.1      |                          |

This Course is having **VERY HIGH association** with Programme Outcome and Programme Specific Outcome

|                    |                           |                             |                             |                             |                             |
|--------------------|---------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|
| <b>Association</b> | <b>1%-20%</b>             | <b>21%-40%</b>              | <b>41%-60%</b>              | <b>61%-80%</b>              | <b>81%-100%</b>             |
| <b>Scale</b>       | <b>1</b>                  | <b>2</b>                    | <b>3</b>                    | <b>4</b>                    | <b>5</b>                    |
| <b>Interval</b>    | <b>0&lt;=rating&lt;=1</b> | <b>1.1&lt;=rating&lt;=2</b> | <b>2.1&lt;=rating&lt;=3</b> | <b>3.1&lt;=rating&lt;=4</b> | <b>4.1&lt;=rating&lt;=5</b> |
| <b>Rating</b>      | <b>Very Poor</b>          | <b>Poor</b>                 | <b>Moderate</b>             | <b>High</b>                 | <b>Very High</b>            |

## **UNIT – I: SPOKEN SKILL (Introducing Patterns and Dialogues)**

1. Inviting someone
2. Expressing Gratitude
3. Complimenting and Congratulating
4. Starting a conversation with a stranger.
5. Asking for help
6. Framing Questions and Answers
7. Apologising
8. Making Request

## **UNIT – II : ORAL PRACTICE**

1. Audio – Video lessons
2. Telephonic communication / Business
3. Conversational skill
4. Reading Practice

## **UNIT – III WORD PLAYS**

1. Building powerful vocabulary
2. Coining related words
3. Acronym
4. Mispronounced words

## **UNIT – IV ORATORIAL SKILLS**

1. Extempore
2. Elocution

## **UNIT – V PORTRAYAL SKILLS**

1. Description
2. Narration
3. Paragraph Writing

### **Text Books and Reference:**

1. Pillai, Radhakrishna.G, *Spoken English for you*. Madras: Emerald Academic Press, 1994.
2. Aitchison, James. *Cassell's Dictionary of English Grammar*. London: Cassell & Co. 1996.
3. Allen, Robert. *How to Write Better English*. London: Penguin, 2005.
4. Larson, Carl E., and Frank MJ LaFasto. *Teamwork: What must go right/what can go wrong*. Vol. 10. Sage, 1989
5. Green, David. *Contemporary English Grammar: Structures and Composition*. Chennai: Macmillan Publishers India Pvt. Ltd., 2010

## **Question Pattern**

**19AEC101**

**Practical – Internal (100Marks)**

**The LSRW skills and Grammar are tested and awarded marks.**

|   |   |                   |
|---|---|-------------------|
| <b>I B.Com /<br/>BBM/ BCA /<br/>BBA</b> | <b>FOUNDATION COURSE ENGLISH – I<br/>B.Com./B.Com.(BM)/ B.C.A./B.B.A.(CA)</b> | <b>LEC101T</b>    |
| <b>SEMESTER – I</b>                     |   | <b>HRS / WK 5</b> |
| <b>PART – II<br/>ENGLISH 1</b>          |   | <b>CREDITS: 3</b> |

**OBJECTIVE:**

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

**Course Outcomes:**

**At the end of the course students**

- CO1: Make use of the different genres for understanding the language skills.
- CO2: Use the language skills activities for effective communication.
- CO3: Understanding the social background and human values through literature.
- CO4: Develop interpersonal skills for their using way of language
- CO5: Improve their General Writing Skills.

| <b>SEMESTER – I</b>       |             | <b>COURSE CODE:<br/>LEC101T</b> |              | <b>COURSE TITLE : FOUNDATION<br/>COURSE ENGLISH-I</b> |  |              |              |              |              |              | <b>HOURS 4</b> |              | <b>CREDITS: 3</b> |                   |                           |
|---------------------------|-------------|---------------------------------|--------------|---|--|--------------|--------------|--------------|--------------|--------------|----------------|--------------|-------------------|-------------------|---------------------------|
| <b>COURSE OUTCOMES</b>    |             | <b>PROGRAMME OUTCOMES (PO)</b>  |              |   | <b>PROGRAMME SPECIFIC OUTCOMES (PSO)</b> |              |              |              |              |              |                |              |                   |                   | <b>MEAN SCORE OF CO'S</b> |
| <b>CO</b>                 | <b>PO 1</b> | <b>P O 2</b>                    | <b>P O 3</b> | <b>PO4</b>  | <b>P O 5</b>                             | <b>PS O1</b> | <b>PS O2</b> | <b>PS O3</b> | <b>PS O4</b> | <b>PS O5</b> | <b>PSO 6</b>   | <b>PS O7</b> | <b>PSO 8</b>      | <b>Mean score</b> |                           |
| <b>CO1</b>                | 5           | 5                               | 5            | 2   | 5  | 5            | 5            | 3            | 2            | 4            | 4              | 4            | 5                 | 4.1               |                           |
| <b>CO2</b>                | 5           | 5                               | 5            | 5   | 5  | 5            | 5            | 2            | 2            | 2            | 4              | 5            | 5                 | 4.2               |                           |
| <b>CO3</b>                | 5           | 4                               | 3            | 2   | 5  | 5            | 5            | 5            | 5            | 3            | 4              | 5            | 5                 | 4.3               |                           |
| <b>CO4</b>                | 5           | 5                               | 3            | 5   | 3  | 5            | 5            | 1            | 1            | 1            | 3              | 3            | 4                 | 3.3               |                           |
| <b>CO5</b>                | 5           | 5                               | 3            | 3   | 2  | 4            | 5            | 2            | 2            | 2            | 2              | 4            | 4                 | 3.3               |                           |
| <b>Mean Overall Score</b> |             |                                 |              |   |  |              |              |              |              |              |                |              |                   | <b>3.84</b>       |                           |

Result : The score of this course is 3.84 (**HIGH**)

| Association     | <b>1%-20%</b>             | <b>21%-40%</b>              | <b>41%-60%</b>              | <b>61%-80%</b>              | <b>81%-100%</b>             |
|-----------------|---------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|
| <b>Scale</b>    | <b>1</b>                  | <b>2</b>                    | <b>3</b>                    | <b>4</b>                    | <b>5</b>                    |
| <b>Interval</b> | <b>0&lt;=rating&lt;=1</b> | <b>1.1&lt;=rating&lt;=2</b> | <b>2.1&lt;=rating&lt;=3</b> | <b>3.1&lt;=rating&lt;=4</b> | <b>4.1&lt;=rating&lt;=5</b> |
| <b>Rating</b>   | <b>Very Poor</b>          | <b>Poor</b>                 | <b>Moderate</b>             | <b>High</b>                 | <b>Very High</b>            |

This Course is having **HIGH** association with Programme Outcome and Programme Specific Outcome

**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 Literature** [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

### Text Books:

1. Dutt, Kiranmai. PandGeethaRajeevan. *Basic Communication Skills*. New Delhi: Cambridge University Press India Pvt. Ltd., 2007. Print.
2. Pillai, Radhakrishna.G, Rajeevan.K, BhaskaranNair.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 India Pvt. Ltd., 2007. Print.
4. Samson.T,GeethaRajeevan and Consultant Editor. *Interface 2*. New Delhi: Cambridge University Press India Pvt. Ltd., 2008. Print.
5. Samson.T,GeetahRajeevan, 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 McGraw Hill Education Pvt. Ltd., 2010. Print.

### Reference Books:

1. Pillai, Radhakrishna.G, Rajeevan.K, BhaskaranNair.P. *Written English For You*. Madra: Emerald Publishers, 1994. Print.
2. Ravindran. Padma, M.D.V.Kalyani Annie and Board of Editors. *Interface I*.New Delhi: Cambridge University Pres India Pvt. Ltd., 2007. Print.



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

**SEMESTER I**

**QUESTION PAPER PATTERN**

**TIME: 3 hrs**

**Marks – 75**

**Section – A (No Choice)**

**(10x2=20)**

**(Objective and Short Answers)**

Questions from Communication Skills  
&  
Interpersonal Communication Skills

**Section – B (No Choice)**

**(5x5=25)**

Note – Making  
Report – Writing  
Publicity Literature (Advertisements)  
Questions from Communication Skills **-(Either or Type)**  
Interpersonal Communication Skills **-(Either or Type)**

**Section – C (Either or Type)**

**(3X10=30)**

**Essays 300 words**

1. Prose / Poetry
2. Play / One-Act Play
3. Short Story / Biography

**MODEL QUESTION PAPER LEC101T**

**FOUNDATION COURSE ENGLISH -I  
SEMESTER-I**

**I YEAR B.Com./B.Com.(BM)/ B.C.A./B.B.A.(CA)**

**Time:3hrs**

**Marks:75**

**Section-A**

**(10x2=20)**

**Answer the following:- (Objective and Short Answers)**

**Fill in the blanks**

1. a).\_\_\_\_\_is the exchange of information or ideas.  
b).Effective communication involves using \_\_\_\_\_.
2. Underline the consonant sounds in the following words.  
i)Man ii)Fat iii)Dark iv)Walk
3. Write any two key features of a teleconference?
4. State two expressions of persuading and debating.
5. Choose the correct answer  
i) While answering a call speak \_\_\_\_\_ (Rudely/Clearly)  
ii) Before you end up calling a wrong number \_\_\_\_\_  
(Apologize/ Hang up abruptly)
6. Turn each of the following into polite request.  
i)Open the door.  
ii)Turn of the fan.
7. Mark the stress on the following compound words.  
i)Earthworm ii)Overnight.
8. Fill in the unsaid phrases (Pragmatics) in the following extracts.  
i) What's going on here?  
ii) I came in only now.
9. How will you handle the problem of customers when the product delays in delivery of goods?
10. Identify the Triphthongs in the following:- i )Shower ii) iron

**Section-B**

**Answer the following:**

**(5x5 =25 Marks)**

**11. Note-Making**

The cosmetics industry is growing day by day. Big cosmetics giants make tall promises of flawless skin beauty upliftment, but on a contrary, there is an ugly side of this so-called beauty products. Many health hazardous monsters are hiding in these products. Studies and researches are showing that cosmetics usage is toxic, they contain chemicals and other chemicals which can cause cancer. Some brands of talcum powders which are used every day contain asbestos.

Unfortunately, consumers, particularly woman, are carried away by the telling and attractive advertisements. Very rarely do they read the contents of the cosmetics they use. For instance, the skin lightning creams which are available in India has hundreds of

brands available each promising to make skin tone lighter, spot free and fairer. Research has proved that these products contain potentially hazardous chemicals like ammonia and hydrogen peroxide, p-phenylenediamine and toluene diamines. It causes skin irritation, pimples etc.

According to a report in the LAKME CONSUMER, temporary dyes contain metallic substances, like lead, which are toxic and can be absorbed through the scalp into the body. These temporary dyes are derived from Benzedrine, known to produce bladder cancer. Likewise, have you ever tried to look beyond the glow of nail polishes to its effects? Nail polish remover contains an ingredient called acetone which can cause your nail to become brittle and split. However, acetone is less toxic when compared toluene, another ingredient found in the nail polish. The basic ingredient used in nail polish is formaldehyde resin which can discolor the nails. It is a colorless gas with a strong, irritating smell, used also as an antiseptic for killing germs. Formaldehyde is also known by other names like methanol and meth aldehyde.

It may be interesting to know that of all the cosmetics lipstick is the most toxic and dangerous for three reasons. Firstly, women who apply lipstick swallow the chemicals directly. Secondly, it gets absorbed through the tender lip skin. And, finally, lipstick not only harms the user but also her mate.

**Make notes on the above passage in a suitable format using recognizable abbreviations wherever necessary. Assign a suitable heading to the passage.**

**12. Report writing:**

Write a detailed report on GST to the Editor, The Economic Times.

**13. Prepare a brochure detailing the programme.**

An Insurance Company is launching a new insurance scheme for couples, for Rs. 10,000, Rs. 25,000, Rs.50,000 or Rs. 100,000. Policy can be taken either by husband or wife or both. In the event of the death of one, survivor will get the full amount. If both survive till 60, premium will be paid with bonus, Tax benefits, salary deduction facilities.

14. a) Write a dialogue as asking permission from the Principal for extension of time to pay college fees.

**OR**

b) How does spoken communication differ from written communication?

15. a) Mention the DO'S and DON'T'S in Verbal and Non-Verbal Communication.

**OR**

b) Make a note of a few occasions where people exchange greetings.

**Section-C (Essay) (3x10=30)**  
**Answer the following in 300 words**

16. a) What advice does Dr.S. Radhakrishnan give in his Essay *Character is Destiny*?

(or)

b) Show the ironical twist and surprise ending of the story *The Gift of the Magi*

17. a) Write a critical summary of the poem, *All the World's a Stage*?

(or)

b) Write an essay on the daring personality of *Malala Yousafzai* and her accomplishments.

18. a) *The Never Never Nest* is a good example of how people manage to live a comfortable and luxurious life without having much money – Justify?

(or)

b) How does the playwright build the atmosphere of suspense and horror in *The Monkey's Paw*?

\* \* \* \* \*

|   |   |                      |
|---|---|----------------------|
| <b>YEAR – I</b>   | <b>ENGLISH<br/>COMMUNICATION*</b><br><b>For all I Year UG Courses<br/>From Batch 2019</b> | <b>CODE:19AEC202</b> |
| <b>SEMESTER – II</b>  |   | <b>Hours: 1</b>      |
| <b>PART – IV<br/>ABILITY<br/>ENHANCEMENT<br/>COURSE (AEC)</b> |   | <b>Credit: 1</b>     |

**Objectives:**

1. To focus on the integral acquisition of language skills through the designed activities and exercises
2. To help them decode the patterns of language behavior.

**Course Outcomes:**

**At the end of the course students exhibit**

CO 1 Ability to interact within a group

CO 2 Display argumentative skill

CO 3 Skill to review book/film

CO 4 Skill for making speeches in public

CO 5 Skills to narrate multifarious experience.

| SEMESTER II               | COURSE CODE:<br><b>19AEC202</b> |      |      |      |      | TITLE OF THE PAPER : English<br>Communication II |       |       |       |       |       |       | HOUR:1 | CREDIT:1           |
|---------------------------|---------------------------------|------|------|------|------|--|-------|-------|-------|-------|-------|-------|--------|--------------------|
| COURSE OUTCOMES           | PROGRAMME OUTCOMES(PO)          |      |      |      |      | PROGRAMME SPECIFIC OUTCOMES (PSO)                |       |       |       |       |       |       |        | MEAN SCORE OF CO'S |
| CO                        | PO 1                            | PO 2 | PO 3 | PO 4 | PO 5 | PSO 1  | PSO 2 | PSO 3 | PSO 4 | PSO 5 | PSO 6 | PSO 7 | PSO8   | MEAN SCORE         |
| CO1                       | 5                               | 5    | 4    | 4    | 5    | 5  | 5     | 5     | 3     | 5     | 5     | 5     | 3      | 4.5                |
| CO2                       | 5                               | 5    | 4    | 5    | 5    | 5  | 5     | 5     | 4     | 5     | 5     | 3     | 4      | 4.6                |
| CO3                       | 5                               | 5    | 4    | 5    | 5    | 5  | 5     | 5     | 3     | 4     | 5     | 4     | 5      | 4.6                |
| CO4                       | 4                               | 5    | 5    | 5    | 5    | 4  | 5     | 5     | 4     | 5     | 5     | 5     | 3      | 4.6                |
| CO5                       | 5                               | 5    | 5    | 5    | 4    | 5  | 5     | 5     | 3     | 4     | 5     | 5     | 3      | 4.5                |
| <b>Mean Overall Score</b> |                                 |      |      |      |      |  |       |       |       |       |       |       |        | <b>4.5</b>         |

The value shows that the course has **VERY HIGH association** with programme outcomes and programme specific outcomes

| Association | 1%-20%       | 21%-40%        | 41%-60%        | 61%-80%        | 81%-100%       |
|-------------|--------------|----------------|----------------|----------------|----------------|
| Scale       | 1            | 2              | 3              | 4              | 5              |
| Interval    | 0<=rating<=1 | 1.1<=rating<=2 | 2.1<=rating<=3 | 3.1<=rating<=4 | 4.1<=rating<=5 |
| Rating      | Very Poor    | Poor           | Moderate       | High           | Very High      |

### **UNIT – I GROUP ACTIVITY**

1. Spell bee
2. Story telling
3. Quiz game

### **UNIT – II TALK TOGETHER**

1. Seminar
2. Debate
3. Group Discussion

### **UNIT – III REVIEWING SKILLS**

1. Book Review
2. Film Review

### **UNIT – IV PUBLIC SPEAKING**

1. Speech on Current Events
2. Welcome Address
3. Vote of Thanks
4. Report Writing

### **UNIT – V SITUATIONAL ADDRESSING**

1. Narrating Dreams
2. Narrating Ambition

**Text Books and Reference:**

1. Adair, John. *Effective Communication*. London: Pan Macmillan Ltd., 2003.
2. Hasson, Gill. *Brilliant Communication Skills*. Great Britain: Pearson Education, 2012.
3. Pillai, Radhakrishna.G, *Spoken English for you*. Madras: Emerald Academic Press, 1994.
4. Cragan, John, and David W. Wright, and Chris Kasch. *Communication in Small Groups: Theory, process, and skills*. Cengage Learning, 2008.
5. MacInnis, J. L. (2006). *The elements of great public speaking: How to be calm, confident, and compelling*. Berkeley, CA: Ten Speed Press
6. Allen, Robert. *How to Write Better English*. London: Penguin, 2005. Print.

**Question Pattern****19AEC202****Practical – Internal (100Marks)****The LSRW skills and Grammar are tested and awarded marks.**

|                                     |  |                   |
|-------------------------------------|--|-------------------|
| <b>I B.Com / BBM/<br/>BCA / BBA</b> | <b>FOUNDATION COURSE ENGLISH – II<br/>B.Com./B.Com.(BM)/ B.C.A./B.B.A.(CA)</b> | <b>LEC202T</b>    |
| <b>SEMESTER –<br/>II</b>            |  | <b>HRS / WK 5</b> |
| <b>PART – II<br/>ENGLISH 2</b>      |  | <b>CREDITS: 3</b> |

**OBJECTIVE:**

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

**Course Outcomes:**

**At the end of the course, students will able to**

CO1: Make use of literary texts to develop their reading skills.

CO2: Understand the basic business English for effective communication.

CO3: Understanding and inculcating universal human values through literature texts.

CO4: Develop Positive Self –Esteem and Inter-active skills.

CO5: Write business letters and prepare Resumes for Jobs and Career skills.

| <b>SEMESTER -II</b>       |             | <b>COURSE CODE:<br/>LEC202T</b> |             | <b>COURSE TITLE : FOUNDATION<br/>COURSE ENGLISH-II</b> |             |  |          |          |          |          | <b>HOURS 5</b> |          | <b>CREDITS: 3</b> |                           |
|---------------------------|-------------|---------------------------------|-------------|--|-------------|--|----------|----------|----------|----------|----------------|----------|-------------------|---------------------------|
| <b>COURSE OUTCOMES</b>    |             | <b>PROGRAMME OUTCOMES(PO)</b>   |             |  |             | <b>PROGRAMME SPECIFIC OUTCOMES (PSO)</b> |          |          |          |          |                |          |                   | <b>MEAN SCORE OF CO'S</b> |
| Co                        | P<br>O<br>1 | P<br>O<br>2                     | P<br>O<br>3 | PO4  | P<br>O<br>5 | PS<br>O1                                 | PS<br>O2 | PS<br>O3 | PS<br>O4 | PS<br>O5 | PSO<br>6       | PS<br>O7 | PS<br>O8          | Mean<br>score             |
| <b>CO1</b>                | 5           | 5                               | 5           | 3  | 5           | 5  | 5        | 3        | 2        | 2        | 4              | 5        | 5                 | 4.1                       |
| <b>CO2</b>                | 5           | 5                               | 4           | 5  | 5           | 5  | 5        | 1        | 1        | 1        | 4              | 4        | 4                 | 3.7                       |
| <b>CO3</b>                | 5           | 5                               | 4           | 3  | 5           | 5  | 5        | 2        | 2        | 2        | 4              | 4        | 5                 | 3.8                       |
| <b>CO4</b>                | 5           | 5                               | 4           | 5  | 5           | 5  | 5        | 2        | 2        | 2        | 3              | 3        | 4                 | 3.8                       |
| <b>CO5</b>                | 4           | 4                               | 4           | 4  | 2           | 4  | 5        | 1        | 1        | 1        | 2              | 3        | 3                 | 2.9                       |
| <b>Mean Overall Score</b> |             |                                 |             |  |             |  |          |          |          |          |                |          |                   | <b>3.68</b>               |

Result : The score of this course is 3.68 (**HIGH**)

| Association     | <b>1%-20%</b>                  | <b>21%-40%</b>                   | <b>41%-60%</b>                   | <b>61%-80%</b>                   | <b>81%-100%</b>                  |
|-----------------|--------------------------------|----------------------------------|----------------------------------|----------------------------------|----------------------------------|
| <b>Scale</b>    | <b>1</b>                       | <b>2</b>                         | <b>3</b>                         | <b>4</b>                         | <b>5</b>                         |
| <b>Interval</b> | <b>0&lt;=rating<br/>&lt;=1</b> | <b>1.1&lt;=rating&lt;<br/>=2</b> | <b>2.1&lt;=rating&lt;<br/>=3</b> | <b>3.1&lt;=rating&lt;<br/>=4</b> | <b>4.1&lt;=rating&lt;<br/>=5</b> |
| <b>Rating</b>   | <b>Very Poor</b>               | <b>Poor</b>                      | <b>Moderate</b>                  | <b>High</b>                      | <b>Very High</b>                 |

This Course is having **HIGH** association with Programme Outcome and Programme Specific Outcome



**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** [12 HRS]

**Discussions / Meetings / Team Skills**

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** [12 HRS]

**JOBS AND CAREERS**

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

## FOUNDATION COURSE ENGLISH – II

### Text Books:

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, GeethaRajeevan 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 McGraw Hill Education Pvt. Ltd., 2008. Print.
5. Sharma.R.C. and Krishna Mohan. *Business Correspondence and Report Writing*. New Delhi: Tata McGraw 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.

### Reference Books:

1. Pillai, Radhakrishna.G, Rajeevan.K, BhaskaranNair.P. *Written English For You*. Madra: Emerald Publishers, 1994. Print.
2. Ravindran. Padma, M.D.V.Kalyani Annie and Board of Editors. *Interface I*.New Delhi: Cambridge University Pres India Pvt. Ltd., 2007. Print.

**FOUNDATION COURSE ENGLISH – II LEC202T**

**I YEAR B.Com./B.Com.(BM)/ B.C.A./B.B.A.(CA)**

**SEMESTER II  
QUESTION PAPER PATTERN**

**TIME: 3 hrs**

**Marks – 75**

**Section – A (No Choice)**

**(10x2=20)**

**(Objective and Short Answers)**

Questions from Basics of Business English  
&  
Discussions / Meetings / Team Skills

**Section – B (No Choice)**

**(5x5=25)**

Business Letters  
Job Applications /Resumes  
Writing Cover Letters.  
Questions from Basics of Business English **-(Either or Type)**  
Discussions / Meetings / Team Skills **-(Either or Type)**

**Section – C (Either or Type)**

**(3X10=30)**

**Essays 300 words**

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

**MODEL QUESTION PAPER LEC202T**  
**FOUNDATION COURSE ENGLISH – II**  
**I YEAR B.Com./B.Com.(BM)/ B.C.A./B.B.A.(CA)**  
**SEMESTER II**

**TIME: 3 hrs**

**Marks – 75**

**Section – A (No Choice)**

**(10x2=20)**

**(Objective and Short Answers)**

1. Audience – orientation involves understanding the \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_ of the audience.
2. a) \_\_\_\_\_ helps the participants to come prepared for a meeting.  
b) Prepare the \_\_\_\_\_ soon after the meeting.
3. Identify the words related to promoting a product service:  
(i) Audit      (ii) U.S.P      (iii) Target
4. Explain Mock- Interview.
5. Fill in the missing letters:-  
(i) EN\_REP\_EN\_URS\_IP      (ii) OR\_ANI\_ATIO\_AL BE\_AV\_OUR
6. Give the Synonyms:  
(1) Credit  
(2) Tariff
7. Supply the Missing Keywords:

To be a successful at business conversations, you need to be Confident, \_\_\_\_\_ actively, \_\_\_\_\_ with the speaker and constantly monitor your \_\_\_\_\_ and gestures.

8. Write four points on writing minutes.
9. Find the difference in meaning between the following pairs of words:-

- \* **Check into and move into**
  - \* **Complimentary and complementary**
  - \* **Envelope and Envelop**

10. Write the characteristics of Group Discussion.

**Section – B (No Choice)**

**(5x5=25)**

11. Write the format of Standard Business letter.
12. Prepare a resume for the job which you have recently seen in newspaper.
13. Write a cover letter for the post of Assistant Professor.
14. a) Write the unique features of Negotiation.

**OR**

- b) Prepare an Agenda on minutes of meeting.
15. a) How would you handle a customer who is bargaining for a cheaper price? Write a dialogue on that.

**OR**

- b) Write a conversation between a customer and a sales person, where the customer wants to know about the new Android mobile phones in their shop.

**Section – C (Either or Type)**

**(3X10=30) Answer the**

**following in 300 words**

16. a) Analyse in detail – Women, the great conservators of our culture.  
(or)  
b) Do you agree with the poet’s statement in *Solitary Reaper* that he bore the music in his heart long after it was heard no more? Give reasons.
17. a) What was the experience of Maida on the day of “Thanks giving”?  
(or)  
b) How does Dr. A.P.J Abdul Kalam drive home the point that children should have good role models?
18. a) Write a critical comment on Mahasweta Devi’s *Souvali*.  
(or)  
b) What Sudha Murthy wants other Corporates to imbibe from the Infosys Foundation?

\*\*\*\*\*

|  |  |                     |
|--|--|---------------------|
| <b>II BBA (CA)</b>                             | <b>ENGLISH FOR<br/>COMPETTITVE EXAMINATIONS</b><br><i>Offered to BBA (CA) Department</i> | <b>CODE:19GBB31</b> |
| <b>SEMESTER III</b>                            |  | <b>HRS / WK 5</b>   |
| <b>Inter-Disciplinary<br/>Course<br/>(IDC)</b> |  | <b>CREDITS: 4</b>   |

### Objectives

1. To enrich the students in English Competitive Examinations.
2. To create an awareness on Bank Examinations.
3. To stabilize the career with banking skills.

### Course Outcome:

#### At the end of the course Students should exhibit

CO 1 creative thinking, decision making, communication, and understanding of operations and change

CO2 verbal ability and quantitative ability

CO3 individual presentations and interview skills

CO4 The skills and self-confidence to assist in effective career

CO5 professional life to work as a business manager and entrepreneur.

| SEMESTER -III             |      | COURSE CODE: 19GBB31    |       |      | COURSE TITLE : English for Competitive Examinations |       |       |       |       |       |       |       | HOURS 5 | CREDITS:4  |                    |
|---------------------------|------|-------------------------|-------|------|---|-------|-------|-------|-------|-------|-------|-------|---------|------------|--------------------|
| COURSE OUTCOMES           |      | PROGRAMME OUTCOMES(P O) |       |      | PROGRAMME SPECIFIC OUTCOMES (PSO)                   |       |       |       |       |       |       |       |         |            | MEAN SCORE OF CO'S |
| CO                        | PO 1 | P O 2                   | P O 3 | PO 4 | PO 5  | PS O1 | PS O2 | PS O3 | PS O4 | PS O5 | PS O6 | PS O7 | PS O8   | Mean score |                    |
| CO1                       | 5    | 4                       | 4     | 5    | 5   | 4     | 5     | 5     | 5     | 4     | 5     | 4     | 5       | 4.6        |                    |
| CO2                       | 5    | 4                       | 3     | 5    | 4   | 3     | 4     | 5     | 4     | 5     | 5     | 3     | 5       | 4.2        |                    |
| CO3                       | 5    | 5                       | 4     | 3    | 3   | 4     | 3     | 4     | 5     | 5     | 5     | 3     | 5       | 4.1        |                    |
| CO4                       | 5    | 5                       | 4     | 4    | 5   | 5     | 5     | 3     | 5     | 4     | 4     | 5     | 5       | 4.5        |                    |
| CO5                       | 5    | 5                       | 4     | 5    | 3   | 4     | 4     | 5     | 4     | 5     | 5     | 4     | 5       | 4.4        |                    |
| <b>Mean Overall Score</b> |      |                         |       |      |   |       |       |       |       |       |       |       |         | <b>4.3</b> |                    |

Result : The score of this course is 4.3 (**VERY HIGH**)

| Association     | 1%-20%                    | 21%-40%                     | 41%-60%                     | 61%-80%                     | 81%-100%                    |
|-----------------|---------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|
| <b>Scale</b>    | <b>1</b>                  | <b>2</b>                    | <b>3</b>                    | <b>4</b>                    | <b>5</b>                    |
| <b>Interval</b> | <b>0&lt;=rating&lt;=1</b> | <b>1.1&lt;=rating&lt;=2</b> | <b>2.1&lt;=rating&lt;=3</b> | <b>3.1&lt;=rating&lt;=4</b> | <b>4.1&lt;=rating&lt;=5</b> |
| <b>Rating</b>   | <b>Very Poor</b>          | <b>Poor</b>                 | <b>Moderate</b>             | <b>High</b>                 | <b>Very High</b>            |

This Course is having **VERY HIGH** association with Programme Outcome and Programme Specific Outcome

**Unit – I Knowledge** [ 15 HRS]

1. Parts of Speech
2. Sentence Structure
3. Answering a Passage
4. Fill In the Blanks (American Words, Grammar, Homophones)

**Unit – II Understanding** [ 15 HRS]

1. Error Spot
2. Odd One Out
3. Phrase Replacement
4. Sentence Connector

**Unit – III Skill/ Ability** [15 HRS]

1. Cloze Test
2. Sentence Rearrangement
3. Double Filters
4. Reading Comprehension

**Unit – IV Writing** [15 HRS]

1. Word Association
2. One Word Substitution
3. Verbal Ability
4. Writing Skill with Expressions.

**Unit – V Creative Technique** [15 HRS]

1. Multiple Meaning
2. Miscellaneous
3. Sentence Improvement
4. Mock Interview

**Text Books**

1. R.S.Agarwal, *Objective English*. Chennai.
2. Lewis, Norman. *Word Power Made Easy*.
3. S.P.Bakshi and Richa Sharma. *Descriptive General English*.

**Reference Books:**

1. Allport, G.W., *Personality: A Psychological Interpretation*. New York: Holt, 2010.
2. Asha. *Effective Business Communication*. PHI Private Learning Limited, 2000.

**Question Paper Pattern  
(From Batch 2021)  
Semester – III**

**IDC – ENGLISH FOR COMPETITIVE EXAMINATIONS  
Offered to BBA (CA) Department**

**CODE: 19GBB31**

**OBJECTIVE TYPE**

**Section-A**

I. Section – A – 50 MCQ's (No Choice) – 50X1=50  
Reading (Knowledge, Understanding, Ability)

**Section-B**

II. Section – B – 5 paragraphs out of 7 (1 question from each unit)– 5X5 =25  
Skill Based (Writing, Creative Technique)

Total marks =75

**NOTE: Questions must be taken covering all units.**



|                                     |   |                  |
|-------------------------------------|---|------------------|
| <b>YEAR - II</b>                    | <b>FUNCTIONAL ENGLISH-III</b><br><b>B.A., B.Sc.,</b><br><b>From batch 2017 - 2018 onwards</b> | <b>LE303T</b>    |
| <b>SEMESTER - III</b>               |   | <b>Hours: 4</b>  |
| <b>PART – II</b><br><b>LANGUAGE</b> |   | <b>Credit: 3</b> |

**OBJECTIVES:**

To make students acquire Basic English Skills-Listening, Speaking, Reading and Writing.

To help them taste the essence of language through literature.

To imbibe values for life, touching upon the different facts of literature.

**Course Outcomes:**

**At the end of the course students**

**CO1:** Narrate simple experiences in a coherent manner.

**CO2:** Make use of the students to practice the situational basic skills.

**CO3:** Different types of warm up activities to discuss the theme of the play.

**CO4:** Comprehend the local and global issues and using writing skills.

**CO5:** Enhance their language Skills and understanding the social and literatures.

| SEMESTER III              | COURSE CODE: LE303T    |     |     |     |     | TITLE OF THE PAPER : Functional English III |      |      |      |      |      |      |      | HOURS:4    | CRED |
|---------------------------|------------------------|-----|-----|-----|-----|---|------|------|------|------|------|------|------|------------|------|
| COURSE OUTCOMES           | PROGRAMME OUTCOMES(PO) |     |     |     |     | PROGRAMME SPECIFIC OUTCOMES (PSO)           |      |      |      |      |      |      |      | MEAN SCORE |      |
| CO                        | PO1                    | PO2 | PO3 | PO4 | PO5 | PSO1  | PSO2 | PSO3 | PSO4 | PSO5 | PSO6 | PSO7 | PSO8 | Mean       |      |
| CO1                       | 5                      | 5   | 4   | 4   | 5   | 5   | 5    | 5    | 3    | 5    | 5    | 5    | 3    | 4          |      |
| CO2                       | 5                      | 5   | 4   | 5   | 5   | 5   | 5    | 5    | 4    | 5    | 5    | 5    | 5    | 4          |      |
| CO3                       | 5                      | 5   | 4   | 5   | 5   | 5   | 5    | 5    | 3    | 5    | 5    | 5    | 5    | 4          |      |
| CO4                       | 5                      | 5   | 5   | 5   | 5   | 5   | 5    | 5    | 3    | 5    | 5    | 5    | 3    | 4          |      |
| CO5                       | 5                      | 5   | 5   | 5   | 5   | 5   | 5    | 5    | 4    | 5    | 5    | 5    | 3    | 4          |      |
| <b>Mean Overall Score</b> |                        |     |     |     |     |   |      |      |      |      |      |      |      | <b>4</b>   |      |

This Course is having **HIGH association** with Programme Outcome and Programme Specific Outcome

| Association | 1%-20%       | 21%-40%        | 41%-60%        | 61%-80%        | 81%-100%       |
|-------------|--------------|----------------|----------------|----------------|----------------|
| Scale       | 1            | 2              | 3              | 4              | 5              |
| Interval    | 0<=rating<=1 | 1.1<=rating<=2 | 2.1<=rating<=3 | 3.1<=rating<=4 | 4.1<=rating<=5 |
| Rating      | Very Poor    | Poor           | Moderate       | High           | Very High      |

## **UNIT- I**

**I Listening:** Narration

**II Speaking:**

Welcoming the gathering

Introducing a Guest to the audience

Thanking the gathering and organizers of an event

**III Reading:** One – Act Play : *Refund* – Fritz Kazinthy

**IV Writing:** Publicity Literature

## **UNIT-II**

**I. Listening :**

1. *Quit India* – Mahatma Gandhi (Prose)

2. *Tryst with Destiny* – Jawaharlal Nehru (Speech: Prose)

**II. Speaking :** Giving One’s Opinion on current National/ Social issues

**III. Reading :** One – Act Play : *The Bear* – Anton Chekhov

**IV. Writing:** Spotting Errors

## **UNIT – III**

**I. Listening**

1. *Gettysburg Address*- Abraham Lincoln (Speech: Prose)

2. *I have a Dream* – Martin Luther King (Speech: Prose)

**II. Speaking**

1. Preparing news items of local events and speaking about them

2. Sample News Item (Event)

**III. Reading :** One – Act Play : *The Hour of Truth* – Percival Wilde

**IV. Writing :** E- Mail Writing

## **UNIT – IV**

**I. Listening**

1. *Inaugural Address*– John. F. Kennedy (Speech: Prose)

2. *Prepared to Die*- Nelson Mandela (Speech: Prose)

**II. Speaking :** Presentation Skills

**III. Reading :** Autobiography : *Sorrows of Childhood* – Charles Chaplin

**IV. Writing:** Resume Writing

## UNIT – V

**I. Listening:** Some useful Expressions

**II. Speaking :** Speech Writing

**III. Reading :**

1. Biography: *Marie Curie*- Colin Mitchell

2. Biography: *Sarojini Naidu* – Padmini Sengupta

**IV. Writing:** Minutes Writing

## FUNCTIONAL ENGLISH – III

### Text:

1. Aravindakshan.T.Y, Vijayalakshmi.C.K, Sailaja. A.K. *Reading Literature InEnglish*. Delhi: Cambridge University Press India. Pvt., Ltd., 2013. Print.
2. Board of Editors. *Break Through*. Hyderabad: Orient Blackswan,2015. Print.
3. Board of Editors. *Lime Light-3 (An Anthology of Prose, Biography, Poetry, Short Story and One Act Plays)*. Chennai: SSK Publishers& Distributers, 2015. Print.
4. Board of Editors. *Lime Light-1 (An Anthology of Prose, Biography,Poetry, Short Story and One Act Plays)*. Chennai: SSK Publishers& Distributers, 2015. Print.
5. Board of Editors. *Sunlight-IV (An Anthology of Prose, Poetry, Drama and Language Items)*. Chennai: Anuradha Publications, 2016. Print.
6. Dr. Ramesh, Sree. *English Through Literature (A Textbook ForUndergraduate Studies)*. Hyderabad: Orient Blackswan, Pvt Ltd, 2013. Print.
7. Narayanaswami.V.R. *Strengthen Your Writing*. Kolkata: Orient Blackswan Pvt., Ltd., 2013. Print.
8. Natarajan, Lalitha & Natesan, Sasikala. *English for Excellence (ShortStories and Biographies)* Chennai: Anuradha Publications, 2014. Print.
9. Pillai, Radhakrishna. G & Rajeevan.K. *Spoken English for You*.Chennai: Emerald Publishes,1994. Print.
10. Pillai, Radhakrishna.G, Baskaran Nair.P & Rajeevan.k. *Written English for You*. Madras: Emerald Publishers, 1994. Print.
11. Seshadri,K.G, ed. *A Prism of Plays*. Chennai: Anuradha Publications,2014. Print.
12. Sukumaran, Beena. *Indian Voices (An Anthology of Indian Writings InEnglish)*. India: Cambridge University Press.Pvt Ltd, 2015.Print.
13. Suresh Kumar. E. *Essential English*. Hyderabad: Orient Blackswan, 2015. Print.

### REFERENCE:

Bhatnagar.R.P, Bhargava, Rajul, ed. *English for Competitive Examinations*. Chennai: Macmillan,2002. Print.

**FUNCTIONAL ENGLISH –III**

**LE303T**

**II YEAR B.A./B.Sc.**

**SEMESTER-III**

**QUESTION PATTERN**

**(From batch 2017 - 2018 onwards)**

**Time: 3hrs**

**Marks: 75**

**Section-A (No choice)**

**(20x1=20)**

Objective and Short Answers:

Questions covering all units.

**Section-B (No choice)**

**(2x5 =10)**

- I. E-mail writing
- II. Publicity Writing

**Section-C (Either or type)**

**(3x10=30)**

**Essays:**

1. One from Prose
2. One from Autobiography / Biography
3. One from One- Act Play

**Section- D**

**(3x5=15)**

1. Resume Writing
2. Speech Writing
3. Minutes writing (or) Narration

|                                     |  |                          |
|-------------------------------------|--|--------------------------|
| <b>YEAR - II</b>                    | <b>FUNCTIONAL ENGLISH-IV</b><br><b>B.A., B.Sc.,</b><br><b>(From Batch 2017-2018 onwards)</b> | <b>LE404T</b>            |
| <b>SEMESTER - IV</b>                |  | <b>T* Third Revision</b> |
| <b>PART – II</b><br><b>LANGUAGE</b> |  | <b>Hours: 4</b>          |
|                                     |  | <b>Credit: 3</b>         |

**OBJECTIVES:**

1. To make students acquire Basic English Skills-Listening, Speaking, Reading and Writing.
2. To help them taste the essence of language through literature.
3. To imbibe values for life, touching upon the different facets of literature.

**Course Outcomes:**

**At the end of the course students**

**CO1:** Introduce themselves to the others through the soft skills.

**CO2:** Comprehend the local and global issues through the play and novel.

**CO3:** Different types of warm up activities can be used to group discussion.

**CO4:** Use the interactive skills through the negations and homophones in the text.

**CO5:** Enhance their language Skills and understanding the social background.

| SEMESTER –IV              | COURSE CODE:<br>LE404T |      | TITLE OF THE PAPER : FUNCTIONAL ENGLISH-IV |      |      |                                   |       |       |       |       |       |       | HOURS:4 | CREDIT: 3          |
|---------------------------|------------------------|------|--|------|------|-----------------------------------|-------|-------|-------|-------|-------|-------|---------|--------------------|
| COURSE OUTCOMES           | PROGRAMME OUTCOMES(PO) |      |  |      |      | PROGRAMME SPECIFIC OUTCOMES (PSO) |       |       |       |       |       |       |         | MEAN SCORE OF CO'S |
| Co                        | Po 1                   | Po 2 | Po 3                                       | Po 4 | Po 5 | PSo 1                             | PSo 2 | PSo 3 | PSo 4 | PSo 5 | PSo 6 | PSo 7 | PSo 8   | Mean Score         |
| <b>Co1</b>                | 5                      | 5    | 4  | 5    | 5    | 5                                 | 5     | 5     | 5     | 4     | 5     | 5     | 5       | 4.8                |
| <b>Co2</b>                | 5                      | 5    | 3  | 5    | 5    | 3                                 | 4     | 5     | 4     | 5     | 5     | 3     | 5       | 4.3                |
| <b>Co3</b>                | 5                      | 5    | 4  | 3    | 3    | 4                                 | 3     | 4     | 4     | 4     | 2     | 3     | 5       | 3.7                |
| <b>Co4</b>                | 5                      | 5    | 4  | 4    | 4    | 5                                 | 5     | 3     | 5     | 4     | 4     | 5     | 5       | 4.4                |
| <b>Co5</b>                | 5                      | 5    | 4  | 5    | 3    | 5                                 | 5     | 5     | 4     | 5     | 4     | 4     | 5       | 4.5                |
| <b>Mean Overall Score</b> |                        |      |  |      |      |                                   |       |       |       |       |       |       |         | <b>4.3</b>         |

This Course is having **VERY HIGH association** with Programme Outcome and Programme Specific Outcome

| Association | 1%-20%       | 21%-40%        | 41%-60%        | 61%-80%        | 81%-100%       |
|-------------|--------------|----------------|----------------|----------------|----------------|
| Scale       | 1            | 2              | 3              | 4              | 5              |
| Interval    | 0<=rating<=1 | 1.1<=rating<=2 | 2.1<=rating<=3 | 3.1<=rating<=4 | 4.1<=rating<=5 |
| Rating      | Very Poor    | Poor           | Moderate       | High           | Very High      |

## **UNIT- 1**

**I. Listening:**Mock – Interviews / Actual Interviews

**II. Speaking:**

1. Facing an Interview
2. Tele – Interviews

**III. Reading**

1. Drama: *Julius Caesar - Funeral Oration* – William Shakespeare
2. Novel:*The Count of Monte Cristo* - Alexandre Dumas  
(Chapter 01-10)

**IV. Writing:**Description

## **UNIT- II**

**I. Listening:**Words often confused

**II. Speaking:**Seminar Skills

**III. Reading**

1. Drama: *Macbeth- He Kills Sleep* -William Shakespeare
2. Novel:*The Count of Monte Cristo* - Alexandre Dumas  
(Chapter 11-20)

**IV. Writing :**Idioms and Phrases

## **UNIT- III**

**I. Listening:**

1. Homonyms and Similar words
2. Tele – conferences

**II. Speaking:**

1. Handling Customers or Clients
2. Receiving Visitors

**III. Reading**

1. Drama: *Henry IV (Part I) -Play out a Play* –William Shakespeare
2. Novel:*The Count of Monte Cristo* - Alexandre Dumas  
(Chapter 21-30)

**IV. Writing:**The use of Graphics

## UNIT- IV

**I. Listening:** Homophones

**II. Speaking:**

1. Booking Hotel Accommodation
2. Making Small Talk and Telling Stories

**III. Reading**

1. Drama: *Patterns of Love – As You Like It* - William Shakespeare
2. Novel: *The Count of Monte Cristo* - Alexandre Dumas  
(Chapter 31-40)

**IV. Writing** Negotiations

## UNIT- V

**I. Listening:** Group Discussions

**II. Speaking:**

1. Making Appointments
2. Cancelling and Rescheduling Appointments

**III. Reading**

1. Drama: *Hamlet – Churchyard* - William Shakespeare
2. Novel: *The Count of Monte Cristo* - Alexandre Dumas  
(Chapter 41-49)

**IV. Writing :** Writing Review of Books

## FUNCTIONAL ENGLISH- IV

**Text:**

1. Board of Editors. *Selected Scenes from Shakespeare's Plays*. Chennai: Emerald Publishers, 2000. Print.
2. Dumas, Alexandre. *The Count of Monte Cristo*. Madras: Macmillan, 1994. Print.
3. Green, David, ed. *Contemporary English Grammar Structures and Composition*. Delhi: Macmillan publishers, 1971. Print.
4. Narayanaswami, V.R. *Strengthen Your Writing*. Kolkata: Orient Blackswan Pvt., Ltd., 2003. Print.
5. Pillai, Radhakrishna. G & Rajeevan. K. *Spoken English for You*. Madras: Emerald, 1994. Print.
6. Rao, Prasana, N.D.V, *A Guide to Better English for Students ( The Students Handbook)*. New Delhi: S. Chand & Company Ltd., 1992. Print.
7. Samson.T, Rajeevan, Geetha & Consultant Editor. *Interface 2*. Chennai: Cambridge University Press. 2008. Print.
8. Sharma.R.C, Krishna Mohan. 4<sup>th</sup>ed. *Business Correspondence and Report Writing (A Practical Approach to Business & Technical Communication)*. New Delhi: Tata MC Graw Hill Education Pvt Ltd., 2010. Print.
9. Suresh Kumar.E. *Essential English*. Hyderabad: Orient Blackswan, 2015. Print.
10. Tina Thoburn, Ruta Schlatterbeck and Ann Terry. *Macmillan English*. Newyork: Macmillan Publishing Co., 1982. Print.

**REFERENCE:**

Bhatnagar, R.P. *English for Competitive Examinations*. Chennai: Macmillan, 2002. Print.

**FUNCTIONAL ENGLISH –IV LE404T**

**II YEAR B.A., /B.Sc.,**

**SEMESTER-IV**

**QUESTION PATTERN  
(From batch 2017 – 2018 onwards)**

**Time: 3hrs**

**Marks: 75**

**Section-A (No choice)**

**(20x1=20)**

**Objective and Short Answers:**

Questions covering all units except speaking skills.

**Section-B (No choice)**

**(5X2=10)**

Questions only from speaking skills.

Interviews, Seminar Skills, Handling Customers, Receiving Visitors, Booking Hotels, Making and Cancelling Appointments.

**Section-C (Either or type)**

**(3x10=30)**

**Essays:**

1. Four from Drama.
2. Two from Novel.

**Section- D**

**(3x5=15)**

1. Graphics or Descriptions.
2. Negotiations or Group Discussions.
3. Writing Review of Books.



|  |  |                     |
|--|--|---------------------|
| <b>II B.Com (BM)</b>                       | <b>ENGLISH FOUNDATIONAL<br/>COURSE<br/>FOR BANK EXAMINATIONS</b><br><i>Offered to Commerce (BM) Department</i> | <b>CODE:19GBM42</b> |
| <b>SEMESTER IV</b>                         |  | <b>HRS / WK 5</b>   |
| <b>Inter-Disciplinary Course<br/>(IDC)</b> |  | <b>CREDITS: 4</b>   |

### Objectives

1. To enrich the students in English Competitive Examinations.
2. To create an awareness on Bank Examinations.
3. To stabilize the career with banking skills.

### Course Outcome:

**At the end of the course Students should exhibit**

CO 1 creative thinking, decision making, communication, and understanding of operations and change

CO2 verbal ability and quantitative ability

CO3 individual presentations and interview skills

CO4 The skills and self-confidence to assist in effective career

CO5 professional life to work as a business manager and entrepreneur.

| <b>SEMESTER -IV</b>       |             | <b>COURSE CODE: 19GBM42</b>    |              | <b>COURSE TITLE : English Foundational Course for Bank Examinations</b> |             |  |              |              |              |              |              | <b>HOURS 5</b> | <b>CREDITS:4</b> |                           |
|---------------------------|-------------|--------------------------------|--------------|---|-------------|--|--------------|--------------|--------------|--------------|--------------|----------------|------------------|---------------------------|
| <b>COURSE OUTCOMES</b>    |             | <b>PROGRAMME OUTCOMES(P O)</b> |              |   |             | <b>PROGRAMME SPECIFIC OUTCOMES (PSO)</b> |              |              |              |              |              |                |                  | <b>MEAN SCORE OF CO'S</b> |
| <b>CO</b>                 | <b>PO 1</b> | <b>P O 2</b>                   | <b>P O 3</b> | <b>PO 4</b>   | <b>PO 5</b> | <b>PS O1</b>                             | <b>PS O2</b> | <b>PS O3</b> | <b>PS O4</b> | <b>PS O5</b> | <b>PS O6</b> | <b>PS O7</b>   | <b>PS O8</b>     | <b>Mean score</b>         |
| <b>CO1</b>                | 5           | 4                              | 4            | 5   | 5           | 4  | 5            | 5            | 5            | 4            | 5            | 4              | 5                | 4.6                       |
| <b>CO2</b>                | 5           | 4                              | 3            | 5   | 4           | 3  | 4            | 5            | 4            | 5            | 5            | 3              | 5                | 4.2                       |
| <b>CO3</b>                | 5           | 5                              | 4            | 3   | 3           | 4  | 3            | 4            | 5            | 5            | 5            | 3              | 5                | 4.1                       |
| <b>CO4</b>                | 5           | 5                              | 4            | 4   | 5           | 5  | 5            | 3            | 5            | 4            | 4            | 5              | 5                | 4.5                       |
| <b>CO5</b>                | 5           | 5                              | 4            | 5   | 3           | 4  | 4            | 5            | 4            | 5            | 5            | 4              | 5                | 4.4                       |
| <b>Mean Overall Score</b> |             |                                |              |   |             |  |              |              |              |              |              |                |                  | <b>4.3</b>                |

Result : The score of this course is 4.3 (**VERY HIGH**)

| Association     | <b>1%-20%</b>             | <b>21%-40%</b>              | <b>41%-60%</b>              | <b>61%-80%</b>              | <b>81%-100%</b>             |
|-----------------|---------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|
| <b>Scale</b>    | <b>1</b>                  | <b>2</b>                    | <b>3</b>                    | <b>4</b>                    | <b>5</b>                    |
| <b>Interval</b> | <b>0&lt;=rating&lt;=1</b> | <b>1.1&lt;=rating&lt;=2</b> | <b>2.1&lt;=rating&lt;=3</b> | <b>3.1&lt;=rating&lt;=4</b> | <b>4.1&lt;=rating&lt;=5</b> |
| <b>Rating</b>   | <b>Very Poor</b>          | <b>Poor</b>                 | <b>Moderate</b>             | <b>High</b>                 | <b>Very High</b>            |

This Course is having **VERY HIGH** association with Programme Outcome and Programme Specific Outcome

**Unit – I Knowledge [ 15 HRS]**

1. Parts of Speech
2. Sentence Structure
3. Answering a Passage
4. Fill In the Blanks (American Words, Grammar, Homophones)

**Unit – II Understanding [ 15 HRS]**

1. Error Spot
2. Odd One Out
3. Phrase Replacement
4. Sentence Connector

**Unit – III Skill/ Ability [15 HRS]**

1. Cloze Test
2. Sentence Rearrangement
3. Double Filters
4. Reading Comprehension

**Unit – IV Writing [15 HRS]**

1. Word Association
2. One Word Substitution
3. Verbal Ability
4. Writing Skill with Expressions.

**Unit – V Creative Technique [15 HRS]**

1. Multiple Meaning
2. Miscellaneous
3. Sentence Improvement
4. Mock Interview

**Text & Reference**

1. R.S.Agarwal, *Objective English*. Chennai.
2. Lewis, Norman. *Word Power Made Easy*.
3. S.P.Bakshi and Richa Sharma. *Descriptive General English*.

**Reference Books:**

1. Allport, G.W., *Personality: A Psychological Interpretation*. New York: Holt, 2010.
2. Asha. *Effective Business Communication*. PHI Private Learning Limited, 2000.

**Question Paper Pattern  
(From Batch 2021)  
Semester – IV**

**IDC – ENGLISH FOUNDATIONAL COURSE FOR BANK EXAMINATIONS  
Offered to *Commerce* (BM) Department**

**CODE: 19GBM42**

**OBJECTIVE TYPE**

**Section-A**

I. Section – A – 50 MCQ's (No Choice) – 50X1=50  
Reading (Knowledge, Understanding, Ability)

**Section-B**

II. Section – B – 5 paragraphs out of 7 (1 question from each unit)– 5X5 =25  
Skill Based (Writing, Creative Technique)

Total marks =75

**NOTE: Questions must be taken covering all units.**

|                             |  |                      |
|-----------------------------|--|----------------------|
| <b>III BCA</b>              | <b>Tech-Empowerment English Training<br/>(OFFERED BY ENGLISH DEPARTMENT<br/>TO<br/>BCA DEPARTMENT)<br/>FROM BATCH 2019</b> | <b>CODE:19GCA63A</b> |
| <b>SEMESTER VI</b>          |  | <b>HOURS -5</b>      |
| <b>GENERIC ELECTIVE(GE)</b> |  | <b>CREDITS -4</b>    |

**Objectives:**

1. To enrich the students in English Competitive Examinations.
2. To create an awareness on TOEFL/IELTS Examinations.
3. To stabilize the career with Computer-English skills.

**Course Outcomes:**

**At the end of the course students**

CO 1 Develop their intellectual, personal and professional abilities

CO 2 Acquire basic language skills (listening, speaking, reading and writing) in order to communicate with speakers of English language

CO 3 Comprehend the main ideas of texts or paragraphs, and guessing vocabulary from context.

CO 4 Acquire professional skills integrating three basic skills, research, information technology and critical thinking

CO 5 Gain Knowledge about the career goals and background.

| <b>SEMESTER VI</b>        | <b>COURSE CODE:<br/>19GCA63A</b> |                      |                      |                      |                      | <b>COURSE TITLE : Tech<br/>Empowerment English Training</b> |                  |                  |                  |                  |                  |                  |                  | <b>HOURS<br/>5</b>    | <b>CREDITS:4</b> |                           |
|---------------------------|----------------------------------|----------------------|----------------------|----------------------|----------------------|---|------------------|------------------|------------------|------------------|------------------|------------------|------------------|-----------------------|------------------|---------------------------|
| <b>COURSE OUTCOMES</b>    | <b>PROGRAMME OUTCOMES(PO)</b>    |                      |                      |                      |                      | <b>PROGRAMME SPECIFIC OUTCOMES (PSO)</b>                    |                  |                  |                  |                  |                  |                  |                  |                       |                  | <b>MEAN SCORE OF CO'S</b> |
| <b>CO</b>                 | <b>P<br/>O<br/>1</b>             | <b>P<br/>O<br/>2</b> | <b>P<br/>O<br/>3</b> | <b>P<br/>O<br/>4</b> | <b>P<br/>O<br/>5</b> | <b>PS<br/>O1</b>  | <b>PS<br/>O2</b> | <b>PS<br/>O3</b> | <b>PS<br/>O4</b> | <b>PS<br/>O5</b> | <b>PS<br/>O6</b> | <b>PS<br/>O7</b> | <b>PS<br/>O8</b> | <b>Mean<br/>score</b> |                  |                           |
| <b>CO1</b>                | 5                                | 5                    | 4                    | 4                    | 5                    | 5   | 5                | 5                | 3                | 5                | 5                | 5                | 3                | 4.5                   |                  |                           |
| <b>CO2</b>                | 5                                | 5                    | 4                    | 5                    | 5                    | 5   | 5                | 5                | 4                | 5                | 5                | 5                | 5                | 4.7                   |                  |                           |
| <b>CO3</b>                | 5                                | 5                    | 4                    | 5                    | 5                    | 5   | 5                | 5                | 3                | 5                | 5                | 5                | 5                | 4.7                   |                  |                           |
| <b>CO4</b>                | 5                                | 5                    | 5                    | 5                    | 5                    | 5   | 5                | 5                | 3                | 5                | 5                | 5                | 3                | 4.7                   |                  |                           |
| <b>CO5</b>                | 5                                | 5                    | 5                    | 5                    | 5                    | 5   | 5                | 5                | 4                | 5                | 5                | 5                | 3                | 4.8                   |                  |                           |
| <b>Mean Overall Score</b> |                                  |                      |                      |                      |                      |   |                  |                  |                  |                  |                  |                  |                  | <b>4.7</b>            |                  |                           |

Result : The score of this course is 4.7 (**VERY HIGH**)

| Association     | <b>1%-20%</b>             | <b>21%-40%</b>              | <b>41%-60%</b>              | <b>61%-80%</b>              | <b>81%-100%</b>             |
|-----------------|---------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|
| <b>Scale</b>    | <b>1</b>                  | <b>2</b>                    | <b>3</b>                    | <b>4</b>                    | <b>5</b>                    |
| <b>Interval</b> | <b>0&lt;=rating&lt;=1</b> | <b>1.1&lt;=rating&lt;=2</b> | <b>2.1&lt;=rating&lt;=3</b> | <b>3.1&lt;=rating&lt;=4</b> | <b>4.1&lt;=rating&lt;=5</b> |
| <b>Rating</b>   | <b>Very Poor</b>          | <b>Poor</b>                 | <b>Moderate</b>             | <b>High</b>                 | <b>Very High</b>            |

The value shows that the course has **VERY HIGH** association with programme outcomes and programme specific outcomes

### **Unit – I Practical Knowledge**

1. Building Vocabulary
2. Parts of Speech
3. Sentence Formation
4. Phonetic Sounds

### **Unit – II Understanding**

1. Listen and Repeat
2. Situational Writing
3. British / American English
  - Introduction
  - Its Use
  - Difference

### **Unit – III Developing Ability (Practical-Lab)**

1. Reading Comprehension
2. Listening Comprehension
3. American English & British English Conversation

### **Unit – IV Practical Development**

1. Situational Speaking
2. Public Speaking
3. Debate
4. Group Discussion

### **Unit – V Career Skill**

1. Book Review
2. Interview Skills
3. Mock Interview

#### **Note:**

**Units I, II, IV & V are practised in class.**

**Unit III is engaged in Lab.**

#### **Text Book:**

1. Green, David. *Contemporary English Grammar: Structures and Composition*. Chennai: Macmillan Publishers India Pvt. Ltd., 2010.

#### **Reference Book:**

2. Balasubramanian, T. : A Text book of English Phonetics for Indian Students (Macmillan)

**Tech-Empowerment English Training**  
**(OFFERED BY ENGLISH DEPARTMENT TO BCA DEPARTMENT)**  
**Semester VI                      19GCA63A**  
**Question Pattern From 2021**  
**Total Marks 100**

**Practical – 60**

**Internal - 40**

**Units III, IV and V for Practical Exam (Each unit carries 20 Marks)    20X3=60**

**Units I & II for Internal Exam (Each unit carries 20 Marks)                      20X2=40**

**Total Marks    100**

|                              |   |                      |
|------------------------------|---|----------------------|
| <b>III BCA</b>               | <b>An Advanced Course in Communication Skills and Media Awareness<br/>(OFFERED BY ENGLISH DEPARTMENT TO BCA DEPARTMENT)<br/>FROM BATCH 2019</b> | <b>CODE:19GCA63B</b> |
| <b>SEMESTER VI</b>           |   | <b>HOURS -5</b>      |
| <b>GENERIC ELECTIVE (GE)</b> |   | <b>CREDITS -4</b>    |

**Objectives:**

1. It focuses particularly on the skills in spoken and written communication in English in order to enhance their employment opportunities.
2. Prepares students for job applications and interviews.
3. Train students to make effective presentations.

**Course Outcomes:**

**At the end of the course students**

**CO1 Demonstrate a basic understanding of communication**

**CO 2 Identify and analyze basic theories of communication**

**CO 3 Explore the impact of social media on people's relationships, especially the family, gender, intimate relationships and friendships.**

**CO 4 Consider the current state of the 'digital divide' and how social media relates to the Social problems.**

**CO 5 Examine other possible welfare benefits**

| SEMESTER VI               | COURSE CODE:<br>19GCA63B |      |      |      |      | COURSE TITLE : An Advanced Course in Communication Skills and Media Awareness |      |      |      |      |      |      |      | HOURS 5            | CREDITS:4 |
|---------------------------|--------------------------|------|------|------|------|---|------|------|------|------|------|------|------|--------------------|-----------|
| COURSE OUTCOMES           | PROGRAMME OUTCOMES(PO)   |      |      |      |      | PROGRAMME SPECIFIC OUTCOMES (PSO)   |      |      |      |      |      |      |      | MEAN SCORE OF CO'S |           |
| CO                        | PO 1                     | PO 2 | PO 3 | PO 4 | PO 5 | PSO1  | PSO2 | PSO3 | PSO4 | PSO5 | PSO6 | PSO7 | PSO8 | MEAN SCORE         |           |
| CO1                       | 5                        | 5    | 4    | 4    | 5    | 5   | 5    | 5    | 3    | 5    | 5    | 5    | 3    | 4.5                |           |
| CO2                       | 5                        | 5    | 4    | 5    | 5    | 5   | 5    | 5    | 4    | 5    | 5    | 3    | 4    | 4.6                |           |
| CO3                       | 5                        | 5    | 4    | 5    | 5    | 5   | 5    | 5    | 3    | 4    | 5    | 4    | 5    | 4.6                |           |
| CO4                       | 4                        | 5    | 5    | 5    | 5    | 4   | 5    | 5    | 4    | 5    | 5    | 5    | 3    | 4.6                |           |
| CO5                       | 5                        | 5    | 5    | 5    | 4    | 5   | 5    | 5    | 3    | 4    | 5    | 5    | 3    | 4.5                |           |
| <b>Mean Overall Score</b> |                          |      |      |      |      |   |      |      |      |      |      |      |      | <b>4.5</b>         |           |

Result : The score of this course is 4.5 (VERY HIGH)

| Association     | 1%-20%                    | 21%-40%                     | 41%-60%                     | 61%-80%                     | 81%-100%                    |
|-----------------|---------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|
| <b>Scale</b>    | <b>1</b>                  | <b>2</b>                    | <b>3</b>                    | <b>4</b>                    | <b>5</b>                    |
| <b>Interval</b> | <b>0&lt;=rating&lt;=1</b> | <b>1.1&lt;=rating&lt;=2</b> | <b>2.1&lt;=rating&lt;=3</b> | <b>3.1&lt;=rating&lt;=4</b> | <b>4.1&lt;=rating&lt;=5</b> |
| <b>Rating</b>   | <b>Very Poor</b>          | <b>Poor</b>                 | <b>Moderate</b>             | <b>High</b>                 | <b>Very High</b>            |

This course is having **VERY HIGH** association with programme outcomes and programme specific outcomes

**Unit – I Practical Communication Skills:**

1. E-Mail
2. Presentation Skills
3. Curriculum Vitae and Cover Letters
4. Facing an Interview
5. Report Writing
6. Persuasion Skills
7. Idioms in Use

**Unit – II Media Awareness:**

1. Kinds of News
2. Who and Which News get Prominence?
3. Who Controls the News?
4. Types of Radio Programmes
5. Types of Television Programmes
6. Elements of Advertising
7. New Media – The Internet

**Unit – III The Film Medium:**

1. Birth of Cinema
2. Evolution of Cinema silent to sound Era
3. Techniques and trends in film making across the over 100 year existence

**Unit – IV The Traditional Media**

1. Introduction to the Traditional means of communication and their influence on our cultural consumption patterns.
2. Oral and folk traditions media forms with reference to India and Tamilnadu.

**Unit – V The New Media**

1. The Emergence of newer media of communication in the global village and the internet.
2. E-Mail and mobile telephony as media of cultural and socio political communication.
3. Cross cultural communication with technology.



**Methodology:**

Theoretical inputs through classroom lectures, visits to media organizations, seminars and interaction with practicing media persons.

**Text books:**

1. Prakash. C.L.N. An Advanced course in communication skills and Media Awareness, Cambridge University Press India Pvt.Ltd, New Delhi, 2007.
2. George Gerbner et al. The Global media Debate: Its Rise, Fall and Renewal. Norwood, Nj:Ablex 1991.
3. Richard Vincent et al. Towards Global equity in communication: MacBride Update Cresskill, NJ, Hampton Press,1999.

**Reference Books:**

1. Stephens, Mitchell, A History of the news. NEWYORK, Viking Press,1988.
2. Fidler Roger, Mediamorphosis, Understanding New Media. Thousand Oaks, Pine Forge Press,1977.

**Question Pattern**  
**Question Pattern From 2021**

**Total Marks-75**

|  |                  |
|--|------------------|
| <b>Section-A (No choice)</b><br><b>Objective Type (Units 1 &amp; 2)</b>      | <b>(20x1=20)</b> |
| <b>Section-B (No choice)</b><br><b>Short Answers (Units 3, 4 &amp; 5)</b>    | <b>(5X2=10)</b>  |
| <b>Section-C (Either or type)</b><br><b>Essay Type (Units 3, 4 &amp; 5)</b>  | <b>(3x10=30)</b> |
| <b>Section- D (3 out of 5)</b><br><b>Paragraph Type (Units 3, 4 &amp; 5)</b> | <b>(3x5=15)</b>  |

|  |   |                    |
|--|---|--------------------|
| <b>For all UG Courses</b>                | <b>BASIC ENGLISH FOR<br/>COMPETITIVE<br/>EXAMINATIONS<br/>From Batch 2019</b> | <b>CODE:VAEN01</b> |
| <b>OFFERED BY ENGLISH<br/>DEPARTMENT</b> |   | <b>HOURS -30</b>   |
| <b>VALUE ADDED<br/>COURSE</b>            |   | <b>CREDIT</b>      |

**OBJECTIVES:**

- ❖ To prepare the students for Competitive Examinations
- ❖ To standardize the students in Basic English Grammar

**Course Outcomes:**

**At the end of the course students**

CO1: To attain standardisation in the basic English grammar.

CO2: Grasps the idea of competitive examination.

CO3: Able to distinguish the language and cultural barriers.

CO4: To comprehend the societal issues.

CO5: To develop the employability skill.

| SEME<br>STER       | COURSE CODE :<br>VAEN01 |         |         |         |         |              | COURSE TITLE : VALUE<br>ADDED COURSE |              |              |              |              |              | HOU<br>RS<br>30 | CRED<br>ITS:  |
|--------------------|-------------------------|---------|---------|---------|---------|--------------|--------------------------------------|--------------|--------------|--------------|--------------|--------------|-----------------|---------------|
| CO                 | Programme Outcome (PO)  |         |         |         |         |              | Programme Specific Outcomes (PSO)    |              |              |              |              |              |                 | Mean<br>score |
|                    | PO<br>1                 | PO<br>2 | PO<br>3 | PO<br>4 | PO<br>5 | Ps<br>o<br>1 | Ps<br>o<br>2                         | Ps<br>o<br>3 | Ps<br>o<br>4 | Ps<br>o<br>5 | Ps<br>o<br>6 | Ps<br>o<br>7 | Pso<br>8        |               |
| CO1                | 5                       | 5       | 5       | 5       | 5       | 4            | 5                                    | 5            | 4            | 3            | 4            | 5            | 3               | 4.3           |
| CO2                | 5                       | 5       | 5       | 4       | 5       | 5            | 4                                    | 4            | 3            | 5            | 4            | 3            | 5               | 4.3           |
| CO3                | 4                       | 5       | 5       | 5       | 5       | 5            | 4                                    | 5            | 5            | 5            | 3            | 5            | 3               | 4.5           |
| CO4                | 5                       | 5       | 5       | 4       | 4       | 5            | 5                                    | 5            | 3            | 5            | 4            | 4            | 5               | 4.5           |
| CO5                | 5                       | 5       | 5       | 5       | 4       | 4            | 5                                    | 5            | 3            | 4            | 5            | 4            | 4               | 4.4           |
| Mean overall score |                         |         |         |         |         |              |                                      |              |              |              |              |              |                 | 4.4           |

Result : The score of this course is 4.4 (**VERY HIGH**)

| Associati<br>on | 1%-20%                         | 21%-40%                          | 41%-60%                          | 61%-80%                          | 81%-100%                         |
|-----------------|--------------------------------|----------------------------------|----------------------------------|----------------------------------|----------------------------------|
| <b>Scale</b>    | <b>1</b>                       | <b>2</b>                         | <b>3</b>                         | <b>4</b>                         | <b>5</b>                         |
| <b>Interval</b> | <b>0&lt;=rating&lt;<br/>=1</b> | <b>1.1&lt;=rating&lt;<br/>=2</b> | <b>2.1&lt;=rating&lt;<br/>=3</b> | <b>3.1&lt;=rating&lt;<br/>=4</b> | <b>4.1&lt;=rating&lt;<br/>=5</b> |
| <b>Rating</b>   | <b>Very Poor</b>               | <b>Poor</b>                      | <b>Moderate</b>                  | <b>High</b>                      | <b>Very High</b>                 |

**This course is having VERY HIGH** association with programme outcomes and programme specific outcomes.

**UNIT – I** (6 HOURS)  
❖ Phrasal Verb  
❖ Question Tag

**UNIT – II** (6 HOURS)  
❖ Sentence Completion  
❖ Idioms

**UNIT – III** (6 HOURS)  
❖ Usage of Prepositions and Articles  
❖ Error Spotting

**UNIT – IV** (6 HOURS)  
❖ Misspelt Words  
❖ “If” Clause

**UNIT – V** (6 HOURS)  
❖ Rearrange the Sentences  
❖ Reading Comprehension

**TEXT BOOKS:**

1. Bhatnagar, R. P. and Rajul Bhargava. *English for Competitive Examinations*. Macmillan India Limited: Chennai, 2005. Print.
2. Malathi, et al. *Functional English*. New Century Book House (P) LTD.: Chennai, 2008. Print.
3. Sethulatha. R. *Idioms and Phrases*. Shakespeare Publications: Chennai, 2013. Print.

**REFERENCE BOOK:**

1. Sommasundram, S.T. *Improve Your English*. Kandavel Publications: Chengalpett, 2014. Print.

|  |   |                         |
|--|---|-------------------------|
| <b>For all UG Courses</b>                | <b>VALUE ADDED COURSE -<br/>COMMUNICATIVE ENGLISH</b> | <b>CODE:<br/>VAEN02</b> |
| <b>OFFERED BY ENGLISH<br/>DEPARTMENT</b> |   | <b>HOURS -30</b>        |
| <b>VALUE ADDED COURSE</b>                |   | <b>CREDIT</b>           |

**Objectives:**

- (i) To make students to speak English well
- (ii) To enhance employability
- (iii) To develop personality and imbibe confidence

**Course Outcomes:**

**At the end of the course students**

- CO1: Attain the proficiency in English.
- CO2: Enhances the analytical thinking.
- CO3: Helps to differentiate the written and spoken skills.
- CO4: Knowing the cultural difference through soft skills.
- CO5: Motivates to become creative writers

| SEMESTER           | COURSE CODE : VAEN02 |      |      |      |      |       | COURSE TITLE :VALUE ADDED COURSE IN COMMUNICATIVE ENGLISH |      |      |      |      |      | HOURS<br>6 | CREDITS: |
|--------------------|----------------------|------|------|------|------|-------|---|------|------|------|------|------|------------|----------|
| CO                 | Programme out come   |      |      |      |      |       | Programme & papers out come                               |      |      |      |      |      | Mean Score |          |
|                    | PO 1                 | PO 2 | PO 3 | PO 4 | PO 5 | Pso 1 | Ps 2  | Ps 3 | Ps 4 | Ps 5 | Ps 6 | Ps 7 |            | Pso 8    |
| CO1                | 5                    | 5    | 4    | 5    | 4    | 5     | 5   | 4    | 5    | 3    | 5    | 4    | 5          | 4.5      |
| CO2                | 5                    | 5    | 5    | 5    | 4    | 3     | 5   | 5    | 3    | 4    | 5    | 5    | 4          | 4.4      |
| CO3                | 5                    | 3    | 4    | 5    | 4    | 5     | 4   | 5    | 5    | 5    | 4    | 4    | 5          | 4.4      |
| CO4                | 5                    | 5    | 5    | 4    | 4    | 5     | 5   | 5    | 3    | 5    | 4    | 5    | 5          | 4.6      |
| CO5                | 5                    | 5    | 5    | 5    | 5    | 5     | 5   | 5    | 3    | 3    | 5    | 4    | 4          | 4.5      |
| Mean overall score |                      |      |      |      |      |       |   |      |      |      |      |      | 4.4        |          |

Result : The score of this course is 4.4 (**VERY HIGH**)

| Association     | 1%-20%                    | 21%-40%                     | 41%-60%                     | 61%-80%                     | 81%-100%                    |
|-----------------|---------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|
| <b>Scale</b>    | <b>1</b>                  | <b>2</b>                    | <b>3</b>                    | <b>4</b>                    | <b>5</b>                    |
| <b>Interval</b> | <b>0&lt;=rating&lt;=1</b> | <b>1.1&lt;=rating&lt;=2</b> | <b>2.1&lt;=rating&lt;=3</b> | <b>3.1&lt;=rating&lt;=4</b> | <b>4.1&lt;=rating&lt;=5</b> |
| <b>Rating</b>   | <b>Very Poor</b>          | <b>Poor</b>                 | <b>Moderate</b>             | <b>High</b>                 | <b>Very High</b>            |

**This course is having VERY HIGH association with programme outcomes and programme specific outcomes.**

**UNIT-I: Basic Grammar:****20 hrs**

1. The Sentence
2. Parts of Speech
3. Tenses
4. Voice
5. Direct and Indirect speech
6. Degrees of Comparison
7. Spotting Errors

**Note: Refer to *Contemporary English Grammar: Structures and Composition*- David Green****UNIT-II: Functional Grammar:****20 hrs**

1. Articles
2. Singular or Plural
3. Short form (I am not – I'm not)
4. There is/ There are (Use of is / are)
5. Short answer (Is there a university, Yes there is)
6. Positive/ Negative answer (Have you got the keys? – Yes, I have/ No I havn't)
7. Countable, Uncountable nouns.
8. Possessive Form (The boy's mother, sister's name)
9. Negative Sentences (He works, he doesn't work)
10. Questions in Simple present.
11. Frequency adverbs
12. Questions in the present continuous. (What is she holding? A Plate)
13. Questions in simple past
14. Past Continuous tense
15. Present Perfect
16. Adjectives – Comparison
17. Question tag
18. Present Perfect Continuous
19. Too + adjective + to
20. Irregular Verbs
21. At, on, in, X
22. Neither..... nor/ either..... or
23. Reply Questions
24. Permission, request
25. Use of so....that
26. Choose the correct Alternative
27. If Clause
28. They hurt themselves (reflexive pronoun)
29. Unless
30. A Piece of Paper
31. Irregular Verbs
32. The sooner, the better

**Note: 1-9 refer to Grammar in practice Book 1, 10- 20 refer to Grammar in Practice Book 3, 21-31 refer to Grammar in Practice Book 4, 32 refer to Grammar in Practice Book 6.**

### UNIT-III: Spoken Communication:

20hrs

1. Phonetics – Phonemic Symbols – with eg.
2. Greeting
3. Introducing
4. Inviting Someone
5. Making Requests
6. Offering Help
7. Seeking Permission
8. Asking for advice
9. Expressing a Gratitude
10. Asking about Remembering
11. Persuading
12. Complimenting/Congratulating.
13. Expressing Sympathy
14. Complaining
15. Apologising
16. Making Suggestions
17. Warning Someone
18. Starting conversation with stranger.
19. Leaving someone for a short time.
20. Ending a Conversation.
21. Asking for information
22. Asking for someone's opinion.
23. Asking if someone is sure.
24. Asking someone to say something again
25. Checking that you have understood.
26. Asking whether someone knows
27. Asking about possibility
28. Asking if someone is able to do something
29. Asking about preference
30. Asking if you are obliged to do something
31. Asking if someone agrees
32. Describing something
33. Some useful expressions
34. **Some common errors**
  - a) Unnecessary use of Prepositions
  - b) Omission of Prepositions
  - c) Use of wrong Prepositions
  - d) Use of Articles
  - e) Unnecessary use of articles
  - f) Use of Wrong Tenses
  - g) Use of wrong form of Words
  - h) Use of wrong words
  - i) Wrong order of Words.

**Note: Refer to** *Communication and Language skills*. (Phonetics), *Spoken English for you*. (2-34).

**UNIT-IV: Written Communication****20hrs**

1. Communicating by letter
2. Different ways of presenting information
3. Description and narration
4. Note-taking
5. Reporting
6. Arguing
7. Expressing yourself

**Note: Refer to** *Written Communication in English*

**UNIT-V: Soft skills****20 hrs**

1. Public speaking and presentation skills
2. Interviews
3. Narrations
4. Group discussions

**Note: Refer to** *An Advanced Course in Communication Skills and Media Awareness.* (pg: 23-33)

(Public speaking and presentation skills), *Springboard to Success* (Pg: 123-157),

**Text Books:**

1. Sen, SanghitaMahendra, Alan krita and Patnaik, priyadarshi. *Communication and Language skills.* Delhi: CUP, 2015.
2. Kaushik, Sharda and Bajwa, Bindu. *Springboard to success: Workbook for developing English and Employability skills.* India: Orient Blackswan Private Limited, 2010.
3. Dr.Prakash, C.L.N. *An Advanced course in communication skills and Media Awareness.* New Delhi: Foundation books, 2007.
4. Freeman, Sarah. *Written Communication in English.* Hyderabad: Orient BlackswanPvt.Ltd. 2009.
5. Pillai, Radhakrishna.G, *Spoken English for you.* Madras: Emerald Academic Press, 1994.
6. Green, David. *Contemporary English Grammar: Structures and Composition.* Chennai: Macmillan Publishers India Pvt. Ltd., 2010.
7. Gower, Roger. *Grammar in practice (Book 1-6).* South Asia: CUP, 2007.

**Reference Books:**

1. *Bridge Course* book compiled by PG & Research Department of English, St.Joseph's College of Arts and Science (Autonomous), Cuddalore.
2. Raju, Yadav, B.ed.*English for Better Performance.* India: Orient Blackswan Pvt. Ltd., 2014.

**Value Added Course - Communicative English**

**Question Pattern (2019-2020 onwards)**

**Marks: 60**

**Time: 2 hours**

**Section – A**

**Answer the following:**

**40X1=40**

**25 questions** are taken from unit-I (Basic Grammar) and unit-II (Functional Grammar) **5 questions** are taken from spotting errors. **10 questions** are taken from unit –III, IV and V.

**Section – B**

**Questions are taken from unit-III, IV and V:**

**4X5=20**

1. Dialogue
  - a) Dialogue 1  
(or)
  - a) Dialogue 2
2. a) Description  
(or)  
b) Narration.
3. a) Note-taking  
(or)  
b) Letter writing.
4. a) Presentation skills  
(or)  
b) Interviews.

**Value Added Course - Communicative English  
(2019-2020 onwards)**

**Allotment of Internal Marks**

**Internal: 40 marks**

Activities to be carried out in the class for awarding internal marks:

1. Conversation on a topic between two. **10 marks**
2. Describing an object. **10 marks**
3. Narrating a story or an event. **10 marks**
4. Public Speaking on a topic. **10 marks**  
(Elocution, Extempore etc on current issues.)