

Structure of B.A./B.Com. under CBCS

English

Semester 1

AECC: English Communication Skills/MIL/EVS

DSC 1A: The Individual and Society. Eds

Semester 2

AECC: English Communication Skills/MIL/EVS

DSC 1B: Selections (poems, short stories) from Modern Indian Literature

Semester 3

DSC 1C: British Literature

Novel

Play

AEEC -1: Creative Writing, Book and Media Reviews

Semester 4

DSC 1D: Literary Cross Currents

Selections from Living Literatures-An Anthology of Prose and Poetry Eds.Vinay Sood, et al. Orient Longman

Novella

Play

AEEC-2: Translation Studies and Principles of Translation

Semester 5

AEEC-3: Technical Writing

DSE-1A: Soft Skills

GE-1: Gender and Human Rights/Contemporary India: Women and Empowerment

Semester 6

AEEC- 4: Business Communication

DSE-1B: Academic Writing

GE -2: Cultural Diversity

Detailed Syllabus

DSC 1-A: The Individual and Society. Selections from Vinod Sood, et. al., eds., *The Individual and Society: Essays, Stories and Poems* (Delhi: Pearson, 2005).

1-B: Cultural Diversity. Eds. Sukrita Paul Kumar, Macmillan

1-C: Charles Dickens: *Oliver Twist*

William Shakespeare: *The Merchant of Venice*

1-D: Selections from *Modern Indian Literature* ed. Dept. of English /Living

Literatures ed .Macmillan

Short Stories: Premchand, 'The Holy Panchayat'

R.K. Narayan, 'The M.C.C.'

Vaikom Muhammad Basheer , 'The Card-Sharper's Daughter'

Saadat Hasan Manto, 'Toba Tek Singh'

Ambai, 'Squirrel'

Ismat Chughtai, 'Lihaaf' /'The sacred Duty'

Play: Vijay Tendulkar---*Silence, The Court is in Session*

Novella: Rohinton Mistry---*Such a Long Journey*

Compulsory: English/MIL Communication

English Communication

Credits: 2

Preamble:

The purpose of this course is to introduce students to the theory, fundamentals and tools of communication and to develop in them vital communication skills which should be integral to personal, social and professional interactions. One of the critical links among human beings and an important thread that binds society together is the ability to share thoughts, emotions and ideas through various means of communication: both verbal and non-verbal. In the context of rapid globalization and increasing recognition of social and cultural pluralities, the significance of clear and effective communication has substantially enhanced.

The present course hopes to address some of these aspects through an interactive mode of teaching-learning processes and by focusing on various dimensions of communication skills. Some of these are:

Language of communication, various speaking skills such as personal communication, social interactions and communication in professional situations such as interviews, group discussions and office environments, important reading skills as well as writing skills such as report writing, note-taking etc.

While, to an extent, the art of communication is natural to all living beings, in today's world of complexities, it has also acquired some elements of science. It is hoped that after studying this course, students will find a difference in their personal and professional interactions.

The recommended readings given at the end are only suggestive; the students and teachers have the freedom to consult other materials on various units/topics given below. Similarly, the questions in the examination will be aimed towards assessing the skills learnt by the students rather than the textual content of the recommended books.

Units:

Introduction: Theory of Communication, Types and modes of Communication

Language of Communication:

- Verbal and Non-verbal
(Spoken and Written)
- Personal, Social and Business
- Barriers and Strategies
- Intra Personal, Inter Personal and Group Communication

Speaking Skills:

- Monologue
- Dialogue
- Group Discussion
- Effective Communication/ Mis- Communication
- Interview
- Public Speech

Reading and Understanding

- Close Reading
- Comprehension
- Summary Paraphrasing
- Analysis and Interpretation
- Translation(from Indian language to English and vice-versa)
Literary/Knowledge Texts

Writing Skills

- Documenting
- Report Writing
- Making notes
- Letter Writing

The Communicative Language Course in English is a **three-tiered** structure, addressing different levels of language learning acquired in school. The three streams **A, B** and **C** are offered to students who have studied English up to class XII, class X and class VIII **respectively**.

Following is a list of **Recommended Readings** to engage with various genres as part of the process of enhancing Listening, Reading, Writing and Speaking skills.

Stream A (For students who have studied English up to Class XII):

1. *Language through Literature* (forthcoming) ed. Dr. Gauri Mishra, Dr Ranjana Kaul, Dr Brat iBiswas
2. Fluency in English Part II Oxford University Press, 2006
3. *Business English*, Pearson, 2008.

Stream B: (For students who have studied English upto Class X)

1. Language Literature and Creativity, Editorial Board, Orient BlackSwan, 2013.
2. Developing Language Skills-2 Ed. S.C. Sood et al. Spantech, Delhi 1992

Stream C: (For students who have studied English upto class VIII)

1. Foundation English, Book II and III, Edited by Tara Chadha and Others, Publication Division, Delhi University.
2. Developing Language Skills-1 Ed. S.C. Sood et al. Spantech, Delhi 1991

Further recommendations for Language structures and functional English the following may be used across all streams:

1. Fluency in English Part 1
2. English at the Workplace Parts 1 and 2, Edited by Promodini Varma and Others, Oxford University Press, 2006.
3. Strengthen Your English, M. Bhaskaran and D. Horsburgh, Oxford University Press, Delhi 1973

Any other related Reading which has worked well in interactive pedagogy may be recommended and circulated through U.G.C.