

ANNEXURE NO.	8 A
SCAA DATED.	29-2-2008

REVISED

Bharathiar University, Coimbatore – 46
Part II English - Paper I – Semester I
(For undergraduate students admitted from 2008-09 onwards)

Unit 1: Prose

- 1.1 Headache – R.K. Narayan
- 1.2 Gettysburg Address – Abraham Lincoln
- 1.3 History of Chess – Barbara Mack

Unit 2: Poetry

- 2.1 Satan's Speech – John Milton
- 2.2 The Village Schoolmaster – Oliver Goldsmith
- 2.3 The Palanquin Bearers – Sarojini Naidu

Unit 3: Short Stories

- 3.1 The Portrait – Aldous Huxley
- 3.2 My God Betrayed Me – Miss Suparna Mam
- 3.3 Two Gentleman of Verona – A.J.Cronin

Unit 4: One-act Plays

- 4.1 The Never Never Nest – Cedric Mount
- 4.2 Refund – Frits Karinthy

Unit 5: Functional Grammar

- 5.1 Subject-verb Agreement
- 5.2 Articles
- 5.3 Simple Past and Present Perfect
- 5.4 Modals: will, would, shall, should
- 5.5 Modals: can, could, may, might
- 5.6 Active and Passive Voice
- 5.7 Direct and Reported Speech
- 5.8 Preposition
- 5.9 Countable and Uncountable Nouns

Book Prescribed: Shades of Life: A Multi-skill Course in English by Dr K.M Prabhu, Dr K Revathi and Dr P Bhaskaran Nair
Cambridge University Press, Chennai. No.044-28291294

Bharathiar University, Coimbatore – 46
Part II English - Paper II – Semester II
(For undergraduate students admitted from 2008-09 onwards)

COMMUNICATION SKILLS - SYLLABUS

Objectives of the course

- To sensitize students to their communicative behavior
- To enable them to reflect and improve on their communicative behavior/performance
- To build capacities for self criticism and facilitate growth
- To lead students to effective performances in communication

Introduction to the course (warm up activities)

Unit 1 Listening Skills

- Types of Listening (theory /definition)
- Tips for Effective Listening
- Academic Listening- (lecturing)
- Listening to Talks and Presentations
- Listening to Announcements- (railway/ bus stations/ airport / stadium announcement etc.)
- Listening to Radio and Television

Unit 2 Telephone Skills

- Basics of Telephone communication
- How to handle calls- telephone manners
- Leaving a message
- Making requests
- Greeting and Leave Taking over phone(etiquette)
- Asking for and giving information
- Giving Instructions
- Listening for Tone/Mood and Attitude at the other end
- Handling the situations especially trouble shooting
- Teleconference handling
- Handling Tele interviews for Call Centres

Unit 3 Writing Skills

- Standard Business letter
- Report writing
- Email drafting and Etiquettes
- Preparing Agenda and writing minutes for meetings
- Making notes on Business conversations
- Effective use of SMS
- Case writing and Documentation

Unit 4 Career Skills

- Applying for job
- Cover letters
- Resume and Effective Profiling
- Interviews
- Group discussions

Unit 5 Soft Skills

- Empathy(Understanding of someone else point's of view)
- Intrapersonal skills
- Interpersonal skills
- Problem solving
- Reflective thinking
- Critical thinking
- Negotiation skills

Question Paper Pattern (2008-2009)

Section A

Objective type questions. Students will pick out the correct answer from the four options given. (10x1=10 marks)

Section B

Short notes in 50 words

Students will answer five questions. (Either or choice)
(5x5=25 marks)

Section C

Answer in 100 words

Students will answer five questions (Either or Choice)
(5x8=40 marks)

Bharathiar University, Coimbatore – 46
Part II English - Paper III – Semester III
(For undergraduate students admitted from 2008-09 onwards)

Unit 1: Prose

1. The Refugee – K.A. Abbas
2. The Lion and the Lamb – Leonard Clark
3. The Lady or the Tiger? – Frank R. Stockton

Unit 2: Poems

1. The Solitary Reaper – William Wordsworth
2. Gift – Alice Walker
3. O, What is that Sound – W.H.Auden

Unit 3: Short Stories

1. The Fortune-Teller – Karel Capek
2. The Postmaster – Rabindranath Tagore
3. The Model Millionaire – Oscar Wilde

Unit 4: One-act Plays

1. The Death Trap – Saki (H.H. Munro)
2. The Dear Departed: A Comedy in One-Act – Stanley Houghton

Unit 5: Communicative Grammar

1. Seeking and giving information – statements and questions
2. Being informal – phrasal verbs
3. Expressing ability, possibility, etc – Modals and other devices

Books Prescribed: Panorama: English for Communication by Board of Editors, Emerald.

Bharathiar University, Coimbatore – 46
Part II English - Paper IV – Semester IV
(For undergraduate students admitted from 2008-09 onwards)

Unit 1. Prose

1. Lalajee
2. Face of Judas
3. Cinderella

Unit 2. Poetry

4. Laugh and Be Merry
5. Matilda
6. The Ballad of Father Gilligan

Unit 3: Short Stories

7. Hunchback Sundari
8. The Eyes Are Not There
9. An Astrologer's Day

Unit 4: One-act Plays

10. Macbeth Soliloquy – Out, Out, Brief Candle
11. Julius Ceasar - Anthony's Funeral Speech

Unit 5: Functional English

Parts of the exercises in each chapter

Books Prescribed: Cascade by Board of Editors, Macmillan

Question Paper Pattern for Part II English language Paper I, III & IV.

Section A (8x1=8 marks)

1-8. (Eight one word questions – 2 questions each from Unit I, II, III & IV)

Section B-I (4x5=20)

- a. Four paragraph questions of either-or type – one from each of Units I, II, III and IV.
(Answers in 100 words each)

Section B-II (4x8=32)

- b. Four essay question of either-or type – one from each of Units I, II, III and IV.
(Answers in 250 words each)

Section C (15 marks)

Grammar and Functional English – Questions from the exercises in Unit V.