



UNIVERSITY OF JAMMU

(NAAC ACCREDITED 'A' GRADE UNIVERSITY)
Baba Sahib Ambedkar Road, Jammu-180006 (J&K)

Academic Section

Email: academicsectionju14@gmail.com

NOTIFICATION (22/Sept./Adp/49)

It is hereby notified for the information of all concerned that the Vice-Chancellor, in anticipation of the approval of the Academic Council, is pleased to authorize the adoption of the Syllabi and Courses of Study in the subject of **English/English Literature** of Semesters **Ist** and **IInd** for **Four Year Under Graduate Programme** under the **Choice Based Credit System** as per NEP-2020 (as given in the annexure) for the examinations to be held in the years as per the details given below:

Subject	Semester	for the examination to be held in the years
English/English Literature	Semester-I Semester-II	December 2022, 2023 and 2024 May 2023, 2024 and 2025

The Syllabi of the courses are available on the University website: www.jammuuniversity.ac.in

Sd/-
DEAN ACADEMIC AFFAIRS

No. F. Acd/II/22/7121-7210
Dated: 28-9-2022

Copy for information and necessary action to:

1. Special Secretary to the Vice-Chancellor, University of Jammu for information of Hon'ble Vice-Chancellor
2. Dean, Faculty of Arts
3. Head/Convener, Board of Studies in **English**
4. Sr. P.A. to the Controller of Examinations
5. All members of the Board of Studies
6. Confidential Assistant to the Controller of Examinations
7. I/C Director, Computer Centre, University of Jammu
8. Deputy Registrar/Asst. Registrar (Conf. /Exams. UG/ Exam Eval Non-Prof/CDC)
9. Incharge, University Website for Uploading of the notification.

Sumitasharma
Deputy Registrar (Academic) 27/9/22
27/9 *M* 27/9/22

**UNIVERSITY OF JAMMUA
FOR UNDER GRADUATE IN ENGLISH
SYLLABUS – CBCS
UNDER NEP 2020**

Semester I

S No.	Courses	Course No.	Title of the Course	Credits	Maximum Marks
01	Major	UMJENT-101	Introduction to Study of English Literature	4 {03 (Theory) +1 (Tutorial)}	100
02	Minor	UMIENT-102	Reading English Literature I	4 {03 (Theory) +1 (Tutorial)}	100
03	Multidisciplinary	UMDENT-103	Writing Aptitude and Grammar	3	75
04	AEC	UAEENT-104	English I	3	75
05	AEC	UAEENT-105	Communication English I	3	75
06	Skill	USEENT-106	Soft Skills	2	50

Semester II

S No.	Courses	Course No.	Title of the Course	Credits	Maximum Marks
01	Major	UMJENT-201	British Literature from Beginning to Shakespeare	4 {03 (Theory) + 1 (Tutorial)}	100
02	Minor	UMIENT-202	Reading English Literature II	4 {03 (Theory) + 1 (Tutorial)}	100
03	Multidisciplinary	UMDENT-203	Media and Communication	3	75
04	AEC	UAEENT-204	English II	3	75
05	AEC	UAEENT-205	Communication English II	3	75
06	Skill	USEENT-206	Employability Skills	2	50

Susheta

Manika Sethi

UNIVERSITY OF JAMMU

SYLLABI AND COURSE OF STUDY IN ENGLISH

For the Examination to be held in Year 2022, 2023 & 2024

ENGLISH COURSE

UG

SEMESTER I

UNDER

NEP-2020

**Syllabi and courses in the subject of English/ English Literature under CBCS as per
NEP – 2020**

Detailed Syllabus for the Examination to be held in Dec. 2022, 2023 & 2024

**Semester I
MAJOR**

Title: Introduction to Study of English Literature

Course Code: UMJENT 101

Credits: 4 {03 (Theory) +1 (Tutorial)}

Maximum Marks: 100

Maximum Marks Theory	:	75
I) External Theory (University Exam)	:	60
II) Internal Assessment	:	15
Duration of University Theory Exam	:	03 Hours
Maximum Marks Tutorial	:	25
I) Continuous Assessment	:	10
II) Final Examination	:	15

Objectives of the course: To introduce the literature of the world and develop among the students:

1. An awareness of the diversity of world literature, representing different forms time and space.
2. An awareness of genre, with emphasis on forms of Literature.
3. An inquisitiveness to read more of literature in the line of texts suggested in the course.

Course Outcomes:

By the end of this course, the students will be able to:

- Identify the nature and characteristics of literature.
- Understand the range, significance and scope of English Literature and the growth and evolution of the language.

Unit I: Introduction to English Literature

i. Swapna Gopinath: -What is Literature

ii. **Literary Forms:**

- Poetry: Lyric, Epic, Elegy- Ballad, Ode, Sonnet, Dramatic Monologue, Pastoral, Free Verse
- Drama: Tragedy, Comedy, Tragicomedy, Melodrama, Opera, Pantomime, Mime, Ballet

Seehate

Meerika Sethi

Detailed Syllabus for the Examination to be held in Dec. 2022, 2023 & 2024

Semester I

MAJOR

Title: Introduction to Study of English Literature

Course Code: UMJENT 101

Unit II: Poetry

- i. Rabindranath Tagore: Leave this Chanting
- ii. Amrita Pritam: I will meet you yet again
- iii. George Herbert: Virtue

Unit III: Drama

Morality Play: *Everyman*

Unit IV: Short story

Fyodor Dostoevsky: An Honest Thief.

Mode of Examination

NOTE FOR PAPER SETTING

Examination Theory/Tutorial	Syllabus to be covered in Examination	Time allotted for Exam	Marks
Internal Theory Assessment	50%	1 Hr & 30 Minutes	15
External Theory End Semester	100%	3 Hrs	60
Continuous Assessment	-	-	10 (Based on Daily Performance only)
Final examination/Presentation/Viva	-	-	15

External End Semester Theory Examination will have two sections (A & B) {Total marks 60}

Section A: Four short answer questions covering all the units i.e., one question from each unit. Each question shall be of 3 marks.

Section B: Eight long answer questions covering all the units i.e., two questions from each unit. (Four to be attempted, one from each unit) Each question shall be of 12 marks.

Internal Assessment {Total marks 15}

Fifteen (15) marks for theory paper in a subject reserved for internal assessment shall have one long answer type question of 7 marks and four short answer type questions of 2 marks each.

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Manika Sethi

Detailed Syllabus for the Examination to be held in Dec. 2022, 2023 & 2024

Semester I

MAJOR

Title: Introduction to Study of English Literature

Course Code: UMJENT 101

Tutorial will be of 25 marks. There will be continuous assessment in the form of extempore, debates, discussions, interviews and paper reading sessions in English. quiz, recitation of poem, enacting of conversation etc. Continuous assessment will be of 10 marks and final examination/ Presentation/ viva will be of 15 marks.

Recommended Reading

1. Brillenburg Wrth, Kiene and Ann Rigne . The Life of Texts: An Introduction to Literary Studies. Amsterdam Amsterdam University Press, 2019.
2. Carey John. A Little History of Poetry. United States, Yale University Press, 2020
3. Casey, Maryrose. Creating Space Contemporary Indigenous Theatre. Brisbane, University of Queensland Press, 2004
4. Chaudhuri, Rosinka. A History of Indian Poetry in English. Cambridge University Press, 2016
5. Damrosch, David. What is World Literature? Princeton University Press, 2018
6. De, Souza Eunice. Ed. These my Words The Penguin Book of Indian Poetr . Penguin Books, 2012.
7. Fischer-Lichte Erika History of Drama and Theatre Routledge 2002.
8. Frow John. Genre.UK, Ta lor and Francis, 2013.
9. Harper, Michael S, Antony Walton.The Vintage book of African American Poetry New York Knopf Doubleday Publishing Group 2012.
10. Hart Stephen, M. The Cambridge Companion to Latin American Poetry Cambridge, Cmbridge University Press 2008
11. Hosein , Ann. The History of Theatre. ew York The Rosen Publishing Group, 2015.
12. Ibsen Henrie, A Doll's House. Outlook Verlag, 2018.
13. Klarer Mario. An Introduction to Literary Studies. UK, Taylor and Francis 2005.
14. Lal, Ananda Theatres of India A Concise Companion.Oxford University Press, 2009

Lal, Ananda

Manika Selti

Detailed Syllabus for the Examination to be held in Dec. 2022, 2023 & 2024

Semester I

MAJOR

Title: Introduction to Study of English Literature

Course Code: UMJENT 101

e-resources

15. <https://www.youtube.com/watch?v=sr3nw7CZvO8> (Video of A Doll's House) <https://www.youtube.com/watch?v=n2HDrAh-fA> (Video of Never Never Nest)
16. <https://www.youtube.com/watch?v=uCYFOvGdvpo&list=PLw835AzeS2408Lph0isApUv> AP pNAG49e&index=14 (Video of Matsyagandhi) <https://pabloneruda.net/#> <https://www.kahlilgibran.com/>
17. https://www.poetryfoundation.org/poems/browse#page=1&sort_by=recently_added
<https://www.poemhunter.com/> <https://www.poetryinternational.org/pi/home>
<https://www.pitt.edu/~dash/folktexts.html>
https://www.gutenberg.org/ebooks/search/?query=poetry&submit_search=Go%21
https://www.gutenberg.org/ebooks/search/?query=Drama&submit_search=Go%21
https://www.gutenberg.org/ebooks/search/?query=theatre&submit_search=Go%21
https://www.gutenberg.org/ebooks/search/?query=one+act+plays&submit_search=Go%21

18. Swapna Gopinath: -What is Literature?

19. <https://freereads854632715.wordpress.com/2020/10/04/what-is-literature>
20. Khalil Gibran: -On Children! <https://poets.org/poem/children-1>, Pablo Neruda:
21. -Tonight I Can Write the Saddest Lines! <http://www.poemhunter.com/poem/tonight-i-can-write-the-saddest-lines/> 3. Mary Elizabeth Frye: -Do not stand at my grave and weep! <https://www.poemhunter.com/poem/do-not-stand-at-my-grave-and-weep/> 4. Gabriel Okara: -You Laughed and Laughed and Laughed! <https://theafricanbookreview.com/2014/05/09/you-laughed-and-laughed-and-laughed-gabriel-okara/> 5. Wislawa Szymborska: -Possibilities!
22. <https://www.poemhunter.com/poem/possibilities-21/> 6. Amrita Pritam: -I will meet you yet again! <http://www.littlemag.com/ghosts/amritapritam.htm>

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Monika Jethi

Detailed Syllabus for the Examination to be held in Dec. 2022, 2023, 2024
Semester I

MINOR

Title: Reading English Literature I

Course Code: UMIENT 102

Credits: 4 {03 (Theory) +1 (Tutorial)}

Maximum Marks: 100

Maximum Marks Theory	:	75
I) External Theory (University Exam)	:	60
II) Internal Assessment	:	15
Duration of University Theory Exam	:	03 Hours
Maximum Marks Tutorial	:	25
I) Continuous Assessment	:	10
II) Final Examination	:	15

Objectives of the course: To introduce the literature of the world and develop among the students:

1. An awareness of the diversity of world literature, representing different forms time and space.
2. An awareness of genre, with emphasis on forms of Literature.
3. An inquisitiveness to read more of literature in the line of texts suggested in the course.

Course Outcomes:

By the end of this course, the students will be able to:

- Identify the nature and characteristics of literature.
- Understand the range, significance and scope of English Literature and the growth and evolution of the language.

Unit I: Introduction to Literature

- i. Swapna Gopinath: -What is Literature
- ii. **Literary Forms:**
 - Poetry: Lyric, Epic, Elegy- Ballad, Ode, Sonnet, Dramatic Monologue, Pastoral, Free Verse
 - Drama: Tragedy, Comedy, Tragicomedy, Melodrama, Opera, Pantomime, Mime, Ballet

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Pratika Selli

Detailed Syllabus for the Examination to be held in Dec. 2022, 2023, 2024

**Semester I
MINOR**

Title: Reading English Literature I

Course Code: UMIENT 102

Unit II: Poetry

- i. Ravinder Nath Tagore: Leave this Chanting
- ii. Amrita Pritam: I will meet you yet again
- iii. George Herbert: Virtue

Unit III: Drama

Morality Play: *Everyman*

Unit IV: Short story

Fyodor Dostoevsky: An Honest Thief.

Mode of Examination

NOTE FOR PAPER SETTING

Examination Theory/Tutorial	Syllabus to be covered in Examination	Time allotted for Exam	Marks
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External Theory End Semester	100%	3 Hrs	60
Continuous Assessment	-	-	10 (Based on Daily Performance only)
Final examination/ Viva	-	-	15

External End Semester Theory Examination will have two sections (A & B) {Total marks 60}

Section A: Four short answer questions covering all the units i.e., one question from each unit. Each question shall be of 3 marks.

Section B: Eight long answer questions covering the entire syllabus i.e., two questions from each unit. (Four to be attempted, one from each unit) Each question shall be of 12 marks.

Internal Assessment {Total marks 15}

Fifteen (15) marks for theory paper in a subject reserved for internal assessment shall have one long answer type question of 7 marks and four short answer type questions of 2 marks each.

Sucheta

Manika Sethi

Detailed Syllabus for the Examination to be held in Dec. 2022, 2023, 2024

Semester I

MINOR

Title: Reading English Literature I

Course Code: UMIENT 102

Tutorial will be of 25 marks. There will be continuous assessment in the form of extempore, debates, discussions, interviews and paper reading sessions in English. quiz, recitation of poem, enacting of conversation etc. Continuous assessment will be 10 marks and final examination/ viva will be of 15 marks.

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02. Carey John. A Little History of Poetry. United States, Yale University Press, 2020
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06. De, Souza Eunice. Ed. These my Words The Penguin Book of Indian Poetr . Penguin Books, 2012.
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08. Frow John. Genre. UK, Taylor and Francis, 2013.
09. Harper, Michael S, Antony Walton. The Vintage book of African American Poetry New York Knopf Doubleday Publishing Group 2012.
10. Hart Stephen, M. The Cambridge Companion to Latin American Poetry Cambridge, Cambridge University Press 2008
11. Hosein , Ann. The History of Theatre. New York The Rosen Publishing Group, 2015.
12. Ibsen Henrie, A Doll's House. Outlook Verlag, 2018.
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14. Lal, Ananda Theatres of India A Concise Companion. Oxford University Press, 2009

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Manika Sethi

Detailed Syllabus for the Examination to be held in Dec. 2022, 2023, 2024

**Semester I
MINOR**

Title: Reading English Literature I

Course Code: UMIENT 102

e-resources

15. <https://www.youtube.com/watch?v=sr3nw7CZvO8> (Video of A Doll's House) <https://www.youtube.com/watch?v=n2HDrAh-fA> (Video of Never Never Nest)
16. <https://www.youtube.com/watch?v=uCYFOvGdvpo&list=PLw835AzeS2408Lph0isApUv> AP pNAG49e&index=14 (Video of Matsyagandhi) <https://pabloneruda.net/#> <https://www.kahlilgibran.com/>
17. https://www.poetryfoundation.org/poems/browse#page=1&sort_by=recently_added
<https://www.poemhunter.com/> <https://www.poetryinternational.org/pi/home>
<https://www.pitt.edu/~dash/folktexts.html>
https://www.gutenberg.org/ebooks/search/?query=poetry&submit_search=Go%21
https://www.gutenberg.org/ebooks/search/?query=Drama&submit_search=Go%21
https://www.gutenberg.org/ebooks/search/?query=theatre&submit_search=Go%21
https://www.gutenberg.org/ebooks/search/?query=one+act+plays&submit_search=Go%21

18. Swapna Gopinath: -What is Literature?

19. <https://freereads854632715.wordpress.com/2020/10/04/what-is-literature>
20. Khalil Gibran: -On Children! <https://poets.org/poem/children-1> 2, Pablo Neruda:
21. -Tonight I Can Write the Saddest Lines! <http://www.poemhunter.com/poem/tonight-i-can-write-the-saddest-lines/> 3. Mary Elizabeth Frye: -Do not stand at my grave and weep! <https://www.poemhunter.com/poem/do-not-stand-at-my-grave-and-weep/> 4. Gabriel Okara: -You Laughed and Laughed and Laughed! <https://theafricanbookreview.com/2014/05/09/you-laughed-and-laughed-and-laughed-gabriel-okara/> 5. Wislawa Szymborska: -Possibilities! 22. <https://www.poemhunter.com/poem/possibilities-21/> 6. Amrita Pritam: -I will meet you yet again! <http://www.littlemag.com/ghosts/amritapritam.htm>

Sucheta

Manika Sethi

Detailed Syllabus for the Examination to be held in Dec. 2022, 2023, 2024
Semester I

Multidisciplinary Course

Title: Writing Aptitude and Grammar

Course Code: UMDENT 103

Credits: 3

Maximum Marks: 75

Maximum Marks Theory	:	75
External Theory (University Exam)	:	60
Internal Assessment	:	15
Duration of University Theory Exam	:	03 Hours

Objectives:

The objective of this course is to help the student improve in all forms of writing using correct grammar.

Course outcomes:

By the end of this course, the students will be able to:

- Write effectively in English;
- Use English Grammar correctly in writing;
- Use appropriate vocabulary;
- Choose the best words in writing;
- Construct a complete and correct sentence

Syllabus

Unit 1:

- a. Proof Reading and Editing
- b. Punctuation
- c. Paraphrasing

Unit 2:

1. Developing a paragraph from given hints
2. Précis Writing
3. Jumbled Sentences. (Rearrangement of jumbled sentences in a paragraph of not more than ten sentences)

Unit 3:

1. Letter Writing
2. Change of Voice

Sucheta

Manika Sethi

Detailed Syllabus for the Examination to be held in Dec. 2022, 2023, 2024

Semester I

Multidisciplinary Course

Title: Writing Aptitude and Grammar

Course Code: UMDENT 103

Unit 4:

1. Essay Writing
2. Concord

Mode of Examination

NOTE FOR PAPER SETTING

Examination Theory/Tutorial	Syllabus to be covered in Examination	Time allotted for Exam	Marks
Internal Theory Assessment	50%	1 Hr & 30 Minutes	15
External Theory End Semester	100%	3 Hrs	60

External End Semester Theory Examination will have two sections (A & B) {Total marks 60}

Section A: Four short answer questions covering all the units i.e., one question from each unit. Each question shall be of 3 marks.

Section B: Eight long answer questions covering the entire syllabus i.e., two questions from each unit. (Four to be attempted, one from each unit) Each question shall be of 12 marks.

Internal Assessment {Total marks 15}

Fifteen (15) marks for theory paper in a subject reserved for internal assessment shall have one long answer type question of 7 marks and four short answer type questions of 2 marks each.

Recommended Reading

1. *English Grammar Rules and Mistakes* by Melony Jacobs
2. *Perfect English Grammar* by Grant Barrette
3. *The Blue Book of grammar and Punctuation* by Jane Straus, Lester Kaufman, and Tom Stern
4. *English Grammar Workbook* by Wendy Wilson and James H. Barlow

Suehete

Manika Selli

Detailed Syllabus for the Examination to be held in Dec. 2022, 2023 & 2024
Semester I

Ability Enhancement Course

Title: English I
Credit: 3

Course Code: UAEENT 104
Maximum Marks: 75

Maximum Marks Theory	:	75
External Theory (University Exam)	:	60
Internal Assessment	:	15
Duration of University Theory Exam	:	03 Hours

Objective: The objective of this paper is to further the comprehension, reading, writing & speaking skills of the students through the exercises in language & literature. The listening skills will be developed & assessed in the class by the teacher.

Course Outcomes:

By the end of this course, the students should be able to:

- Read and understand any text in English by listening to the inputs given by the teacher in the classroom.
- Use correct English grammar in writing and speaking
- Develop interest in and appreciation of Literature
- Develop and integrate the use of the four language skills i.e. Reading, Listening, Speaking and Writing.

SYLLABUS

Unit-I: Prose

- I. J.C. Hill : Good Manners.
- II. G.B. Shaw : How Wealth Accumulates and Men Decay.
- III. M.K. Gandhi : To Students

Unit –II: Poetry

- I. R.N. Tagore : Where the mind is without fear.
- II. William Words Worth: The World is too much with us
- III. Robert Frost : Mending Wall.

Unit-III: Short Story

- I. O' Henry : The Gift of Magi.
- II. Munshi Premchand : The Child.
- III. Anton Chekhov : The Bet.

Surbhote

Monika Selti

Detailed Syllabus for the Examination to be held in Dec. 2022, 2023 & 2024

Semester I

Ability Enhancement Course

Title: English I

Course Code: UAEENT 104

Unit-IV: Speaking and Reading Skills

- I. Comprehension of unseen Passage
- II. Consonant and Vowel Sound

Mode of Examination

NOTE FOR PAPER SETTING

Examination Theory/Tutorial	Syllabus to be covered in Examination	Time allotted for Exam	Marks
Internal Theory Assessment	50%	1 Hr & 30 Minutes	15
External Theory End Semester	100%	3 Hrs	60

External End Semester Theory Examination will have two sections (A & B) {Total marks 60}

Section A: Four short answer questions covering all the units i.e., one question from each unit. Each question shall be of 3 marks.

Section B: Eight long answer questions covering the entire syllabus i.e., two questions from each unit. (Four to be attempted, one from each unit) Each question shall be of 12 marks.

Internal Assessment {Total marks 15}

Fifteen (15) marks for theory paper in a subject reserved for internal assessment shall have one long answer type question of 7 marks and four short answer type questions of 2 marks each.

Recommended Reading

- *Embark: English for Undergraduates* by Steve Hart, Arvind R. Nair & Veena Bharti published by Cambridge University Press.
- *The Pierion Spring* Orient Blackswan.
- *Timeless Thoughts* Orient Blackswan.

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Manika Sethi

Detailed Syllabus for the Examination to be held in Dec. 2022, 2023, 2024
Semester I

Ability Enhancement Course

Title: Communication English I

Course Code: UAEENT 105

Credit: 3

Maximum Marks: 75

Maximum Marks Theory	:	75
External Theory (University Exam)	:	60
Internal Assessment	:	15
Duration of University Exam	:	03 Hours

OBJECTIVES: To provide the students with an ability to build and enrich their communication skills by making them familiar with different types of communication and to help the students attain a high level of proficiency in all the four language skills.

Course Outcomes:

At the completion of the course the learner will be able to:

- Develop vocabulary and improve the accuracy in grammar.
- Produce words with right pronunciation.
- Improve LSRW- listening, speaking, reading and writing skills and the related sub-skills.

Syllabus

UNIT-I: Fundamentals of Communication

- a) Communication: Definition, meaning, basics of communication
- b) Importance of Communication
- c) Barriers to communication (how to overcome communication barriers)
- d) Channels of communication: Formal and Informal, verbal and non-verbal
- e) Intrapersonal and Interpersonal Communication: Group and mass communication, Network communication
- f) Pathways of communication: downward, upward, horizontal

UNIT-II: Listening Skills

- (i) Listening: Concept (Active, Passive, Interpretive, Accent)
- (ii) Difference between hearing and listening
- (iii) Principles of effective listening

UNIT-III: Speaking Skills

Speaking Skill: Introduction, principals of effective speaking (stress, intonation, assertion, exclamation, emphasis)

UNIT-IV: Grammar

- (a) Articles
- (b) Prepositions
- (c) Homonyms, homophones, words often confused

Dr. Lata *Monika Sethi*

Detailed Syllabus for the Examination to be held in Dec. 2022, 2023, 2024	
Semester I	
Ability Enhancement Course	
Title: Communication English I	Course Code: UAEENT 105

Mode of Examination**NOTE FOR PAPER SETTING**

Examination Theory/Tutorial	Syllabus to be covered in Examination	Time allotted for Exam	Marks
Internal Theory Assessment	50%	1 Hr & 30 Minutes	15
External Theory End Semester	100%	3 Hrs	60

External End Semester Theory Examination will have two sections (A & B) {Total marks 60}

Section A: Four short answer questions covering all the units i.e., one question from each unit. Each question shall be of 3 marks.

Section B: Eight long answer questions covering the entire syllabus i.e., two questions from each unit. (Four to be attempted, one from each unit) Each question shall be of 12 marks.

Internal Assessment {Total marks 15}

Fifteen (15) marks for theory paper in a subject reserved for internal assessment shall have one long answer type question of 7 marks and four short answer type questions of 2 marks each.

Recommended Reading

Hargie, Owen.Ed. *The Handbook of Communication Skills*. New York: Routledge, 2006.

Barker, Alan. *Improve Your Communication Skills*. London: Kogan Page, 2013.

Baker, Joanna and Heather Westrup. *Essential Speaking Skills*. London: VSO Books, 2003.

Francois Grellar *Developing Reading Skills*. Cambridge University Press.

Krihan Menon: *Developing Communication Skills*.

Sucheta

Manika Sethi

Detailed Syllabus for the Examination to be held Dec. 2022, 2023, 2024
Semester I

Skill Enhancement Course

Title: Soft Skills

Course Code: USEENT 106

Credit: 2

Maximum Marks: 50

I) External (University Exam)	: 40
II) Internal Assessment	: 10
Duration of University Exam	: 2 Hours and 30 Minutes

Objectives:

The soft skills training provides strong practical orientation to the students and helps them in building and improving their skills in communication, the effective use of English, business correspondence, presentations, team building, leadership, time management, group discussions, interviews, and inter-personal skills.

Course outcomes:

By the end of the soft skills training program, the students will be able to:

- Develop effective communication skills (spoken and written).
- Develop effective presentation skills. Conduct effective business correspondence and prepare business reports which produce results.

Syllabus

Unit I: Soft Skills and You

- i. What are soft skills?
- ii. Soft skills versus hard skills
- iii. Why are soft skills important for success?
- iv. Can soft skills be cultivated?

Unit II: Goal Setting

- i. What is a goal?
- ii. What are SMART goals?
- iii. How does SMART goal setting work?
- iv. Useful guidelines for goal setting
- v. Tying personal and professional goals

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Manika Sethi

Detailed Syllabus for the Examination to be held Dec. 2022, 2023, 2024
Semester I
Skill Enhancement Course

Title: Soft Skills

Course Code: USEENT 106

- vi. Goals at the workplace
- vii. Cascading goals
- viii. Types of goals

Unit III: Social Consciousness

- i. What is social consciousness?
- ii. Social awareness and civic responsibility
- iii. Social intelligence
- iv. Social inclusion
- v. Social entrepreneurship
- vi. Environmental consciousness
- vii. Sustainable development and conservation of resources

Prescribed Book

Sabina Pillai and Agna Fernandez: *Soft Skills and Employability Skills*. Cambridge University Press, 2018.

Mode of Examination

NOTE FOR PAPER SETTERS

Total Marks of the USEENT-106 is 50 of which 20% marks shall be reserved for internal assessment (10 marks). Remaining 80% of the marks (40 marks) shall be reserved for external examination to be conducted by the University/Colleges.

Internal Assessment Test (10 Marks)

Internal Assessment Paper of 10 Marks shall consist of 2 out of three Questions of 5 marks each.

External End semester University / College Examination

External Theory Exam shall be of 40 Marks and consists of 2 sections:

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Manika Saha

Detailed Syllabus for the Examination to be held Dec. 2022, 2023, 2024
Semester I
Skill Enhancement Course

Title: Soft Skills

Course Code: USEENT 106

Section A: Four (4) short answer questions covering all Units i.e., at least one question from each unit. Each question shall be of 2.5 marks (All Compulsory)

Section B: Six (6) long answer questions covering whole of the syllabi i.e., two questions from each unit. (Three question, one from each unit, to be attempted). Each question shall be of 10 marks

Suggested Reading:

Dan White, The Soft Skills: Know Yourself and Know the World.

Dr K Alex, Soft Skills. Delhi: S. Chand & Company Ltd.

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Manika Sethi

UNIVERSITY OF JAMMU

SYLLABI AND COURSE OF STUDY IN ENGLISH

For the Examination to be held in Year 2023, 2024 & 2025

ENGLISH COURSE

UG

SEMESTER II

UNDER

NEP-2020

**Syllabi and courses in the subject of English/ English Literature under CBCS as per
NEP – 2020**

Detailed Syllabus for the Examination to be held in May 2023, 2024 & 2025
Semester II

MAJOR

Title: British Literature from beginning to Shakespeare

Course Code: UMJENT 201

Credit: 4 {03 (Theory) +1 (Tutorial)}

Maximum Marks: 100

Maximum Marks Theory	:	75
I) External Theory (University Exam)	:	60
II) Internal Assessment	:	15
DURATION OF UNIVERSITY THEORY EXAM	:	03 Hours

Maximum Marks Tutorial	:	25
I) Continuous Assessment	:	10
II) Final Examination	:	15

OBJECTIVES OF THE COURSE:

1. Introduce the origin and growth of English literature
2. Familiarize the historical phases of English literature
3. Provide glimpses of writers and literary texts that are pivotal to an understanding of British literature
4. Discuss the development of British literature from Beginning to Shakespeare

Course Outcomes:

- To familiarize the students with the figures of speech & literary terms required for understanding various literary works prescribed here, especially in poetry and drama.
- At the end of this course, the students will be able to:
- Comprehend the origins of English literature
- Understand the specific features of the particular periods
- Understand themes, structure and style adopted by early British writers
- Gain knowledge of growth and development of British Literature in relation to the historical developments
- Understand how writers use language and creativity to capture human experience through different literary forms.

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Detailed Syllabus for the Examination to be held in May 2023, 2024 & 2025

Semester II

MAJOR

Title: British Literature from beginning to Shakespeare

Course Code: UMJENT 201

UNIT-I: Literary Terms

Literary Terms: Alliteration, Sonnet, Metaphor, Simile, Prologue, Epilogue, Monologue, Personification, Soliloquy, Satire, Irony, onomatopoeia, Anaphora, Pun Aside, Climax, Anti-climax, Chorus, Comic relief, Prosody.

UNIT-II: HISTORY OF ENGLISH LITERATURE: BEGINNING TO SHAKESPEARE

1. Literature in the Age of Chaucer.
2. The University Wits.
3. Development of Drama till Shakespeare
4. Development of Poetry till Elizabethan Age

UNIT-III: POETRY AND PROSE

1. Chaucer: – *General Prologue, Canterbury Tales* – Introduction- Lines 1-31, Character of Wife of Bath and Monk
2. Sir Thomas Wyatt: *Whose List to Hunt*
3. Shakespeare: *Sonnet XV*
4. Francis Bacon: *Of Studies*.

UNIT IV: DRAMA

William Shakespeare: *The Twelfth Night*

Mode of Examination

NOTE FOR PAPER SETTING

Examination Theory/Tutorial	Syllabus to be covered in Examination	Time allotted for Exam	Marks
Internal Theory Assessment	50%	1 Hr & 30 Minutes	15
External Theory End Semester	100%	3 Hrs	60
Continuous Assessment	-	-	10 (Based on Daily Performance only)

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Detailed Syllabus for the Examination to be held in May 2023, 2024 & 2025

Semester II

MAJOR

Title: British Literature from beginning to Shakespeare

Course Code: UMJENT 201

Final examination/ Presentation/ Viva	-	-	15
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External End Semester Theory Examination will have two sections (A & B) {Total marks 60}

Section A: Four short answer questions covering all the units i.e., one question from each unit. Each question shall be of 3 marks.

Section B: Eight long answer questions covering the entire syllabus i.e., two questions from each unit. (Four to be attempted, one from each unit) Each question shall be of 12 marks.

Internal Assessment {Total marks 15}

Fifteen (15) marks for theory paper in a subject reserved for internal assessment shall have one long answer type question of 7 marks and four short answer type questions of 2 marks each.

Tutorial will be of 25 marks. There will be continuous assessment in the form of extempore, debates, discussions, interviews and paper reading sessions in English. quiz, recitation of poem, enacting of conversation etc. Continuous assessment will be 10 marks and final examination/ viva will be of 15 marks.

Recommended Reading:

1. Alexander, Michael. A History of English Literature. Macmillan.
2. Baugh, A.C. A History of English Literature. Routledge. 2013. 20
3. Boitani, Piero. Jill Mann(ed). The Cambridge Companion to Chaucer. CUP. 2003.
4. Carter, Ronald, John McRay. The Routledge History of Literature in English. Routledge, 2017
5. Chaucer, Geoffrey. The Canterbury Tales. Trans. Neville Coghill. Penguin, 2003.
6. Print Christopher Ricks, ed., English Poetry and Prose 1540-1674
7. Poplawski, Paul. English Literature in Context. CUP. 1993 Peck,

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8. John, Martin Coyle. A Brief History of English literature. Palgrave 2003

Detailed Syllabus for the Examination to be held in May 2023, 2024 & 2025

Semester II

MAJOR

Title: British Literature from beginning to Shakespeare

Course Code: UMJENT 201

9. Thornley G C and Gwyneth Roberts. An Outline of English Literature. Pearson, 2011

e- resources

1. <https://library.baypath.edu/english-and-literature-web-sites>
2. https://www.gutenberg.org/ebooks/search/?query=shakespeare&submit_search=Go%21
3. https://www.gutenberg.org/ebooks/search/?query=chaucer&submit_search=Go%21
4. <http://www.literature-study-online.com/resources/#historical>
5. <http://www.universalteacher.org.uk/lit/history.htm>
[https://www.britannica.com/art/English-](https://www.britannica.com/art/English-literature/Elizabethan-poetry-and-prose)
6. [literature/Elizabethan-poetry-and-prose](https://www.britannica.com/art/English-literature/Elizabethan-poetry-and-prose)
[https://www.encyclopedia.com/humanities/culture-](https://www.encyclopedia.com/humanities/culture-magazines/restoration-literature-england)
7. [magazines/restoration-literature-england](https://www.encyclopedia.com/humanities/culture-magazines/restoration-literature-england) <https://chaucer.fas.harvard.edu/>
8. <https://chaucer.fas.harvard.edu/pages/Synopses-Prolegomena>
9. http://www.dartmouth.edu/~milton/reading_room/contents/text.shtml
10. <http://www.mindfulteachers.org/2013/05/women-writers-at-time-of-shakespeare-e.html>
<https://internetshakespeare.uvic.ca/Library/SLT/literature/women%20writers/morewomen.htm>

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Detailed Syllabus for the Examination to be held in May 2023, 2024 & 2025
Semester II

MINOR

Title: Reading English Literature II

Course Code: UMIENT 202

Credit: 4 {03 (Theory) +1 (Tutorial)}

Maximum Marks: 100

Maximum Marks Theory	:	75
I) External Theory (University Exam)	:	60
II) Internal Assessment	:	15
DURATION OF UNIVERSITY THEORY EXAM	:	03 Hours
Maximum Marks Tutorial	:	25
I) Continuous Assessment	:	10
II) Final Examination	:	15

OBJECTIVES OF THE COURSE:

- a. Introduce the origin and growth of English literature
- b. Familiarize the historical phases of English literature
- c. Provide glimpses of writers and literary texts that are pivotal to an understanding of British literature
- d. Discuss the development of British literature from Beginning to Shakespeare

Course Outcomes:

- To familiarize the students with the figures of speech & literary terms required for understanding various literary works prescribed here, especially in poetry and drama.
- At the end of this course, the students will be able to:
- Comprehend the origins of English literature
- Understand the specific features of the particular periods
- Understand themes, structure and style adopted by early British writers
- Gain knowledge of growth and development of British Literature in relation to the historical developments
- Understand how writers use language and creativity to capture human experience through different literary forms.

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UNIT-I: Literary Terms

Literary Terms: Alliteration, Sonnet, Metaphor, Simile, Prologue, Epilogue, Monologue, Personification, Soliloquy, Satire, Irony, onomatopoeia, Anaphora, Pun, Aside, Climax, Anti-climax, Chorus, Comic relief, Prosody.

UNIT-II: HISTORY OF ENGLISH LITERATURE: BEGINNING TO SHAKESPEARE

- i. Literature in the Age of Chaucer.
- ii. The University Wits.
- iii. Development of Drama till Shakespeare
- iv. Development of Poetry till Elizabethan Age

UNIT-III: POETRY AND PROSE

- i. Chaucer: – *General Prologue, Canterbury Tales* – Introduction- Lines 1-31, Character of Wife of Bath and Monk
- ii. Sir Thomas Wyatt: *Whose List to Hunt*
- iii. Shakespeare: *Sonnet XV*
- iv. Francis Bacon: *Of Studies*.

UNIT IV: DRAMA

William Shakespeare : *The Twelfth Night*

Mode of Examination**NOTE FOR PAPER SETTING**

Examination Theory/Tutorial	Syllabus to be covered in Examination	Time allotted for Exam	Marks
Internal Theory Assessment	50%	1 Hr & 30 Minutes	15
External Theory End Semester	100%	3 Hrs	60
Continuous Assessment	-	-	10 (Based on Daily Performance only)
Final examination/ Presentation/ Viva	-	-	15

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Detailed Syllabus for the Examination to be held in May 2023, 2024 & 2025

Semester II

MINOR

Title: Reading English Literature II

Course Code: UMIENT 202

External End Semester Theory Examination will have two sections (A & B) {Total marks 60}

Section A: Four short answer questions covering all the units i.e., one question from each unit. Each question shall be of 3 marks.

Section B: Eight long answer questions covering the entire syllabus i.e., two questions from each unit. (Four to be attempted, one from each unit) Each question shall be of 12 marks.

Internal Assessment {Total marks 15}

Fifteen (15) marks for theory paper in a subject reserved for internal assessment shall have one long answer type question of 7 marks and four short answer type questions of 2 marks each.

Tutorial will be of 25 marks. There will be continuous assessment in the form of extempore, debates, discussions, interviews and paper reading sessions in English. quiz, recitation of poem, enacting of conversation etc. Continuous assessment will be 10 marks and final examination/ viva will be of 15 marks.

Recommended Reading:

1. Alexander, Michael. A History of English Literature. Macmillan.
2. Baugh, A.C. A History of English Literature. Routledge. 2013. 20
3. Boitani, Piero. Jill Mann(ed). The Cambridge Companion to Chaucer. CUP. 2003.
4. Carter, Ronald, John McRay. The Routledge History of Literature in English. Routledge, 2017
5. Chaucer, Geoffrey. The Canterbury Tales. Trans. Neville Coghill. Penguin, 2003.
6. Print Christopher Ricks, ed., English Poetry and Prose 1540-1674
7. Poplawski, Paul. English Literature in Context. CUP. 1993 Peck,
8. John, Martin Coyle. A Brief History of English literature. Palgrave 2003
9. Thornley G C and Gwyneth Roberts. An Outline of English Literature. Pearson, 2011

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Detailed Syllabus for the Examination to be held in May 2023, 2024 & 2025

Semester II

MINOR

Title: Reading English Literature II

Course Code: UMIENT 202

e- resources

1. <https://library.baypath.edu/english-and-literature-web-sites>
2. https://www.gutenberg.org/ebooks/search/?query=shakespeare&submit_search=Go%21
3. https://www.gutenberg.org/ebooks/search/?query=chaucer&submit_search=Go%21
4. <http://www.literature-study-online.com/resources/#historical>
5. <http://www.universalteacher.org.uk/lit/history.htm>
6. <https://www.britannica.com/art/English-literature/Elizabethan-poetry-and-prose>
7. <https://www.encyclopedia.com/humanities/culture-magazines/restoration-literature-england>
8. <https://chaucer.fas.harvard.edu/>
9. <https://chaucer.fas.harvard.edu/pages/Synopses-Prolegomena>
9. http://www.dartmouth.edu/~milton/reading_room/contents/text.shtml
10. <http://www.mindfulteachers.org/2013/05/women-writers-at-time-of-shakespeare-e.html>

<https://internetshakespeare.uvic.ca/Library/SLT/literature/women%20writers/morewomen.htm>

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Mrinika Sethi

Detailed Syllabus for the Examination to be held in May 2023, 2024&2025
Semester II

Multidisciplinary Course

Title: Media and Communication

Course Code: UMDENT 203

Credits: 3

Maximum Marks: 75

Maximum Marks Theory	:	75
I) External Theory (University Exam)	:	60
II) Internal Assessment	:	15
Duration of University Theory Exam	:	03 Hours

Objectives:

The objectives of the course are:

- to enable students to understand theoretical concepts related to social media as a form of communication;
- to enable students to gain an analytical insight into research framework in Social Media;
- to enable students to understand audiences and usage patterns of social media in communication studies.

Course Outcomes:

By the end of this course, the students will be able to:

- Explain the origins of the Communication Discipline
- Summarize the broad nature of the Communication discipline
- Articulate the importance of communication expertise in career development and civic engagement.

Syllabus

Unit I. Introduction to Mass Communication

1. Mass Communication and Globalization
2. Forms of Mass Communication

Topics for Student Presentations:

- a. Case studies on current issues of Indian journalism

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Monika Seltin

<i>Detailed Syllabus for the Examination to be held in May 2023, 2024&2025</i>	
Semester II	
Multidisciplinary Course	
Title: Media and Communication	Course Code: UMDENT 203

- b. Performing street plays
- c. Writing pamphlets and posters, etc.

Unit II. Advertisement

- 1. Types of advertisements
- 2. Advertising ethics
- 3. How to create advertisements/storyboards

Topics for Student Presentations:

- a. Creating an advertisement/visualization
- b. Enacting an advertisement in a group
- c. Creating jingles and taglines

Unit III. Media Writing

- 1. Scriptwriting for TV and Radio
- 2. Writing News Reports and Editorials
- 3. Editing for Print and Online Media

Topics for Student Presentations:

- a. Script writing for a TV news/panel discussion/radio programme/hosting radio programmes on community radio
- b. Writing news reports/book reviews/film reviews/TV program reviews/interviews
- c. Editing articles
- d. Writing an editorial on a topical subject

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Manika Belli

Detailed Syllabus for the Examination to be held in May 2023, 2024&2025	
Semester II	
Multidisciplinary Course	
Title: Media and Communication	Course Code: UMDENT 203

Unit IV. Introduction to Cyber Media and Social Media

1. Types of Social Media
2. The Impact of Social Media
3. Introduction to Cyber Media

Mode of Examination

NOTE FOR PAPER SETTING

Examination Theory/Tutorial	Syllabus to be covered in Examination	Time allotted for Exam	Marks
Internal Theory Assessment	50%	1 Hr & 30 Minutes	15
External Theory End Semester	100%	3 Hrs	60

External End Semester Theory Examination will have two sections (A & B) {Total marks 60}

Section A: Four short answer questions covering all the units i.e., one question from each unit. Each question shall be of 3 marks.

Section B: Eight long answer questions covering the entire syllabus i.e., two questions from each unit. (Four to be attempted, one from each unit) Each question shall be of 12 marks.

Internal Assessment {Total marks 15}

Fifteen (15) marks for theory paper in a subject reserved for internal assessment shall have one long answer type question of 7 marks and four short answer type questions of 2 marks each.

Suggested Readings

1. Bell, A. *The Language of News Media*. B Blackwell, 1991.
2. Bell, A. Garrett, P. *Approaches to Media Discourse*. B Blackwell, 1998.
3. Scannell, Paddy. *Media and Communication*. Sage Publication, 2007.

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Manika Selti

Detailed Syllabus for the Examination to be held in May 2023, 2024&2025

Semester II

Ability Enhancement Course

Title: English II

Course Code: UAEENT 205

Credits: 3

Maximum Marks: 75

Maximum Marks Theory	:	75
III) External Theory (University Exam)	:	60
IV) Internal Assessment	:	15
Duration of University Theory Exam	:	03 Hours

Objective: The objective of this paper is to further the comprehension, reading, writing & speaking skills of the students through the exercises in language & literature. The listening skills will be developed & assessed in the class by the teacher.

Course Outcomes:

By the end of this course, the students will be able to:

- Communicate effectively and appropriately in real life situation;
- Use English effectively for study purpose across the curriculum;
- Develop interest in and appreciation of Literature;
- Develop and integrate the use of the four language skills i.e. Reading, Listening, Speaking and writing.

SYLLABUS

Unit-I : Prose and Poetry

I.Eryn Paul	:	Why Germans Work Fewer Hours but Produce More?
II.Vandana Shiva	:	The Social Costs of Economic Globalisation
III.Rudyard Kipling	:	If.

Unit-II: Drama

I. A. A. Milne	:	<i>The Boy comes Home</i>
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Unit-III: Writing Skills

- I. Taking and Making notes
- II. C.V/ Resume Writing

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Detailed Syllabus for the Examination to be held in May 2023, 2024&2025
Semester II

Ability Enhancement Course

Title: English II

Course Code: UAEENT 205

Unit-IV: Speaking Skills and Vocabulary

- I. Syllable and Stress (Disyllabic and Trisyllable words)
- II. Vocabulary (One Word Substitution)

Mode of Examination

NOTE FOR PAPER SETTING

Examination Theory/Tutorial	Syllabus to be covered in Examination	Time allotted for Exam	Marks
Internal Theory Assessment	50%	1 Hr & 30 Minutes	15
External Theory End Semester	100%	3 Hrs	60

External End Semester Theory Examination will have two sections (A & B) {Total marks 60}

Section A: Four short answer questions covering all the units i.e., one question from each unit. Each question shall be of 3 marks.

Section B: Eight long answer questions covering the entire syllabus i.e., two questions from each unit. (Four to be attempted, one from each unit) Each question shall be of 12 marks.

Internal Assessment {Total marks 15}

Fifteen (15) marks for theory paper in a subject reserved for internal assessment shall have one long answer type question of 7 marks and four short answer type questions of 2 marks each.

Recommended Reading

- *Embark: English for Undergraduates* by Steve Hart, Arvind R. Nair & Veena Bharti published by Cambridge University Press.
- *The Pierion Spring* Orient Blackswan.
- *Timeless Thoughts* Orient Blackswan.

Subeta

Manika Sethi

Detailed Syllabus for the Examination to be held in May 2023, 2024, 2025
Semester II
Ability Enhancement Course

Title: Communication English II
Credits: 3

Course Code: UAEENT 205
Maximum Marks: 75

Maximum Marks Theory	:	75
I) External Theory (University Exam)	:	60
II) Internal Assessment	:	15
Duration of University Theory Exam	:	03 Hours

OBJECTIVES: The objective of the programme is to develop the neutral accent of the students, improve their general standard of pronunciation and to inculcate potential skills in the learners to prepare them to deal with the external world in a collaborative manner, communicate effectively, take initiative, solve problems and demonstrate a positive work ethic so as to hold a good impression and positive impact.

Course Outcomes:

At the completion of the course the learner will be able to:

- Develop vocabulary and improve the accuracy in grammar.
- Produce words with right pronunciation.
- Improve LSRW- listening, speaking, reading and writing skills and the related sub-skills.

SYLLABUS

UNIT-I: Oral Communication

- (a) Sounds of English
- (b) Consonants
- (c) Vowels and Dipthongs
- (d) Syllables and word stress

UNIT-II: Business Correspondence

- (a) Business letters
- (b) Circular writing
- (c) Notice writing
- (d) C V writing
- (e) E-mails

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Manika Sethi

Detailed Syllabus for the Examination to be held in May 2023, 2024, 2025

Semester II

Ability Enhancement Course

Title: Communication English II

Course Code: UAEENT 205

UNIT-III: Presentation Skills

- (a) Interview do's and don't's
- (b) Body language- Eye communication, Facial Expression, Gestures, Posture and Movements.

UNIT-IV: Grammar

- (a) Parts of Speech
- (b) Sentence: Definition and Types:
- (i) Simple (ii) Compound (iii) Complex

Mode of Examination

NOTE FOR PAPER SETTING

Examination Theory/Tutorial	Syllabus to be covered in Examination	Time allotted for Exa	Marks
Internal Theory Assessment	50%	1 Hr & 30 Minutes	15
External Theory End Semester	100%	3 Hrs	60

External End Semester Theory Examination will have two sections (A & B) {Total marks 60}

Section A: Four short answer questions covering all the units i.e., one question from each unit. Each question shall be of 3 marks.

Section B: Eight long answer questions covering the entire syllabus i.e., two questions from each unit. (Four to be attempted, one from each unit) Each question shall be of 12 marks.

Internal Assessment {Total marks 15}

Fifteen (15) marks for theory paper in a subject reserved for internal assessment shall have one long answer type question of 7 marks and four short answer type questions of 2 marks each.

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Aparika Selti

Detailed Syllabus for the Examination to be held in May 2023, 2024, 2025

Semester II

Ability Enhancement Course

Title: Communication English II

Course Code: UAEENT 205

Suggested Reading:

- *Spoken English- A Foundation Course Part A&B* by Kamlesh, Susheela Punitha
- *Speaking on Special Occasions* by Roger Mason
- *Speaking English Effectively* by Krishna Mohan, N.P. Singh

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N. P. Singh

Detailed Syllabus for the Examination to be held in May 2023, 2024&2025

Semester II

Skill Enhancement Course

Title: Employability Skills

Course Code: USEENT 206

Credit: 2

Maximum Marks: 50

I) External Theory (University Exam) :	40
II) Internal Assessment :	10
Duration of University Theory Exam :	02:30 Hours

Objectives:

1. To hone the employability related communication skills of the students on the foundations built during Executive Communication- II semester.
2. To assist students in becoming well-versed, responsible, creative communicators;
3. To develop students' knowledge of communication skills in the structure, elucidation, and delivery of message in diverse cultural and global communities; and
4. To promote theoretical understanding and professional/personal practice of effective and ethical human communication between and within a broad range of contexts and communities.

Course Outcomes:

- On completion of this course, the students will be able to:
- Introspect & develop a planned approach towards his career & life in general.
- Have clarity on his career exploration process and to match his skills and interests with a chosen career path.
- Explain the use of functional and chronological resume.
- Develop thinking ability and polish his expression in group discussions.
- CO5. Be prepared for the personal interview through mock interviews while being aware of the various kinds of interviews.

Syllabus

Unit I: Employability Skills

What are employability skills?

How important these skills are?

How to raise the employability quotient?

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Mrinika Sethi

Detailed Syllabus for the Examination to be held in May 2023, 2024&2025

**Semester II
Skill Enhancement Course**

Title: Employability Skills

Course Code: USEENT 206

Unit II: Communication at the Workplace

Language and communication

Communication at the Workplace

Formal and informal communication

Direction of flow of communication

Non verbal communication

Unit III: Workplace Etiquette

Etiquette in the modern workplace

Workplace etiquette – global and local

Culture sensitivity

Gender sensitivity

Importance of Grooming

Etiquette in interaction

Prescribed Book

Sabina Pillai and Agna Fernandez: *Soft Skills and Employability Skills*. Cambridge University Press, 2018.

Mode of Examination

NOTE FOR PAPER SETTERS

Total Marks of the USEENT-106 is 50 of which 20% marks shall be reserved for internal assessment (10 marks). Remaining 80% of the marks (40 marks) shall be reserved for external examination to be conducted by the University/Colleges.

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Detailed Syllabus for the Examination to be held in May 2023, 2024&2025

Semester II

Skill Enhancement Course

Title: Employability Skills

Course Code: USEENT 206

Internal Assessment Test (10 Marks)

Internal Assessment Paper of 10 Marks shall consist of 2 out of three Questions of 5 marks each.

External End semester University / College Examination

External Theory Exam shall be of 40 Marks and consists of 2 sections:

Section A: Four (4) short answer questions covering all Units i.e., at least one question from each unit. Each question shall be of 2.5 marks (All Compulsory)

Section B: Six (6) long answer questions covering whole of the syllabi i.e., two questions from each unit. (Three question, one from each unit, to be attempted). Each question shall be of 10 marks

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Monika Sethi