**SYLLABUS (THEORY) Semester I /II – English Effective from 2020 - 2021**

1. **PROGRAMME CONTENT**
2. Intensive and extensive reading
3. Written communication
4. Listening and oral communication
5. Vocabulary consolidation and expansion
6. Practicing grammar

1. **ELABORATION OF THE PROGRAMME CONTENT**
2. **Intensive and Extensive Reading**
3. Identifying the main theme/the central idea of a passage
4. Understanding the meaning of words, phrases and sentences in context
5. Understanding the logical relationship between sentences (through recognition of grammatical structures such as linkers and connectors)
6. Distinguishing statements of fact from beliefs, opinions, hypotheses, and expressions of probability and certainty
7. Inferring facts, opinions, instances, reasons, causes, results, requests, conclusions, and general statements
8. Skimming passages to identify general ideas and information
9. Scanning passages to locate specific detail
10. The use of one’s knowledge, opinions, and imagination to provide information / situations related to that given in the text; and comparison and contrast.

**2. Written Communication**

1. Writing outlines and summaries
2. Writing paragraphs with attention to topic sentences and supporting sentences
3. Writing paragraphs with attention to coherence and cohesion
4. Practicing clutter-free writing

3. **Listening and Oral Communication**

1. Effective listening involving
* Identification of key words and phrases and specific information, application of one’s previous knowledge of to understand the ideas dealt with in the text being listened to.
* Attention to communication strategies such as approaching another person and opening a conversation with him/her, making friends with a stranger, thanking, apologizing, paying a compliment, seeking clarification, making enquiries, and creating an appropriate context for a formal discussion.
1. Taking part in speaking activities for interactional purposes such as,
* Introducing oneself to others, introducing others, making enquiries, seeking information
* Responding to enquiries, supplying information
* Expressing agreement/disagreement in information situations
1. Taking part in speaking activities for transactional purposes with attention to the communication strategies listed in 1 (a) above.

**4. Vocabulary consolidation and expansion**

1. Inferring word meaning from available clues
2. Distinguishing words with similar meanings
3. Using connecting words
4. Learning one-word substitutes

Developing a verbal repertoire with the following dimensions:

* Contexts of use
* Collocations
* Differences in speaking and writing
* Strategic use
1. Using strategic vocabulary to organize and manage both oral and written communication successfully in academic, professional, and social contexts
2. Raising one’s knowledge of redundancy, circumlocution, and imprecise and confusing expressions in order to avoid them in one’s own speech and writing.

**5. Practicing grammar**

1. Consolidation as well as remediation in the following areas:

Parts of speech, Tenses and usage of grammar in context

1. Learning to avoid some of the common pitfalls in the area of grammar in Indian usage of English (e.g. using the present continuous tense to describe actions which happen regularly; using state verbs in the continuous form; tense mixing)

**C. TEXT BOOK: Building Effective Communication Skills**

 By Maruthi Publications (2019)

**Syllabus :**

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| **S No** | **Content** |
| **UNIT –I** | **Vocabulary Building****1.1** Video Lesson1.2.1 Word formation 1.2.2. Root words 1.2.3. Prefixes and Suffixes 1.2.4. Synonyms and Antonyms**1.3 Parts of Speech****1.4 Note- making, Note-taking** |
| **UNIT -II** | **Basic Writing Skills****2.1** Video Lesson2.2.1 Basic sentence structure 2.2.2. Clauses and Phrases2.2.3 Punctuations2.2.4 Creating coherence 2.2.5 Organizing principles of paragraph documents 2.2.6 Techniques for writing precisely **2.3 Tenses** **2.4 Letter Writing** |
| **UNIT-III** | **Identifying Common Errors in Writing****3.1** Video Lesson3.2.1 Sub + verb agreement 3.2.2 Noun pronoun agreement 3.2.3 Articles 3.2.4 Preposition 3.2.5 Redundancies 3.2.6 Clichés**3.3.1 Active - Passive Voice** **3.3.2 Reported Speech** **3.4 Resume Writing** |
| **UNIT-IV** | **Nature and Style of sensible Writing****4.1** Video Lesson4.2.1 Describing 4.2.2 Classifying 4.2.3 Writing Introduction and conclusion **4.3.1** **Conditional Sentences** **4.3.2** **Degrees of Comparison****4.4 Email writing** |
| **UNIT-V** | **Writing Practice****5.1** Video Lesson5.2.1 Comprehension 5.2.2 Precise writing 5.2.3 Essay Writing**5.3** **Simple Compound and Complex Sentences****5.4 Report Writing** |