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Semester-I: (Arts & Commerce)

Name of the course: Foundation Course in English-1(FCE 1)

Total credits = 03 (3 credit course)

Total teaching time: = 45 hours

Distribution of marks:

Total marks per semester 100 (Semester end exam 70 & Internal marks 30)

Internal marks break up: Total 30

Assignment 1/presentation 10

Assignment 2/presentation/written test 10

Multiple Choice type Questions 10

Note: Course Credits, Total Teaching Time, Distribution of marks (External and Internal will remain same in all Foundation courses in all programmes)

Text: MASTERING ENGLISH: A COURSE FOR BEGINNERS

(eds. Anil Kinger, Nila Shah, Ketan Pandya, Ami Upadhyay. Orient Blackswan 2010)

Questions based on the prescribed text 24 marks

(to be asked from “Reading for Pleasure” sections only)

Skills and Proficiency in English: 46 marks

—————
70 marks

Semester 1: Unit 1 to 8.

Unit 1

Teaching points: Describing things around you
Describing places: saying what there is

Grammar: Plural forms of noun
Introduction to use of articles
Present tense of to be

Total teaching time: 06 hours

Marks allotted: 05

Unit 2

Teaching points: Introduction, Talking about people, Saying what they do

Grammar: Introduction to noun, verb, adjective and pronoun
Simple present tense

Total teaching time: 06 hours

Marks allotted 05

Unit 3

Teaching points: Talking about routine, Saying what people do or don't do,
Information through graphs, tables, maps

Grammar: Simple present tense

Total teaching time: 05 hours

Marks allotted: 14

Unit 4

Teaching points: Text 1 and Text 2 (poem)

Teaching time: 04 hours

Marks allotted: 06

Unit 5

Teaching points: Talking about past events, Talking about things happening “now, Saying when things/events happened, Describing scenes, events

Grammar: Simple past tense, Present continuous tense, Past continuous tense

Total teaching time: 09 hrs

Marks allotted: 14

Unit 6

Teaching points: Meeting people, Exchanging greetings

Focus on: spoken skills (Training for role playing and brief presentations for speaking skills)

Total teaching time: 06 hrs

Marks allotted: 10

Unit 7

Teaching points: Text 3, Text 4

Total teaching time: 05 hrs

Marks allotted: 06

Unit 8

Teaching points: Verbal ability, verbal analogy

Total teaching time: 04 hrs

Structure of Questions and Distribution of Marks:

- Q. 1: 20 MCQs for one mark each – based on units 1, 2 & 8 only-----20 marks
- Q. 2: Short questions: (2/4) - from Units 4 & 7----- 10 marks
- Q. 3: Short notes (2/4) - from unit 4 & 7 -----14 marks
- Q. 4:a Write a dialogue on a given situation (1/2) - based on Unit 6--- 05 marks
- Q. 4:b Dialogue writing (guided) - based on unit 6 -----05 marks
- Q. 5:a Change the tense of the given passage/s - based on Unit 3 & 5--08 marks
- Q. 5:b Composition on a given situation (1/3) - based on Unit 3 & 5--08 marks

Recommended reading:

- *Murphy's English Grammar* (with CD- Rom). Cambridge University Press.
- Thomson and Martinet. *A Practical English Grammar* (4th edition). Oxford University Press.
- Redman, Stuart. 1997. *English Vocabulary in Use : Pre-intermediate and Intermediate*. Cambridge University Press.
- Jones Daniel. *English Pronouncing Dictionary* (with CD – Rom). Cambridge University Press.
- Ur, Penny. *Grammar Practice Activities Paperback with CD-ROM: A Practical Guide for Teachers* (Cambridge Handbooks for Language Teachers)

Semester 2 (Arts & Commerce)

Name of the course: Foundation Course in English- 2 (FCE 2)

Text: MASTERING ENGLISH: A COURSE FOR BEGINNERS

(eds. Anil Kinger, Nila Shah, Ketan Pandya, Ami Upadhyay. Orient Blackswan 2010)

Questions based on the prescribed text 24 marks

(to be asked from “Reading for Pleasure” sections only)

Skills and Proficiency in English: 46 marks

70 marks

Sem-II: (from Unit 9 to 16)

Unit 9

Teaching points: Talking about intentions and future plans

Grammar: use of „will“, „shall“, „will not“, „shall not“,

To be + going to, Future time expressions like next week, someday, sooner or later

Total teaching time: 04 hours

Marks allotted: 08

Unit 10

Teaching points: Expressing time, Talking about public transport, asking about information regarding travelling, Using dictionary

Grammar: Interrogatives – ‘wh’ questions

Total Teaching Time: 05 hours

Marks allotted: 10

Unit 11

Teaching points: Talking about what you can do/can't do, Saying what you would do, Giving advice, Talking about obligations, Sharing views

Grammar: Modal auxiliaries—can, may, would, should, have to, ought to, must etc.

Total teaching time: 05 hrs

Marks allotted: 12

Unit 12

Teaching points: Text 5 and text 6 (poem)

Total teaching time: 05 hrs

Marks allotted: 07

Unit 13

Teaching points: Inviting friends/relatives, Describing how you celebrated an event, Writing a description about an Indian festival (Focus: Developing writing skills)

Grammar: Prepositions – with, before, after, on, etc

Total teaching time: 05 hrs

Marks allotted: 10

Unit 14

Teaching points: Communication through email, Information through internet, conversation on telephone

Total teaching time: 05 hrs

Marks allotted: 06

Unit 15

Teaching point: Comprehension

Total teaching time: 07 hrs

Marks allotted: 10

Unit 16

Teaching points: Texts 7 & text 8

Total teaching time: 06 hrs

[Note: 1. Textual questions should be based on the texts from the Reading for Pleasure sections only.]

Structure of Questions and Distribution of Marks:

Q. 1: 20 MCQs for one mark each – based on the following units only-----20 marks

- Unit 9: Talking about the Future (Preferable No. of Questions - 4)
- Unit 10: Talking about Time (Preferable No. of Questions - 3)
- Unit 11: Helping Verbs (Preferable No. of Questions - 6) 10
- Unit 13: Prepositions (Preferable No. of Questions - 5)
- Unit 14: Special words to be used in E-mail and Chat (Preferable No. of Questions - 2)

Q. 2: (A) Short answer questions: (2/4) - from Units 12 & 16 -----10 marks

(B) Short notes (2/4) - from unit 12 & 16 -----14 marks

Q. 3: (A) Unit 15: Comprehension of an Unseen Passage

(4 Descriptive Questions)-----08 marks

(B) Unit 15: Comprehension of an Unseen Passage

(4 Objective type Questions)-----08 marks

Q. 4: Telephone Communication-----06 marks

Unit 14: Dialogue Writing focusing Telephone Communication on given

situation. -----06 marks

Or

Complete the Dialogues focusing Telephone Communication by

filling the blanks-----06 marks

Recommended reading:

- *Murphy's English Grammar* (with CD- Rom). Cambridge University Press.
- Thomson and Martinet. *A Practical English Grammar* (4th edition). Oxford University Press.
- Redman, Stuart. 1997. *English Vocabulary in Use : Pre-intermediate and Intermediate*. Cambridge University Press.
- Jones Daniel. *English Pronouncing Dictionary* (with CD – Rom). Cambridge University Press.
- Ur, Penny. *Grammar Practice Activities Paperback with CD-ROM: A Practical Guide for Teachers* (Cambridge Handbooks for Language Teachers)

Semester-III (Arts & Commerce)

Name of the course: Foundation Course in English 3 (FCE 3)

Total credits = 03

Total teaching time = 45 hours

Total marks per semester=100 (Semester end exam. 70 & Internal marks 30)

Name of the Text Book: *Pathways to English: A Course for Intermediate Learners*,

By Board of Editors, Cambridge University Press (From Chapter 1 to 5)

Internal marks break up: Total 30 marks

- assignment/presentation 10 marks
- assignment/written test 10 marks
- MCQ 10 marks

Communication Skills:

Teaching time: 07 hrs

- Topic: Narrating/Describing an Object, Experience, Details regarding Visit to a Place or Industry, TV Show or Movie

Reading and Writing Skills:

Teaching time: 18 hrs

- Text: Pathways to English: A Course for Intermediate Learners', By Board of Editors; Cambridge University Press chapters 1 to 5

Proficiency in Language

Teaching time: 20 hrs

- Grammar: Types of Sentences
- Active and Passive Voices
- Creative Writing – writing a paragraph

Internal Assessment: Total 30 marks

- Assignment: Creative Writing - paragraph 10 marks
- MCQ (Grammar, Types of Sentence & Voices) 10 marks
- Seminar (Narrating/Describing an Object, Experience, Details regarding Visit to a Place or an Industry, a TV Show or a Movie) 10 marks

Structure of Questions and Distribution of Marks:

Que-1: MCQ (Twenty sentences of one mark each)-----20 marks

- Grammar (Types of sentences, voices) -----10 marks
- Text -----10 marks

Que-2: Descriptive questions – answers 2/4 -----15 marks

(Based on the prescribed text)

Que-3: Brief questions – answers 2/4-----10 marks

(Based on the prescribed text)

Que-4: Short Notes 2/4-----10 marks

(Based on the text)

Que-5: Creative Writing – paragraph 2/4-----15 marks

Recommended reading:

- *Murphy's English Grammar* (with CD- Rom). Cambridge University Press. 16
- Thomson and Martinet. *A Practical English Grammar* (4th edition). Oxford University Press.
- Redman, Stuart. 1997. *English Vocabulary in Use : Pre-intermediate and Intermediate*. Cambridge University Press.
- Jones Daniel. *English Pronouncing Dictionary* (with CD – Rom). Cambridge University Press.
- Ur, Penny. *Grammar Practice Activities Paperback with CD-ROM: A Practical Guide for Teachers* (Cambridge Handbooks for Language Teachers).

Semester-IV (Arts & Commerce)

Name of the course: Foundation Course in English 4 (FCE 4)

Total credits = 03

Total teaching time = 45 hours

Total marks per semester= 100 (Semester end exam. 70 & Internal marks 30)

Name of the Text Book: *Pathways to English: A Course for Intermediate Learners*,
By Board of Editors, Cambridge University Press (From Chapter 6 to 10)

Communication Skills:

Teaching time: 05 hrs

- Topic: Personal Interview for Job and Admission

Reading and Writing Skills:

Teaching time: 15 hrs

- Text: „„Pathways to English: A Course for Intermediate Learners', Board of Editors, Cambridge University Press chapters 6 to 10

Proficiency in Language

Teaching time: 25 hrs

- Grammar: Reported Speech
- Preparing Resume and C. V.
- Creative Writing – essay writing

Internal Assessment: Total-----30 marks

- Assignment: Preparing C.V. or resume-----10 marks
- MCQ (Grammar- Reported Speech) -----10 marks
- Seminar (Interview for job or admission -----10 marks

Structure of Questions and Distribution of Marks:

Que-1: MCQ Twenty sentences of one mark each-----20 marks

(From Grammar- Reported speech 5 marks and text 15 marks)

Que-2: Descriptive questions – answers 2/4 -----15 marks

(Based on the prescribed text)

Que-3: Brief questions – answers 3/5 -----15 marks

(Based on the prescribed text)

Que-4: Preparing c. v./ resume 2/4 -----10 marks

Que-5: Creative Writing – essay 1/3 -----10 marks

Recommended reading:

- *Murphy's English Grammar* (with CD- Rom). Cambridge University Press.
- Thomson and Martinet. *A Practical English Grammar* (4th edition). Oxford University Press.
- Redman, Stuart. 1997. *English Vocabulary in Use : Pre-intermediate and Intermediate*. Cambridge University Press.
- Jones Daniel. *English Pronouncing Dictionary* (with CD – Rom). Cambridge University Press.
- Ur, Penny. *Grammar Practice Activities Paperback with CD-ROM: A Practical Guide*

REVISED SYLLABUS

Semester III-Business Communication

Name of the course: Business Communication – I (BC1)

Unit 1 Communication: Meanings and explanation -----14 marks

Unit 2 Basic Forms of Communication -----14 marks

Unit 3 Barriers to Communication and steps to overcome-----14 marks

Unit 4 Letters of Inquiry and their Replies -----14 marks

Unit 5 Letters of Orders and Executions -----14 marks

Unit 1 Communication: Meanings and Explanation

1.1 Definitions and Meaning of Communication

1.2 Process of Communication

1.3 Communication in Business

1.4 Aims of Good Communication

Unit 2 Basic Forms of Communication

2.1 Verbal Communication

2.2 Non-Verbal Communication

Unit 3 Barriers to Communication and Steps to Overcome:

3.1 External or Mechanical Barriers

3.2. Defects in equipments

3.3. Defects in organization

3.4 Socio-psychological Barriers

3.5 Cultural Barriers

3.6 Semantic Barriers

3.7 Sender- oriented Barriers

3.8 Receiver-oriented Barriers

3.9. Overload of Information

3.10 Steps to overcome each of the above barriers

Unit 4 Letters of Inquiry and their responses

Unit 5 Letters of Order and their execution

Structure of Questions and Distribution of Marks:

Que-1:MCQs from Unit No.1,2 & 3 -----20 marks

Que-2: Attempt any three questions out of five in about 200 words.

(From units 1, 2, and 3) -----12 marks

Que-3: Write two short notes in about 250 words out of four

(From Topic 1, 2, and 3)-10 marks

Que-4: (A) Draft a letter of Inquiry about the given product/service-----07 marks

OR

(A) Draft a letter of Inquiry about the given product/service -----07 marks

(B) Write a letter of Reply to the inquiry about products/service ----07 marks

OR

(B) Write a letter of Reply to the inquiry about products/service ----07 marks

Que-5: (A) Write a letter placing an order for product/service-----07 marks

OR

(A) Write a letter placing an order for product/service-----07 marks

(B) Write a letter regarding execution of an order-----07 marks

OR

(B) Write a letter regarding execution of an order-----07 marks

Semester IV-Business Communication

Name of the Course: Business Communication-II (BC2)

Unit: 1 Types of Communication

Unit: 2 Technology in Communication

Unit: 3 Letters of Complaint and their Adjustments

Unit: 4 Collection Letters

Unit 1 Types of Communication

1.1 Upward Communication

1.2. Downward Communication

1.3.Horizontal Communication

1.4 Diagonal Communication

Unit 2 Communication through Technology

2.1 Fax and its functions and utilities

2.2 E-mail and its functions

2.3 Video conference and its functions and utilities

2.4 Cellular phone and its functions and utilities

Unit 3 Letters of Complaints and their Adjustments

Unit 4 Collection Letters

Structure of Questions and Distribution of Marks:

Que-1:MCQs from Unit No.1,2 & 3 -----20 marks

Que-2: Attempt any three questions out of five in about 200 words.

(From units 1, 2, and 3) -----12 marks

Que-3: Write two short notes in about 250 words out of four

(From Topic 1, 2, and 3)-10 marks

Que-4: (A) Draft a Complaint letter regarding the supplied goods/service-07 marks

OR

(A) Draft a Complaint letter regarding the supplied goods/service---07 marks

(B) Draft a letter of Adjustment in response to a complaint -----07 marks

OR

(B) Draft a letter of Adjustment in response to a complaint -----07 marks

Que-5: (A) Draft a letter of Collection in polite words -----07 marks

OR

(A) Draft a letter to remind to settle an outstanding bill -----07 mark

(B) Draft a letter of collection suggesting to facilitate the payment of
outstanding amount in installments -----07 marks

OR

(B) Draft a letter of Collection requesting to settle the outstanding
immediately to avoid legal action -----07 marks

Recommended Reading:

Communication Skills by Meenakshi Raman and Sangeeta Sharma, Oxford Uni. Press, 2009

Technical Communication: Principles and Practice by Meenakshi Raman and Sangeeta Sharma, Oxford Uni. Press, 2009

Business Communication: Basic Concepts and Skills; by J. P. Parikh et. al.; Orient BlackSwan.

Business Communication; by Rajesh Vishwanathan; Himalaya Publishers

Semester-V (Arts)

Name of the course: Foundation Course in English 5 (FCE 5)

Total credits = 03

Total teaching time = 45 hours

Total marks per semester= 100 (Semester end exam. 70 & Internal marks 30)

Internal Marks Break-up: Total : 30 marks

- Assignment/Internal Test (press release) : 10 marks
- Assignment/MCQ Test (based on prescribed text) : 10 marks
- Seminar (Presentation) : 10 marks

Name of the Text Book: *Golden Petals- An Anthology of Prose and Verse for Advanced Learners* By Board of Editors; Orient Blackswan

Communication Skills: Teaching time: 10 hrs

Topic: Presentation – Review or Discussion of any article pertaining to eco-socio-political-academic or environment published in a newspaper/magazine/journal

Or

Power point presentation offering comprehensive study of any topic pertaining to eco-socio-political-academic or environment

Reading and Writing Skills:

Text: *Golden Petals- An Anthology of Prose and Verse for Advanced Learners* By Board of Editors; Orient Blackswan (chapters 1 to 5)

Teaching time: 15 hrs

Proficiency in Language

Teaching time: 20 hrs

- Translation from English into Mother Tongue
- Translation from Mother Tongue into English
- Questionnaire (pertaining to academic and social issues)

Structure of Questions and Distribution of Marks:

- Que-1: MCQ Twenty sentences of one mark each-----20 marks
(From Based on the prescribed text)
- Que-2: Descriptive questions – answers 2/4 -----14 marks
(Based on the prescribed text)
- Que-3: Brief questions – answers 2/4 -----10 marks
(Based on the prescribed text)
- Que-4: Questionnaire 1/2 -----10 marks
- Que-5: (A) Translation from English into Mother Tongue -----08 marks
(B) Translation from Mother Tongue into English-----08 marks

Recommended reading:

- *Murphy's English Grammar* (with CD- Rom). Cambridge University Press.
- Thomson and Martinet. *A Practical English Grammar* (4th edition). Oxford University Press.
- Redman, Stuart. 1997. *English Vocabulary in Use: Pre-intermediate and Intermediate*. Cambridge University Press.
- Jones Daniel. *English Pronouncing Dictionary* (with CD – Rom). Cambridge University Press.
- Ur, Penny. *Grammar Practice Activities Paperback with CD-ROM: A Practical Guide for Teachers* (Cambridge Handbooks for Language Teachers).

Semester-VI (Arts)

Name of the course: Foundation Course in English 6 (FCE 6)

Total credits = 03

Total teaching time = 45 hours

Total marks per semester= 100 (Semester end exam. 70 & Internal marks 30)

Internal Marks Break-up: Total : 30 marks

- Assignment/Internal Test (reshaping of the story) : 10 marks
- Assignment/MCQ Test (based on prescribed text) : 10 marks
- Seminar (group discussion) : 10 marks

Name of the Text Book: *Golden Petals- An Anthology of Prose and Verse for Advanced Learners* By Board of Editors; Orient Blackswan

Communication Skills: Teaching time: 15 hrs

- Topic: Group Discussion

Reading and Writing Skills:

- Text: *Golden Petals- An Anthology of Prose and Verse for Advanced Learners* By Board of Editors; Orient Blackswan Pvt. Ltd. chapters 6 to 10

Teaching time: 15 hrs

Proficiency in Language

Teaching time: 15 hrs

- Comprehension (of moderate difficulty level)
- Creative Writing - Reshaping the Story

Structure of Questions and Distribution of Marks:

Que-1: MCQ Twenty sentences of one mark each-----20 marks

(From Based on the prescribed text)

Que-2: Descriptive questions – answers 2/4 -----14 marks

(Based on the prescribed text)

Que-3: Brief questions – answers 3/5 -----10 marks

(Based on the prescribed text)

Que-4: Reshaping the story -----10 marks

Que-5: (A) Comprehension-----08 marks

(B) Comprehension-----08 marks

Recommended reading:

- *Murphy's English Grammar* (with CD- Rom). Cambridge University Press.
- Thomson and Martinet. *A Practical English Grammar* (4th edition). Oxford University Press.
- Redman, Stuart. 1997. *English Vocabulary in Use : Pre-intermediate and Intermediate*. Cambridge University Press.
- Jones Daniel. *English Pronouncing Dictionary* (with CD – Rom). Cambridge University Press.
- Ur, Penny. *Grammar Practice Activities Paperback with CD-ROM: A Practical Guide for Teachers* (Cambridge Handbooks for Language Teachers).

Semester-V (Commerce)

Name of the course: Foundation Course in English 5 (FCE 5)

Total credits = 03

Total teaching time = 45 hours

Total marks per semester= 100 (Semester end exam. 70 & Internal marks 30)

Internal Marks Break-up: Total : 30 marks

- Assignment/Internal Test (press release) : 10 marks
- Assignment/MCQ Test (prescribed text) : 10 marks
- Seminar (Presentation) : 10 marks

Name of the Text Book: Fusion - An Anthology for Advanced Learners by Board of Editors; Orient Blackswan

Communication Skills: Teaching time: 10 hrs

Topics: Presentation – Review or Discussion of any article pertaining to eco-socio-political-academic or environment published in a newspaper/magazine/journal

Or

Power point presentation offering comprehensive study of any topic pertaining to eco-socio-political-academic or environment

Reading and Writing Skills:

- Text: Fusion - An Anthology for Advanced Learners (chapters 1 to 5)

Teaching time: 15 hrs

Proficiency in Language

Teaching time: 20 hrs

- Translation from English into Mother Tongue
- Translation from Mother Tongue into English
- Questionnaire (related to the topics of commercial or academic interests)

Structure of Questions and Distribution of Marks:

Que-1: MCQ Twenty sentences of one mark each-----20 marks

(Based on the prescribed text)

Que-2: Descriptive questions – answers 2/4 -----14 marks

(Based on the prescribed text)

Que-3: Brief questions – answers 2/4 -----10 marks

(Based on the prescribed text)

Que-4: Questionnaire 1/2 -----10 marks

Que-5: (A) Translation - from English into Mother Tongue-----08 marks

(B) Translation from Mother Tongue into English -----08 marks

Recommended reading:

- *Murphy's English Grammar* (with CD- Rom). Cambridge University Press.
- Thomson and Martinet. *A Practical English Grammar* (4th edition). Oxford University Press.
- Redman, Stuart. 1997. *English Vocabulary in Use : Pre-intermediate and Intermediate*. Cambridge University Press.
- Jones Daniel. *English Pronouncing Dictionary* (with CD – Rom). Cambridge University Press.
- Ur, Penny. *Grammar Practice Activities Paperback with CD-ROM: A Practical Guide for Teachers* (Cambridge Handbooks for Language Teachers).

Semester-VI (Commerce)

Name of the course: Foundation Course in English 6 (FCE 6)

Total credits = 03

Total teaching time = 45 hours

Total marks per semester= 100 (Semester end exam. 70 & Internal marks 30)

Name of the Text Book: Fusion - An Anthology for Advanced Learners by Board of Editors; Orient Blackswan

Internal Marks Break-up: Total : 30 marks

- Assignment/Internal Test (press release) : 10 marks
- Assignment/MCQ Test(based on prescribed text) : 10 marks
- Seminar (group discussion) : 10 marks

Communication Skills: Teaching time: 15 hrs

- Topic: Group Discussion

Reading and Writing Skills:

- Text: Fusion - An Anthology for Advanced Learners chapters 6 to 10

Teaching time: 15 hrs

Proficiency in Language

Teaching time: 15 hrs

- Press release (pertaining to academic or commercial topics)
- Creative Writing - Reshaping the Story

Structure of Questions and Distribution of Marks:

Que-1: MCQ Twenty sentences of one mark each-----20 marks

(Based on the prescribed text)

Que-2: Descriptive questions – answers 2/4 -----14 marks

(Based on the prescribed text)

Que-3: Brief questions – answers 3/5 -----10 marks

(Based on the prescribed text)

Que-4: Reshaping the story -----10 marks

Que-5: (A) Press Releases----- 08 marks

(B) Comprehension of the share market report----- 08 marks

Recommended Reading

- *Murphy's English Grammar* (with CD- Rom). Cambridge University Press.
- Thomson and Martinet. *A Practical English Grammar* (4th edition). Oxford University Press.
- Redman, Stuart. 1997. *English Vocabulary in Use : Pre-intermediate and Intermediate*. Cambridge University Press.
- Jones Daniel. *English Pronouncing Dictionary* (with CD – Rom). Cambridge University Press.
- Ur, Penny. *Grammar Practice Activities Paperback with CD-ROM: A Practical Guide for Teachers* (Cambridge Handbooks for Language Teachers).

Revised Syllabus