

# **GURU NANAK COLLEGE (AUTONOMOUS)**

(Affiliated to University of Madras and Re-Accredited at 'A' Grade by NAAC)

Velachery Main Road, Velachery, Chennai – 600042.



(SEMESTER PATTERN WITH CHOICE BASED CREDIT SYSTEM)

## **Syllabus**

(For the candidates admitted in the Academic year 2017-18 and thereafter)

## **VISION**

The Vision of the Department is to hone the communication skills of our students by instilling the nuances of the English language and to enhance their employability skills to be industry-ready.

## **MISSION**

The Mission is to provide sufficient opportunities for the students from rural backgrounds and marginalized groups. Impart quality training in English like Extempore, Compering, News Reading, Delivering Welcome Address, Proposing Vote of Thanks and so on. Train the students with all the four broad skills of the language (LSRW).

**Part - II Foundation Course - ENGLISH**

**Batch – (2017-2020)**

**PAPER TITLE: A Preliminary Level for Undergraduate Learners**

<b>SUBJECT CODE:</b> <b>16UENGF21/16UHENF21</b>	<b>THEORY</b>	<b>MARKS: 100</b>
<b>SEMESTER: I</b>	<b>CREDITS: 3</b>	<b>TOTAL HOURS: 60</b>

**COURSE OBJECTIVES:**

- To understand the use of English Language effectively.
- To develop and to integrate Listening, Writing, Reading and Speaking skills
- To enable a smooth transition to tertiary level of learning.
- To enable students to respond to various language contexts.
- To understand the grammatical techniques of English language.

**UNIT- I - PROSE**

**15Hours**

- Believe in Yourself by APJ Abdul Kalam
- The Young Elephant by Dhan Gopal Mukerji
- You Can't Win an Argument by Dale Carnegie
- Language Skills
- Grammar (Noun, Pronoun, Adjectives)
- Corrections of errors
- Functional English - Developing the Hints

**UNIT- II - POETRY**

**15 Hours**

- The Road Not Taken by Robert Frost
- Ecology by A.K.Ramanujan
- Nine Gold Medals by David Roth
- Language Skills
- Grammar (Adverbs, Prepositions, Conjunctions and Interjections), Corrections of errors
- Functional English (Comprehension)

**UNIT – III - SHORT STORY**

**15 Hours**

- ▶ The Watchman by R.K.Narayan
- ▶ How much Land does a Man Need by Leo Tolstoy
- ▶ The Voice in the Box by Paul Villiard
- Language Skills
- Grammar (Articles, The Subject and The Predicate and Types of Sentences), Corrections of errors
- Functional English (Paragraph Writing)

**UNIT –IV - NOVELLA**

**15 Hours**

- ▶ Nombu by Fakir Muhammed Katpadi
- Language Skills, Grammar (Sentence Pattern), Corrections of errors, Functional English (Essay Writing)

**Prescribed Text:****A Preliminary Level English for Undergraduate Learners - Petrichor I****Reference books: -**

1. Essential English Grammar - Raymond Murphy
2. A Communicative Grammar of English - Geoffery Leech
3. Current English for College (1<sup>st</sup> Edition) - N.Krishnaswamy
4. Contemporary English Grammar Structures and Composition - David Green

**Question Paper Pattern:**

Section	Question Component	Numbers	Marks	Total
Section A	Short Answers -Answer any 5 out of 10 Questions	01-10	3	15
Section B	Paragraph Answers Answer any 4 out of 6 questions	11- 16	5	20
Section C	<b>Essay Answers - Internal choice</b> Answer the questions selecting one from each. Q Nos. 17 & 18 Q No.19 Answer as directed Q No.20 Answer as directed Q No.21 Corrections of Errors Q No.22 Comprehension, Q No.23 General Essay	17 & 18 19 20 21 22 23	2X15=30 5X1=5 5X1=5 5X1=5 1X10=10 1X10=10	65

**Distribution of Questions:**

SECTIONS	UNITS	No. of Questions	
		THEORY	PROBLEMS
Section A	Unit – 1	3	
	Unit – 2	3	
	Unit – 3	3	
	Unit – 4	1	
Section B	Unit – 1	2	
	Unit – 2	2	
	Unit – 3	1	
	Unit – 4	1	
Section C	Unit – 1	1	
	Unit – 2	1	
	Unit – 3	1	
	Unit – 4	1	
	Grammar	5	
	Language Skills	5	
	Correction of Errors	5	
Functional English	2		

## Soft Skills I

Batch – (2017- 2020)

### PAPER TITLE: Listening and Speaking Skills

<b>SUBJECT CODE: 16UGSL401</b>	<b>THEORY</b>	<b>MARKS: 50</b>
<b>SEMESTER: I</b>	<b>CREDITS: 3</b>	<b>TOTAL HOURS: 30</b>

#### COURSE OBJECTIVES:

- To prepare the students to master the English language, the spellings of the words and use them without making mistakes in their communication.
- Phonetic transcription enables the students to aptly pronounce the words
- **To improve the listening skills of the students**
- **To help the learners to acquire speaking skills in English**
- **To familiarize students with sounds not found in their mother tongue**

#### SYLLABUS

UNIT I	Phonetic Symbols (6 hrs)
UNIT II:	Stress and intonation (6 hrs)
UNIT III:	Dictation and Use of Dictionary and Disambiguate sentences (6 hrs)
UNIT IV:	Listening Comprehension and Developing Dialogue (6 hrs)
UNIT V:	Body Language and Extempore (6 hrs)

#### Books for Reference:

1. Balasubramanian. T - A Textbook of English Phonetics for Indian Students – A workbook.
2. SasiKumar. V and P.V. Dharmija. 1993. Spoken English: A Self-Learning Guide Conversation Practice. 34<sup>th</sup>reprint. Tata McGraw - Hill. New Delhi.
3. Hewings, Martin. 1999. Advanced English Grammar: A Self- study Reference and Practice Book for South Asian Students. Reprint 2003. Cambridge University Press. New Delhi.
4. Lewis Norman.1991. Word Power Made Easy.
5. Mohan, Krishna &Meenakshi Raman. 2000. Effective English Communication. Tata Mc Graw Hill Publishing Company Ltd.
6. [www.dictionary.cambridge.org](http://www.dictionary.cambridge.org).

#### Question Paper Pattern:

Section	Question Component	Numbers	Marks	Total
<b>Section A</b>	Short answers Answer any 10 out of 15 questions	1-15	2	<b>20</b>
<b>Section B</b>	Essay answers Answer any 5 out of 7	16-25	6	<b>30</b>

**Distribution of Questions:**

<b>Sections</b>	<b>Units</b>	<b>No. of Questions</b>	
		<b>Theory</b>	<b>Problems</b>
<b>Section A</b>	Unit – 1	3	
	Unit – 2	3	
	Unit – 3	3	
	Unit – 4	3	
	Unit – 5	3	
<b>Section B</b>	Unit – 1	2	
	Unit – 2	2	
	Unit – 3	1	
	Unit – 4	1	
	Unit – 5	1	

**Part –II Foundation Course–ENGLISH**

**Batch – (2017-2020)**

**PAPER TITLE: Transitional Level for Undergraduate Learners**

<b>SUBJECT CODE:</b> <b>16UENGF22/16UHENF22</b>	<b>THEORY</b>	<b>MARKS: 100</b>
<b>SEMESTER: II</b>	<b>CREDITS: 3</b>	<b>TOTAL HOURS: 60</b>

**COURSE OBJECTIVES:**

- To help develop and improve the vocabulary of the learners.
- To help the learners develop the skill of inference.
- To help the learners to acquire writing skills in English.
- To improve the listening skills of the students.
- To improve the students' verbal reasoning

**UNIT-I - PROSE**

**15 Hours**

- What I Cherish Most by Right Honourable V.S. Srinivasa sastrri
- The Great Indian Psychotherapy by Chetan Bhagat.
- Mahabalipuram -A Travelogue
- Language Skills - Same words in different parts of Speech and Correction of Errors
- Grammar - Finite and Non-finite verbs, Tense & Aspects
- Functional English - Informal Letters

**UNIT – II - POETRY**

**15 Hours**

- I Dream a World by Langston Hughes
- A Psalm of Life by Henry Wadsworth Longfellow
- Shaper Shaped by Harindranath Chatopadyaya
- Language Skills - Homonyms, Homophones and Correction of Errors
- Grammar - Voice
- Functional English - e-mails

**UNIT – III - SHORT STORIES**

**15 Hours**

- The Umbrella Man by Roald Dahl
- The Night Train at Deoli
- What is my Name? By P Sathyavathi
- Language Skills - One word Substitute and Corrections of Errors
- Grammar - Direct & Indirect Speech
- Functional English - Dialogue Writing

## UNIT –IV - ONE-ACT PLAYS

15 Hours

- The Never-Never Nest by Cedric Mount
- A Sunny Morning by Serafin and Joaquin Alvarez Quintero
- Gray Matter by Jeanette D. Farr
- Language Skills - Collective Nouns and Correction of Errors
- Grammar - Degrees of Comparison
- Functional English - Note Making

### Prescribed Text:

#### 1. Transitional Level English for Undergraduate Learners

#### Reference books: -

1. Essential English Grammar - Raymond Murphy
2. A Communication Grammar of English - Geoffery Leech
3. Contemporary English Grammar Structures and Composition - David Green
4. Current English for College (1<sup>st</sup> Edition) - N. Krishnaswamy

#### Question Paper Pattern:

Section	Question Component	Numbers	Marks	Total
Section A	Short Answers - Answer any 5 out of 10 Questions	01-10	3	15
Section B	Paragraph Answers Answer any 4 out of 6 questions	12- 16	5	20
Section C	Essay Answers - Internal choice Answer the questions selecting one from each. Q Nos. 17 &18 Q No.19 Answer as directed Q No.20 Answer as directed Q No.21 Corrections of Errors Q No.22 Dialogue Writing, Q No.23 Note Making	17 & 18 19 20 21 22 23	2X15=30 5X1=5 5X1=5 5X1=5 1X10=10 1X10=10	65



**Distribution of Questions:**

Sections	Units	No. of Questions	
		Theory	Problems
<b>Section A</b>	Unit – 1	3	
	Unit – 2	3	
	Unit – 3	2	
	Unit – 4	2	
	Unit – 5	2	
<b>Section B</b>	Unit – 1	1	
	Unit – 2	1	
	Unit – 3	2	
	Unit – 4	2	
	Unit – 5	2	
<b>Section C</b>	Unit – 1	1	
	Unit – 2	1	
	Unit – 3	1	
	Unit – 4	1	
	Grammar	5	
	Language Skills	5	
	Correction of Errors	5	
	Functional English	2	

## SOFT SKILLS II

Batch – (2017-2020)

### PAPER TITLE: Reading and Writing Skills

<b>SUBJECT CODE: 16UGSL402</b>	<b>THEORY</b>	<b>MARKS: 50</b>
<b>SEMESTER: II</b>	<b>CREDITS: 3</b>	<b>TOTAL HOURS: 30</b>

### COURSE OBJECTIVES

- To enable the students to design and utilize the English Language and also enable them to attain good command over the language.
- To serve as good ornament to the English communication
- To improvise their critical thinking and analytical skills.
- widens their thought process and helps them in describing their ideas

UNIT I: Vocabulary skills (8 hrs)

UNIT II: Idioms and Phrases (6 hrs)

UNIT III: Reading comprehension (8 hrs)

UNIT IV: Paragraph writing (8 hrs)

### Books for Reference:

1. Balasubramanian. T - A Textbook of English Phonetics for Indian Students – A workbook
2. Mohan, Krishna & Meera Banerji. 2001. Developing Communication Skills. Macmillan.
3. Syamala. 2002. Effective English Communication for You. Emerald Publishers, Chennai.
4. Harishankar, Bharathi. Ed. Essentials of Language and Communication. University of Madras.
5. Swan, Michael and Catherine Walter. 1990. The Cambridge English Course-2. Cambridge University Press.
6. <http://hubbs.spps.org/Reading-writing.html/>

### Question Paper Pattern:

Section	Question Component	Numbers	Marks	Total
<b>Section A</b>	Short answers Answer any 10 out of 15 questions	1-15	2	<b>20</b>
<b>Section B</b>	Essay answers Answer any 5 out of 7	16-25	5	<b>30</b>

**Distribution of Questions:**

<b>Sections</b>	<b>Units</b>	<b>No. of Questions</b>	
		<b>Theory</b>	<b>Problems</b>
<b>Section A</b>	Unit – 1	4	
	Unit – 2	4	
	Unit – 3	4	
	Unit – 4	3	
<b>Section B</b>	Unit – 1	2	
	Unit – 2	3	
	Unit – 3	1	
	Unit – 4	1	

**Part –I Foundation Course– ENGLISH**

**Batch – (2017-2020)**

**PAPER TITLE: Intermediary Level for Undergraduate Learners**

<b>SUBJECT CODE: 16UENGF23</b>	<b>THEORY</b>	<b>MARKS: 100</b>
<b>SEMESTER: III</b>	<b>CREDITS: 3</b>	<b>TOTAL HOURS: 60</b>

**Objectives**

- To take the students to the next level of learning English.
- To enhance the students' creative, interpretative and critical thinking.
- To develop the ability to write complex sentences.
- To enable the students to communicate confidently and effectively.
- To develop interpersonal skills

**UNIT – I PROSE (12hrs)**

- To Know When to Say “It’s None of Your Business” by Mark McCormack
- Malala Yousafzai’s Speech to the United Nations Assembly 2013

**UNIT – II POETRY (12hrs)**

- The Toys – Coventry Patmore
- The Summer Garden-Anna Akhmatova

**UNIT – III SHORT STORY (12hrs)**

- Conjuror's revenge – Stephen Leacock Meera Bai- 2 Padas
- The Best Investment I Ever Made – A.J.Cronin

**UNIT – IV DRAMA (2hrs)**

- A Meeting in a Forest – G.B.Shaw
- The Count’s Revenge – J.H. Walsh

**UNIT – V (12hrs)**

**GRAMMAR**

- Kinds of Questions
- Beginning sentences with ‘It’
- Identifying different types of clauses
- Simple-Compound-Complex Sentences

**LANGUAGE SKILLS**

- Rearranging jumbled sentences
- Phrasal Verbs
- Confusing words in English
- Punctuation

## FUNCTIONAL ENGLISH

- Diary Writing
- Formal Letters
- Resume Writing, CV
- Report Writing

**Prescribed Text: -**

### **Intermediary Level English for Undergraduate Learners**

#### **Reference books:**

1. Essential English Grammar- Raymond Murphy
2. A Communicative grammar of English - Geoffery Leech
3. Contemporary English Grammar Structures and Composition - David Green
4. Current English for College (1st Edition) - N.Krishnaswamy

#### **Question Paper Pattern:**

Section	Question Component	Numbers	Marks	Total
Section A	Short answers - Answer any 10 out of 12 Questions	01-12	2	20
Section B	Paragraph answers (5 and 2 compulsory grammar questions) Answer any 5 out of 8 + 2	13-22	5	35
Section C	Essay type (Internal Choice) Answer 3 questions choosing one from each.	23 - 25	15	45

#### **Distribution of Questions:**

Sections	Units	No. of Questions	
		Theory	Problems
Section A	Unit – 1	3	
	Unit – 2	3	
	Unit – 3	3	
	Unit – 4	3	
	Unit – 5	-	
Section B	Unit – 1	2	
	Unit – 2	2	
	Unit – 3	2	
	Unit – 4	2	
	Unit – 5	2	
Section C	Unit – 1	1	
	Unit – 2	1	
	Unit – 3	1	
	Unit – 4	1	
	Unit – 5	-	

## SOFT SKILLS II

Batch – (2017-2020)

PAPER TITLE: Personality Enrichment

<b>SUBJECT CODE: 16UGSL403</b>	<b>THEORY</b>	<b>MARKS: 50</b>
<b>SEMESTER: III</b>	<b>CREDITS: 3</b>	<b>TOTAL HOURS: 30</b>

### COURSE OBJECTIVES

- To enable the students' to awareness about themselves and also about how they are viewed by others.
- To serve as good ornament to the English communication
- To enable students to improve their critical thinking and analytical skills.
- To enable students to widen their thought process and helps them in describing their ideas
- To enable students to develop their writing Skills

UNIT I: Self Disclosure (6 hrs)

UNIT II: Anger, Stress and Managing Feelings (6 hrs)

UNIT III: Interpersonal Effectiveness (6 hrs)

UNIT IV: Study Skills (6 hrs)

UNIT V: Goal setting and Managing Time (6 hrs)

### Books for Reference:

1. Johnson, D.W. *Reaching out – Interpersonal Effectiveness and Self Actualization*. 6th ed. Boston: Allyn and Bacon. 1997.
2. Sherfield, R. M. Montgomery, R.J. and Moody, P, G. *Developing Soft Skills*. 4th ed. New Delhi: Pearson. 2010.
3. Robbins, S. P. and Hunsaker, Phillip, L. *Training in Interpersonal skills. Tips for managing people at work*. 5th ed. New Delhi: PHI Learning. 2009.

### Question Paper Pattern:

Section	Question Component	Numbers	Marks	Total
<b>Section A</b>	Short answers Answer any 10 out of 15 questions	1-15	2	<b>20</b>
<b>Section B</b>	Essay answers Answer any 5 out of 7	16-25	5	<b>30</b>

**Distribution of Questions:**

<b>Sections</b>	<b>Units</b>	<b>No. of Questions</b>	
		<b>Theory</b>	<b>Problems</b>
<b>Section A</b>	Unit – 1	4	
	Unit – 2	4	
	Unit – 3	4	
	Unit – 4	3	
<b>Section B</b>	Unit – 1	2	
	Unit – 2	3	
	Unit – 3	1	
	Unit – 4	1	

## Part –II Foundation Course – ENGLISH

Batch – (2017-2020)

PAPER TITLE: Advanced Level English for Undergraduate Learners

<b>SUBJECT CODE: 16UENGF24</b>	<b>THEORY</b>	<b>MARKS: 100</b>
<b>SEMESTER: IV</b>	<b>CREDITS: 3</b>	<b>TOTAL HOURS: 60</b>

### Objectives

- To enable the use of English with increased proficiency.
- To acquire the communicative skills necessary for professional development
- To enable the students to write coherent paragraphs and essays.
- To reinforce critical thinking and independent learning
- To improve LSRW skills

### UNIT-I PROSE (12hrs)

- Key to Courage – I.A.R. Wylie
- Acceptance Speech at Economic Times Lifetime Achievement Award – Dhirubhai
- Acceptance Speech of Ramon Magsaysay Award – Kiran Bedi

### UNIT – II POETRY (12hrs)

- If – Rudyard Kipling
- The Spider and the Fly – Mary Howlitt
- A Precious Daughter – Tsoltim N.Shakabpa

### UNIT – III SHORT STORY (12hrs)

- A Day’s Wait – Ernest Hemingway
- The Squirrel - Ambai
- The Mouse – H.H.Munro (Saki)

### UNIT – IV CREATIVE WRITING (1S2hrs)

- Story Writing
- Report Writing
- Feature Writing

### UNIT – V

#### GRAMMAR (12hrs)

- Transformation of Sentences, Synthesis of Sentences, Completing Sentences

### LANGUAGE SKILLS

- Correction of Errors, Idioms and Phrases, Foreign Expressions, British-American Words,

### FUNCTIONAL ENGLISH

- Expansion of Proverbs, Drafting Circulars and Invitations, Preparing Welcome Address and Vote of Thanks.

### Prescribed Text :-

**Advanced Level English for Undergraduate Learners**



**Reference books :-**

1. Essential English Grammar- Raymond Murphy
2. A Communicative Grammar of English - Geoffery Leech
3. Contemporary English Grammar Structures and Composition - David Green
4. Current English for College (1st Edition) - N.Krishnaswamy

**Question Paper Pattern:**

Section	Question Component	Numbers	Marks	Total
<b>Section A</b>	<b>Short answers</b> - Answer any 10 out of 12 Questions	01-12	2	<b>20</b>
<b>Section B</b>	<b>Paragraph answers (5 and 2 compulsory grammar questions)</b> Answer any 5 out of 8 + 2	13-22	5	<b>35</b>
<b>Section C</b>	<b>Essay type (Internal Choice)</b> Answer 3 questions choosing one from each.	23 - 25	15	<b>45</b>

**Distribution of Questions:**

Sections	Units	No. of Questions	
		Theory	Problems
<b>Section A</b>	Unit – 1	3	
	Unit – 2	3	
	Unit – 3	3	
	Unit – 4	3	
	Unit – 5	-	
<b>Section B</b>	Unit – 1	2	
	Unit – 2	2	
	Unit – 3	2	
	Unit – 4	2	
	Unit – 5	2	
<b>Section C</b>	Unit – 1	1	
	Unit – 2	1	
	Unit – 3	1	
	Unit – 4	1	
	Unit – 5	-	