SYBSC & SYBSC (Computer Science)

ENGLISH

(Ability Enhancement Course-AEC)

(Choice Based Credit System-35:15-Pattern)
(w. e. f- 2020- 2021)

(03 Credit Course-2+1)

Text: *Horizons: English in Multivalent Contexts (*Board of Editors- Orient BlackSwan)

Preamble:

This is an ABILITY ENHANCEMENT COURSE. Considering the needs of students and the requirements of professional sectors, the syllabus of this paper is designed to enhance linguistic and professional skills of the students. In the age of technology, it's high time for the students to acquire and exercise the skill and sub-skills of using English in multivalent contexts.

The paper aims at a balanced up-gradation of the students, focussing on their ability enhancement. Hence, to avoid a lopsided professional development, the humane values are also taken care of by accommodating literature section in the syllabus. The other units cater to the needs of enhancing speaking ability, writing ability, the ability to face an interview, the ability of using soft skills effectively while planning one's work and working on the plans. By and large, the present syllabus is an attempt to galvanise the existing competencies of the students and enhancing their abilities for a better performance and better results.

Each semester shall have 2+1=3 credits for teaching (One credit is for practical/discussion purpose). However, each credit is equal to 15 hours, so this course shall have 45 teaching hours. In addition to that there shall be 03 hours allotted to internal evaluation. **(3x15=45+3=48).**

Objectives:

1. To introduce the use of English in multimedia
2. To acquaint the students with the language skills in multivalent contexts
3. To acquaint and enlighten students regarding the speaking skill in various contexts
4. To acquaint and familiarize the students with advanced writing skills in different contexts
5. To acquaint and familiarize the students with soft skills
6. To minimize the gap between the existing communicative skills of the students and the skills they require at professional level
7. To develop competence among the students to appreciate and analyze short stories and poetry

Semester-III

Text: *Horizons: English in Multivalent Contexts* (Board of Editors- Orient BlackSwan)

Content-

UNIT-I- LITERATURE   10 Clock Hours

1. **Short Story:**
   i) 'A Shadow': R. K. Narayan
2. **Poetry:**
   i) La Belle Dame sans Merci: John Keats
   ii) Where the Mind is without Fear: Rabindranath Tagore
3. **Practical/Discussion**   05 Clock Hours

UNIT-II-CONVERSATIONAL SKILL   10 Clock Hours

(Sample Dialogues, Useful Expressions and Exercises)

1. Introducing Yourself and Others
2. Asking, Giving and Refusing Permission
3. Describing Daily Routine
4. Complaining and Apologizing
5. **Practical/Discussion**   05 Clock Hours

UNIT-III-INTERVIEW TECHNIQUES   10 Clock Hours

1. Job Application Letter
2. Resume Writing
3. GDPI
4. Presentations
5. **Practical/Discussion**   05 Clock Hours

Semester-IV

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UNIT-I-LITERATURE   10 Clock Hours

1. **Short Story:**
   i) My Lost Dollar: Stephen Leacock

2. **Poetry:**
   i) The Bird Sanctuary: Sarojini Naidu

   ii) Stopping by Woods on a Snowy Evening: Robert Frost

3. **Practical/Discussion:**   05 Clock Hours

UNIT-II-WRITING SKILLS   10 Clock Hours

(Sample Passages, Useful Techniques and Exercises)

1. Notices
2. Agenda
3. Minutes
4. Content Writing
5. **Practical/Discussion**   **05 Clock Hours**

UNIT-III-SOFT SKILLS AND PERSONALITY DEVELOPMENT   10 Clock Hours

(Sample Situations, Useful Techniques and Exercises)

1. An Introduction to Soft Skills

2. SWOC Analysis

3. Goal Setting

4. Project Management

5. **Practical/Discussion**   **05 Clock Hours**

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BIBLIOGRAPHY:

1. Adair, John. Effective Communication, London: Pan Macmillan Ltd. 2003.

2. Amos, Julie-Ann. Handling Tough Job Interviews. Mumbai: Jaico Publishing, 2004.

3. Baron, N.S., (2008).Always On: Language in an Online and Mobile World. Oxford University

   Press. Oxford.

4. Borg, James.(2010). Body Language: 7 Easy Lessons to Master the Silent Language. FT Press.

5. Collins, Patrick. Speak with Power and Confidence. New York: Sterling, 2009.

6. Kroehnert, Gary. Basic Presentation Skills. Sidney: McGraw Hill, 2010.

7. Linda B., Iris V. (2001). Intercultural Communication in the Global Workplace. 2nd Edition.
Tata McGraw

8. Mitra, B. (2011). Personality Development & Soft Skills.1st edition. Oxfor.

9. Moore, Ninja-Jo, et al. Nonverbal Communication: Studies and Applications. New York:
Oxford University Press, 2010.

10. Nelson, Paul E. & Judy C. Pearson, Confidence in Public Speaking.

11. Prasad, H. M. How to Prepare for Group Discussion and Interview. New Delhi: Tata
McGraw-Hill Publishing Company Limited, 2001.

12. Pease, Allan. Body Language. Delhi: Sudha Publications, 1998.

13. Raman, Meenakshi & Sangeeta Sharma. Technical Communication: Principles and Practice. Second Edition. New Delhi: Oxford University Press, 2011.

14. Rutherford, Andrea J. Basic Communication Skills for Technology: Second Edition. Delhi: Pearson Education, 2007.

15. Sharma, R. C. & Krishna Mohan. Business Correspondence and Report Writing: Third Edition. New Delhi: Tata McGraw-Hill Publishing company Limited, 2007.

WEB LINKS:

http://networketiquette.net/

https://public.wsu.edu/~brians/errors/

http://users3.ev1.net/~pamthompson/body_language.htm

http://www.albion.com/netiquette/corerules.html

http://www.bbc.co.uk/worldservice/learningenglish/radio/specials/15

35_questionanswer/page15.shtml

http://www.colostate.edu/Depts/Speech/rccs/theory44.html

http://www.dailywritingtips.com/

EVALUATION PATTERN

Considering the choice-based credit system (CBCS) and the semester pattern, both Semesters-III & IV will have a uniform evaluation pattern of **50 marks** each. There will be an **'Internal Examination'** for **15 marks** and **Semester-end Examination** for **35 marks**.

The Internal Examination for **15 marks** will be conducted in two parts.

1) Practical Examination for 05 marks:

(The choices like Group Discussion, Mock Interviews, Seminar, Project Presentation, Role Play, Home Assignment, Library Work, Lecture Notes etc. can be considered.)

2) A Mid-semester Written Test for 10 marks:

The Mid-semester Written Test will be based on the book prescribed for the syllabus. The test aims at assessing students' writing competence in general. Hence, descriptive and essay type questions can be considered while setting the question paper.

Semester-end Examination:

The Semester-end Examination will have a uniform question paper pattern for both semesters. The pattern of the question paper is given below.

(Sem-III)

Marks: 35   **Time: 2 Clock Hours**

Instructions:

1. All questions are compulsory.

2. Figures to the right indicate full marks.

Q.1) Long-answer question on Unit-1

      (Any 1 out of 2)   (15)

Q.2) Short notes on Unit-2

      (Any 2 out of 3)   (10)

Q.3) Short notes on Unit-3

      (Any 2 out of 3)   (10)

(Sem-IV)

Marks: 35   **Time: 2 Clock Hours**

Instructions:

1. All questions are compulsory.

2. Figures to the right indicate full marks.

Q.1) Long-answer question on Unit-1

      (Any 1 out of 2)   (15)

Q.2) Short notes on Unit-2

      (Any 2 out of 3)   (10)

Q.3) Short notes on Unit-3

      (Any 2 out of 3)   (10)

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