

**English Language Courses for Career Related 2(b) Programmes
(2019 Admission onwards)**

Semester I to II- Course Breakup

Semester No	Course No	Course Title	Instructional hours	Credits
1	EN 1111.4	Language Course 1: Language Skills	3	2
2	EN 1211.4	Language Course 2: English for Career	3	2

Semester I

Language Course 1- EN 1111.4 [Career Related 2(b) Programme]

Course Title: LANGUAGE SKILLS

Credits: 2

Hours: 3 Hours/week (54 hrs)

Learning Objectives:

1. Mastering the language for personal and professional growth.
2. Basic language skills are to be acquired through interactive classroom sessions
3. Connecting literature with language learning

Learning Outcomes:

English as an acquired language for undergraduate students is to be mastered with focus on learning the basic skills of listening, speaking, reading and writing the language proficiently. This course aims to impart these skills in an interactive manner along with classroom activities and using the text as a resource for self study as well. Discursive Practice as the learning and teaching method for this course, will encourage teachers to localise and personalise learning of English for students in undergraduate classrooms. The course will equip the students with basic language skills along with improved non-verbal skills thereby improving their employability quotient.

Course Description

Module I: Basics of Communication

UNIT I

Theories of communication - Types of communication - Effective communication - barriers to effective communication - English as a language for communication - Micro-skills and macro-skills

Module II: Listening

Unit II

Lesson I – Listening

Lesson II – Short Story

Lesson III – Poem

Lesson IV – Activities

1. Short Story: "The Night Train at Deoli" by Ruskin Bond - Comprehension questions
2. Poem: "Lines Addressed to a Warrior" by Meena Kandasamy - Comprehension questions

Module III: Speaking

Unit IV

Lesson I – Speaking

Lesson II – Speech

Lesson III – Poem

Lesson IV – Activities

Speaking Skills - enhancing speaking skills - public speaking - telephonic conversations - podcasting – anchoring

1. Speech by Steve Jobs - Comprehension Questions
2. Poem - "Still I Rise" by Maya Angelou - Comprehension Questions

Module IV: Reading

Unit VI

Lesson I – Reading

Lesson II – Autobiography

Lesson III – Essay

Lesson IV – Activities

1. *Autobiography* (Excerpt) Nelson Mandela - Comprehension Questions
2. "Toba Tek Singh" by Sadat Hasan Manto - Comprehension Questions

Module V: Writing

Unit IX

Lesson I – Writing

Lesson II – Essay

Lesson III – Blog

Lesson IV – Activities

Module VI: Soft Skills

Unit X

Lesson I – Soft Skills

Posture - gestures - eye contact - telephone etiquette - netiquette - interpersonal skills

Text Book Prescribed:**Language Skills: A Course on Communication Skills in English**

By Dr. Swapna Gopinath, Associate Professor, Department of English, S.N College, Chempazhanthy and Sangeetha Hariharan, Assistant Professor, Department of English, S.N Women's College, Kollam

Publishers: Emerald

Suggested Reading

S .P. Dhanvel. *English and Softskills*. Orient Blackswan, 2010.

Dr M. Farook. *English for Communication*, Emerald Publishers, 2015.

Dr Mathew Joseph. *Fine-tune your English*. Orient Blackswan, 2010.

E. Suresh Kumar, B Yadava Raju and C Muralikrishna. *Skills in English*. Orient Blackswan, 2013.

Bill Bryson. *The Mother Tongue: English and How it Got it that Way*. Harper Collins, 1990.

Web sources

www.englishclub.com

<http://www.bbc.co.uk/learningenglish/>

<https://www.eslfast.com/>

<https://www.myenglishpages.com/>

<http://www.examenglish.com/>

<http://learnenglishteens.britishcouncil.org/exams/listening-exams>

<https://www.cambridgeenglish.org/learning-english/>

<https://www.pearson.com/us/>

Model Question Paper**Question Paper**

Question paper setter, please note that questions are NOT to be asked from the passages and poems given in this text. They are meant to help in learning the basic language skills. Internal exams should focus on listening and speaking skills. Writing and reading skills will be tested as part of University Examinations

No questions should be asked from Additional/ Suggested Reading

Hours: 3

80 marks

Section A

Answer in a word or a sentence. All Questions carry One mark each

Questions 1 to 10 will be on suprasegmental features and will focus on words and simple sentences.

(10 x 1 = 10 marks)

Section B

Questions based on the theories of communication

Attempt Eight out of Twelve Short answers picked from first and sixth module

(8 x 2 = 16 marks)

Section C

Attempt Six out of nine questions to be answered in around 100 words

Questions based on the activities from all the modules except Module I and Module II

(6 x 4 = 24 marks)

Create a dialogue

Write a script for anchoring

Write a speech

Write a telephone conversation

Write a blog

Write a script for a podcast

Write a formal/informal letter

Edit the passage given below

Write an email

Write minutes for a meeting

Write a report

Edit the passage

Section D

Questions based on the activities from all the modules except Module I and Module II

Attempt any two out of four questions in about 300 words

(15 x 2 = 30 marks)

Write an essay on any one of the topics

Write a paragraph on two of the following

Semester II

Language Course 2 - EN 1211.4 [Career related 2(b) Programme]

Course Title: English for Career

Credits: 2

Hours: 3 hours/ week (54 hrs)

Learning Objectives

- To introduce students to the language skills required for appearing in career oriented competitive examinations
- To frame modules of study that would develop the cognitive, logical, verbal and analytical skills necessary to succeed in competitive examinations.
- To provide the pattern of questions based on common models of competitive tests
- To provide sufficient practice in Vocabulary, Grammar, Comprehension and Remedial English from the perspective of career oriented tests.
- To help students to prepare for and appear in competitive examinations.

Learning Outcomes

The student will

- Acquire the necessary language skills required in the competitive job market.
- Acquire the cognitive, logical, analytical and verbal skills necessary to succeed in competitive examinations
- Become familiar with the pattern of questions usually asked in the competitive examinations
- Get sufficient practice in Vocabulary, Grammar, Comprehension and Remedial English
- Be able to prepare for and be successful in competitive examinations.

Course Description

Module I

Vocabulary

Ten passages with two sets of exercises - Passage based exercises (10) and general exercises (10) Identifying words from passages- meanings -synonyms-antonyms- one word substitutions- phrasal verbs- common errors in usage- common phrases and idioms-

technical/professional/official usages- formal and informal registers in use – words to be used in sentences- confusing words- misspelt words. Key has been provided

Module III

Reading Comprehension

Comprehension of ten passages, with twelve questions each – Passages from different subject areas and different levels of complexity - Questions based on reading for information, understanding, learning, summarizing - Exercises to test comprehension, analytical and logical thinking, vocabulary skills and critical thinking.

Module IV

Remedial English

Set of hundred questions for correction of errors if/wherever necessary, with questions from all areas of Vocabulary, Usage and Grammar familiarized in the earlier sections. Key has been provided.

Note: The book is in the format of a workbook. Teachers can ask the students to write the answers in the spaces provided, or follow the directions given in the book.

Model Question Paper

Total Marks: 80

Time: 3 Hours

Part One

10 questions, based on errors in vocabulary and grammar (10 x 1 = 10)

Part Two

Eight sets of questions, two in each set, from a total of 12. Fill in the blanks (8 x 2=16)

Part Three

Six sets of questions, four in each set, from a total of nine. (6 x 4=24)

Part Four

Two sets of questions, with fifteen (three sets of five each) in each set, from a total of our sets. (15 x 2=30)

Textbook Prescribed:

English for Success in Career: A Workbook

Edited by Dr. Bindu Nair, Associate Professor, Department of English, S.D College, Alappuzha, Dr. Sarita G., Assistant Professor, Department of English, Govt. Women's College, Thiruvananthapuram, R. Karthika, Assistant Professor, Department of English, S.D College, Alappuzha and M. Saritha, Assistant Professor, Department of English, S.D College, Alappuzha.

Publishers: Orient Blackswan

Additional Reading:

Oxford English Language Reference. *Compact Oxford Dictionary, Thesaurus and Wordpower Guide*. OUP.

N.D.Turton and J.B. Heaton. *Dictionary of Common Errors*. Longman Ltd. 1998.

Jennifer Seidl and W. McMordie. *English Idioms and How to Use Them*. OUP 1978.

McCarthy, Michael and Felicity O' Dell. *English Vocabulary in Use*. Cambridge UP, 1994.

Roger Gower. *Grammar in Practice 1-6*. Cambridge UP. 2005, 2008.

Raymond Murphy. *Intermediate English Grammar*. CambridgeUP. 2005

Bridger, Nick and Alison Pohl. *Technical English: Vocabulary and Grammar*. Summertown Publishing, 2007.

Julie Moore. *Common Mistakes at Proficiency and How to Avoid Them*. Cambridge UP, 2005.

Rachel Roberts, *Practical English Grammar*. Viva Books, New Delhi.

V.K. Moothathu, *Concise English Grammar*. OUP 2013, 2014

F.T.Wood, *Remedial English Grammar*. Macmillan, 1979.

Michael A. Pyle and Mary Ellen Munoz. *Cliff's TOEFL Preparation Guide*. BPB Publications. 1992.

Bhatnagar, Mahesh et al. *General English – For All Competitive Exams*. Source Books, 2017.

Richa Dwivedi, *The Ultimate Guide to 21st Century Careers*. Hachette India, 2017.

Sangeeta Sharma, Gajendra Singh Chauhan. *Soft Skills: An Integrated Approach to Maximise Personality*. Wiley India. 2016.

Web sources:

<https://www.educationforever.in>

<https://owl.purdue.edu/>

<https://www.pinterest.com/>

www.naukri.com

