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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

Web sources
www.englishclub.com
http://www.bbc.co.uk/learningenglish/
https://www.eslfast.com/
https://www.myenglishpages.com/
http://www.examenglish.com/
http://learnenglish.teens.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 o 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:


Web sources:

https://www.educationforever.in

https://owl.purdue.edu/

https://www.pinterest.com/

www.naukri.com