

DEPARTMENT OF ENGLISH
Certificate Course / UG – III B.A English/
FUNCTIONAL ENGLISH

Lecture Hours	: 30	Tutorial Hours	: --
Practical Hours	: --	No. of Credits	: --
Contact Hours per Semester	: 30		
Contact Hours per Week	: 2		
Internal Marks	: 100		
External Marks	: --		
Total Marks	: 100		

Objectives of the Course

The course aims to

- prepare the students to overcome their fear of English language skills
- enhance effective communication skills required in day-to-day workings place
- strengthen English pronunciation skills with correct pitch and intonation
- develop communication styles to suit different contexts.

Course Learning Outcomes

On completion of the course the students will be able to

- CO1** listen attentively, ask questions and clarify to understand texts.
- CO2** develop soft skills among the learners and enable them to communicate effectively and efficiently
- CO3** apply strategies and techniques learnt in carrying out conversations in different contexts.
- CO4** apply the practical knowledge of using action words in sentence construction.
- CO5** analyse the right kind of pronunciation with regards to speech sounds and use it in their day to day conversation.

Course Content

Unit I Listening Skills

(L-6 Hours)

Listening to texts, listening to CDs, Trials of a good listener - Interpretation of texts based on question-answer. Interaction among students

Unit II Phonemic Practices

(L-6 Hours)

Introduction to English phonetic Symbols Consonants & Vowels with illustrations in use- Pure vowels, Diphthongs – Mother Tongue Influence / interference - Word Stress, Sentence Stress, strong and weak forms, pitch and intonation.

Unit III Functional Activities

(L-6 Hours)

Conversational proficiency – Exercise on the use of different grammatical constructions in context - Greeting, Introducing, Requesting, Inviting, Congratulating, Thanking, Apologising, Advice, Suggestions, Opinions, Permission, Sympathy, Asking to repeat, Complaining, Understanding and Being Understood, Agreement, Preference, Asking for Information and Changing the Topic.

Unit IV Lexical

(L-6 Hours)

Formulaic language - Vague language, fillers, discourse markers, routines and lexical phrases

Unit V Conversational Practice

(L-6 Hours)

Developing classroom speaking activities: From theory to practice - Dialogues - Public speech
 Telephonic Conversation

Recommended Texts

1. Syamala. V, *Effective English Communication for You*. Chennai: Emerald Publishers, 2002.
2. Green, David, *Contemporary English Grammar, Structure and Composition* Macmillan India Ltd, Madras, 1977.

Reference Books

1. Narayan Swami, K.R., *Success with grammar and Composition* Orient Longman, Hyderabad, 1995.
2. Verma, S K and N Krishna Swamy, *Modern Linguistics: An Introduction*. New Delhi: OUP, 1998.
3. Gimson, A.C and Edward Arnold, *An Introduction to the Pronunciation of English*. London, 1980.

**Certificate Course / PG–I M.A English/
CREATIVE WRITINGS IN ENGLISH**

Lecture Hours	: 30	Tutorial Hours	: --
Practical Hours	: --	No. of Credits	: --
Contact Hours per Semester	: 30		
Contact Hours per Week	: 2		
Internal Marks	: 100		
External Marks	: --		
Total Marks	: 100		

Objectives of the Course

The course aims at giving an overall view to

- develop professional knowledge about the art of writing.
- explore the creative ability for the professional career with unique writing skill.
- enhance the imaginative writings and creative ability.
- train the students to connect with celebrities and with media network by feature writing

Course Learning Outcomes

On completion of the course the students will be able to

- CO1** understand skills and professional knowledge about the art of writing
- CO2** demonstrate a command of professional written academic English
- CO3** analyse a variety of formats and cogently convey their own interpretations and perspectives to produce new creative and artistic works
- CO4** evaluate the styles and techniques of Creative Writing like stories, Reports and Features in writings
- CO5** execute the framework of E-learning content to enhance their creative skills.

Course Content

Unit I Introduction (L-6 Hours)

The birth of writing & its importance
Types of Writing & their functions
The substance of writing
Some Tips to an aspiring writer

Unit II Travel Writing (L-6 Hours)

Travel writing, an old form of literature
Travel writing today – prerequisites for a travel writer
Specialized travel writing

Unit III Written Communication (L-6 Hours)

Create E-learning Content
Content Development process
Blog Writing
Writing for Newspaper

Unit IV Imaginative Writing (L-6 Hours)

Story Writing
Descriptive writing
Narrating incidents
Screenwriting

Unit V Interviews in feature writing (L-6 Hours)

Importance and uses of interviews in feature writing
The art of interviewing
Recording of the interview
Reconstructing the interview
Winding up

Recommended Texts

1. Burt-Thomas, Wendy, *The Everything Creative Writing Book: All You Need to Know to Write Novels, Plays, Short Stories, Screenplays, Poems, Articles, Or Blogs*, United Kingdom, Adams Media, 2010.
2. Anjana Neira Dev Anuradha Marwah, Swati Pal, *Creative Writing: A beginner's Manual*, Pearson Longman, Delhi. 2009.
3. Sunny Thomas, *Writing for the Media*, Vision Books Pvt. Ltd., New Delhi, 1997.

Reference Books

1. Carl H. Klaus, Michael Silverman, Robert Scholes, *Element of Literature: Essay, fiction, Poetry, drama film*, Oxford University Press, 2004.
2. Hal Zina Bennet, *Write from the heart: Unleashing the Power of Your Creativity*, New World Library, California, 2010.
3. J.K. Gangal, *A Practical Course for Developing Writing Skills in English*, PHI Learning Pvt. Ltd, New Delhi, 2011
4. Reubess Ray, *Communication Today: Understanding Creative Skills*, Himalaya Publishing House, Mumbai, 1997
5. H.S. Bhatia, *Art of Interviewing*, G.P. Gupta, New Delhi.

Website and E-learning Sources

1. <https://www.masterclass.com/articles/how-to-write-an-interview-article#how-to-write-an-interview-article-in-6-steps>
2. https://www.zeepedia.com/read.php?conducting_and_writing_of_interviews_kinds_of_interviews_feature_and_column_writing&b=74&c=6
3. <https://open.lib.umn.edu/writingforsuccess/chapter/10-1-narration/>
4. <https://www.masterclass.com/articles/how-to-use-descriptive-writing-to-improve-your-story#11-tips-for-descriptive-writing>
5. https://www.englisch-hilfen.de/en/words/topics_creative_writing.htm

**Certificate Course / PG – II M.A English/
PERSONALITY DEVELOPMENT**

Lecture Hours	: 30	Tutorial Hours	: --
Practical Hours	: --	No. of Credits	: --
Contact Hours per Semester	: 30		
Contact Hours per Week	: 2		
Internal Marks	: 100		
External Marks	: --		
Total Marks	: 100		

Objectives of the Course

The course aims to

- groom students' personality and prove themselves as good Samaritans of the Society.
- Develop understanding of the concepts, theories or issues in human development.

Course Learning Outcomes

On completion of the course the students will be able to

- CO1** acquire skills to enhance the Personality of a person to face the real life and various situations
- CO2** develop positive attitude among the peer group
- CO3** analyze the determinants of personality characteristics to better understand their effects on cognitions, emotions, and behaviour.
- CO4** inculcate self-esteem attitude to groom interpersonal relationship
- CO5** enhance the leadership qualities and other aspects of Personal development

Course Content

Unit I Introduction to Personality Development (L-6 Hours)

The concept of personality - Dimensions of personality -Significance of personality development. The concept of success and failure: What is success? - Hurdles in achieving success -Overcoming hurdles - Factors responsible for success – What is failure - Causes of failure. SWOT analysis.

Unit II Attitude & Motivation (L-6 Hours)

Attitude -Concept - Significance - Factors affecting attitudes - Positive attitude – Advantages Negative attitude- Disadvantages - Ways to develop positive attitude - Differences between personalities having positive and negative attitude. Concept of motivation-Significance Internal and external motives - Importance of self- motivation- Factors leading to de-motivation

Unit III Self-esteem (L-6 Hours)

Term self- esteem - Symptoms - Advantages - Do's and Don'ts to develop positive self-esteem Low self-esteem - Symptoms - Personality having low self-esteem - Positive and negative self-esteem. Interpersonal Relationships – Defining the difference between aggressive, submissive and assertive behaviours – Lateral thinking.

Unit IV Other Aspects of Personality Development (L-6 Hours)

Body language - Problem-solving - Conflict and Stress Management - Decision-making skills - Leadership and qualities of a successful leader – Character building -Team-work – Time management - Work ethics –Good manners and etiquette.

Unit V Employability Quotients (L-6 Hours)

Resume building- The art of participating in Group Discussion – Facing the Personal (HR & Technical) Interview -Frequently Asked Questions - Psychometric Analysis - Mock Interview Sessions.

Recommended Texts

1. Hurlock, E.B, *Personality Development*, 28th Reprint. New Delhi: Tata McGraw Hill, 2006.
2. Stephen P. Robbins and Timothy A. Judge, *Organizational Behaviour* 16th Edition: Prentice Hall, 2014.

Reference Books

1. Andrews, Sudhir, *How to Succeed at Interviews*, 21st (rep.) New Delhi. Tata McGraw-Hill, 1988.
2. Heller, Robert, *Effective leadership. Essential Manager Series*, Dk Publishing, 2002.
3. Hindle, Tim, *Reducing Stress. Essential Manager Series*, Dk Publishing.
4. Lucas, Stephen, *Art of Public Speaking*, New Delhi. Tata - Mc-Graw Hill, 2003.
5. Mile, D.J., *Power of positive thinking*. Delhi. Rohan Book Company, 2004.
6. Pravesh Kumar, *All about Self- Motivation*, New Delhi. Goodwill Publishing House, 2005.
7. Smith, B., *Body Language*. Delhi: Rohan Book Company, 2004.