



# A.D.M College For Women (Autonomous)

Nationally Accredited with 'A' Grade by NAAC (Cycle-III)  
Nagapattinam -611 001  
TamilNadu.



## B.A.,English

 **Employability**

 **Entrepreneurship**

 **Skill Development**

Name of the Programme	Course Code	Title of the Course	Employability	Entrepreneurship	Skill development
B.A., English	NUD	Grammar and Usage			✓
	NUE1	Spoken English	✓		
	NUE2	English for Competence	✓		
	NUS1	Writing Skills in English			✓
	NUE3	Translation: Theory and Practice I			✓
	NUS2	Study Skills			✓
	NUS3	Business Communication		✓	
	SSD	Soft Skills Development			✓
	NUO	English Language Teaching	✓		
	NUE4	Translation: Theory and Practice II	✓		
	NUE5	Journalism	✓		

## Employability course syllabus 2021-22

<b>Semester-III / Non Major Elective I</b>	<b>Spoken English</b>	<b>Course Code: NUE1</b>
<b>Instruction Hours: 2</b>	<b>Credits: 2</b>	<b>Exam Hours: 3</b>
<b>Internal Marks -25</b>	<b>External Marks-75</b>	<b>Total Marks: 100</b>

<b>Cognitive Level</b>	<p>K - 1 Acquire/Remember</p> <p>K - 2 Understand</p> <p>K - 3 Apply</p> <p>K - 4 Analyze</p> <p>K - 5 Evaluate</p> <p>K - 6 Create</p>	
<b>Course Objectives</b>	<p><b>The Course aims</b></p> <ul style="list-style-type: none"> <li>• To improve the communicative ability of the students.</li> <li>• To enhance the knowledge of English grammar, and fluency in Spoken English.</li> <li>• To enable the learners to converse in simple and short sentences.</li> <li>• To make the students to communicate confidently and effectively in everyday situations.</li> <li>• To enhance the vocabulary and right pronunciation of the second language.</li> </ul>	
<b>Unit</b>	<b>Content</b>	<b>No.of Hours</b>
<b>Unit I</b>	<p><b>Structural Conversation</b></p> <ul style="list-style-type: none"> <li>• <b>Noun Vs Question</b></li> <li>• <b>Infinitive Vs Gerund</b></li> <li>• <b>Verb, Object, Preposition</b></li> <li>• <b>Adjective + preposition</b></li> </ul>	06 Hrs

<b>Unit II</b>	<b>Structural Conversation</b> <ul style="list-style-type: none"> <li>• Simple Question &amp; Negative</li> <li>• Short Answer</li> <li>• Comparison</li> <li>• Tag question</li> <li>• Active Vs Passive Verbs</li> <li>• Word Forms</li> </ul>	06 Hrs
<b>Unit III</b>	<b>Situational Conversation – Item No: 1 to 10</b>	06 Hrs
<b>Unit IV</b>	<b>Situational Conversation – Item No: 11 to 20</b>	06 Hrs
<b>Unit V</b>	<b>Situational Conversation – Item No: 21 to 30</b>	06 Hrs

**Text Book:**

1. Taylor, Grant. English Conversation Practice, Tata McGraw-Hill Publishing Company Limited, New Delhi, 1975.

**Reference Book:**

1. Sadanand, Kamlesh and Punitha, Susheela. *Spoken English- A Foundation Course (Part 1)* Orient Longman Private Limited, Hyderabad, 2008.

**Web Resources:**

<https://webapps.towson.edu/ows/activepass.htm>

**Course Outcomes:**

On completion of the course the learner will be able

C01: To understand how English can be used formally and informally.

C02: To improve the listening and speaking skills.

C03: To communicate confidently and effectively.

C04: To acquire the basic English skills that are needed in an academic environment

C05: To become proficient in English.

**Mapping of Course outcomes with Programme Outcomes/ Programmes Specific Outcomes**

CO/PO	PO					PSO				
	1	2	3	4	5	1	2	3	4	5
<b>C01</b>	M	S	S	S	S	S	S	S	S	S
<b>C02</b>	S	S	S	S	S	M	M	M	M	M
<b>C03</b>	S	S	S	S	S	S	S	S	M	M
<b>C04</b>	S	M	M	M	M	S	M	S	M	S
<b>C05</b>	S	S	S	M	S	S	S	S	M	M

**S-Strongly Correlating**

**M-Moderately Correlating**

**W-Weakly Correlating**

**N-No Correlation**

<b>Semester-IV / Non Major Elective II</b>	<b>English for Competence</b>	<b>Course Code: NUE2</b>
<b>Instruction Hours: 2</b>	<b>Credits: 2</b>	<b>Exam Hours: 3</b>
<b>Internal Marks -25</b>	<b>External Marks-75</b>	<b>Total Marks: 100</b>

<b>CognitiveLevel</b>	<b>K - 1</b> Acquire/Remember <b>K - 2</b> Understand <b>K - 3</b> Apply <b>K - 4</b> Analyze <b>K - 5</b> Evaluate <b>K - 6</b> Create	
<b>Course Objectives</b>	<b>The Course aims</b> <ul style="list-style-type: none"> <li>To enable the students to prepare for competitive Examinations.</li> <li>To enhance the comprehensive ability of the learners.</li> <li>To concentrate on the essential language skills.</li> <li>To make the learners familiar with great writers and their master pieces.</li> <li>To equip the students with the nuances of the English language; this includes proficiency in grammar.</li> </ul>	
<b>Unit</b>	<b>Content</b>	<b>No.of Hours</b>
<b>Unit I</b>	<b>Vocabulary-Prefixes, Suffixes</b> <b>Error Correction</b> <b>Synonyms and Antonyms</b>	06 Hrs
<b>Unit II</b>	<b>Idioms and Phrases</b> <b>Comprehension</b>	06 Hrs
<b>Unit III</b>	<b>Note-Making and Summarizing</b> <b>Precis writing</b>	06 Hrs

<b>Unit IV</b>	Paragraph Writing Essay Writing	06 Hrs
<b>Unit V</b>	Group Discussions and Interviews	06 Hrs

**Text Book:**

Ayothi.V. &Vedavalli.R, English for Competitive Examinations, New Century Book House Private Limited, Chennai. 2017

**Reference Book:**

Aggarwal, R.S. and AggarwalVikas, *Quick Learning Objective General English*, S.Chand Publishing, 2003.

**Web Resources:**

1. <https://www.ef.com/wwen/english-resources/>
2. <https://www.usingenglish.com/>

**Course Outcomes:**

On completion of the course the learner will be able

CO 1: To appear for various competitive examinations with confidence.

CO 2: To enhance their comprehensive ability.

CO 3: To get a glimpse of great writers and their works.

CO 4: To utilize time management techniques to create a study schedule for effective learning process.

CO 5: To use English grammar efficiently.

**Mapping of Course outcomes with Programme Outcomes/ Programmes Specific Outcomes**

CO/PO	PO					PSO				
	1	2	3	4	5	1	2	3	4	5
CO1	S	S	S	M	M	S	S	S	M	M
CO2	S	S	S	S	S	S	S	S	S	S
CO3	M	M	S	S	M	M	M	S	S	S
CO4	S	M	S	S	S	S	S	S	S	M
CO5	S	S	M	M	M	M	M	M	M	M

**S-Strongly Correlating**

**M-Moderately Correlating**

**W-Weakly Correlating**

**N-No Correlation**

<b>Semester-VI / Core Course XV</b>	<b>English Language Teaching</b>	<b>Course Code: NUO</b>
<b>Instruction Hours: 6</b>	<b>Credits: 5</b>	<b>Exam Hours: 3</b>
<b>Internal Marks -25</b>	<b>External Marks-75</b>	<b>Total Marks: 100</b>

<b>CognitiveLevel</b>	K - 1 Acquire/Remember K - 2 Understand K - 3 Apply K - 4 Analyze K - 5 Evaluate K - 6 Create	
<b>Course Objectives</b>	<b>The Course aims</b> <ul style="list-style-type: none"> <li>• To introduce the learners to the various aspects of English language teaching.</li> <li>• To use English effectively for study purpose across the curriculum.</li> <li>• To develop and integrate the use of the four language skills.</li> <li>• To enable the learner to communicate effectively and appropriately in real life situation.</li> <li>• To have a command over the language.</li> </ul>	
<b>Unit</b>	<b>Content</b>	<b>No.of Hours</b>
<b>Unit I</b>	Issues involved in the Teaching of English - Explanation of Curriculum, Syllabus, Course, Methods, Approaches, Techniques, Teaching English as a Second language	18 Hrs
<b>Unit II</b>	Teaching of Pronunciation, Reading and Writing Skills - Teaching of Composition	18 Hrs
<b>Unit III</b>	Teaching of Grammar, Vocabulary, Poetry and Prose	18 Hrs



<b>Unit IV</b>	Testing – Characteristics – Types of Questions	18 Hrs
<b>Unit V</b>	Use of Audio-Visual Aids in the Teaching of Language	18 Hrs
<b>Unit VI</b>	Bilingual Method of teaching and the use of the mother tongue. Study Aids	

**Text Book:**

1. Krishnaswamy N. and LalithaKrishnaswamy. *Teaching English: Approaches, Methods and Techniques*, Trinity Press, Chennai. 2016.

**Reference Books:**

1. Nagaraj, Geetha. *English Language Teaching: Approaches, Methods, Techniques*, 2nd Edition, Orient Longman (Pvt) Ltd., Hyderabad, 2008.
2. Krishnaswamy N. and LalithaKrishnaswamy. *Methods of Teaching English*, Macmillan Publishers India Ltd., Chennai, 2009
3. Arora, Navita. *English Language Teaching: Approaches and Methodologies*, Tata McGraw-Hill Education (Pvt) Ltd., New Delhi, 2012.

**Web Resources:**

1. <https://www.essex.ac.uk/subjects/>
2. <https://www.gradesaver.com>

**Course Outcomes:**

On completion of the course, the students will be able

CO 1: To understand the various aspects of English language teaching.

CO 2: To use English effectively for study purpose across the curriculum.

CO 3: To use the language skills effectively.

CO 4: To gain the knowledge and skills to design and produce materials for language Teaching.

CO 5: To acquire the needed linguistic competence.

**Mapping of Course outcomes with Programme Outcomes/ Programmes Specific Outcomes**

CO/PO	PO					PSO				
	1	2	3	4	5	1	2	3	4	5
C01	M	S	S	M	M	S	S	S	S	M
C02	M	S	S	S	M	M	S	S	S	M
C03	S	S	S	M	M	M	S	S	S	M
C04	M	S	S	M	M	S	S	S	S	S
C05	M	M	S	M	M	S	S	S	S	S

**S-Strongly Correlating**

**M-Moderately Correlating**

**W-Weakly Correlating**

**N-No Correlation**

<b>Semester-V / Major Based Elective I</b>	<b>Translation: Theory and Practice I</b>	<b>Course Code: NUE3</b>
<b>Instruction Hours: 4</b>	<b>Credits: 3</b>	<b>Exam Hours: 3</b>
<b>Internal Marks -25</b>	<b>External Marks-75</b>	<b>Total Marks: 100</b>

<b>CognitiveLevel</b>	<b>K – 1</b> Acquire/Remember <b>K – 2</b> Understand <b>K – 3</b> Apply <b>K – 4</b> Analyze <b>K – 5</b> Evaluate <b>K – 6</b> Create	
<b>Course Objectives</b>	<b>TheCourse aims</b> <ul style="list-style-type: none"> <li>To introduce the learners to the techniques involved in Translation.</li> <li>To enable the learners to know about other cultures and civilization.</li> <li>To acquire the skills needed for a professional translator.</li> <li>To expose the students to the history of translation and the problems involved in it.</li> <li>To familiarise the students with the concepts and theories of translation.</li> </ul>	
<b>Unit</b>	<b>Content</b>	<b>No.of Hours</b>
<b>Unit I</b>	Translation – Definition –Types- Principles of Translation – Decoding and Recoding – Problems of Equivalence – Untranslatability	12Hrs
<b>Unit II</b>	History of Translation – Theory – Period study – The Romans – Bible Translations	12Hrs
<b>Unit III</b>	Early Theorists – The Renaissance – 17 <sup>th</sup> Century - 18 <sup>th</sup> Century	12Hrs
<b>Unit IV</b>	Translation Practice	12Hrs
<b>Unit V</b>	Translation Practice	12Hrs

**Text Book:**

1. Bassnett, Susan, *Translation Studies*, London: Methuen, 1980.

**Reference Books:**

1. Kumar Das, Bijay. *A Handbook of Translation Studies*, Atlantic Publishers & Distributors Private Limited, 2011.
2. Savory, Theodore. *The Art of Translation*. The Writer, Boston, 1968.

**Web Resources:**

<https://www.routledge.com>

<https://backup.pondiuni.edu.in>

**Course Outcomes:**

On the completion of the course the learner will be able

CO 1: To master the techniques of translation.

CO 2: To overcome the difficulties faced in translating

CO 3: To realize the importance of translation – as a tool for the spread of knowledge and information

CO 4: To evaluate personal language skills through translation, theory and practice.

CO 5: To acquire extensive language skills in both source and target languages.

**Mapping of Course outcomes with Programme Outcomes/ Programmes Specific Outcomes**

CO/PO	PO					PSO				
	1	2	3	4	5	1	2	3	4	5
<b>CO1</b>	M	M	M	M	M	S	S	M	M	M
<b>CO2</b>	M	M	M	M	M	S	M	M	M	M
<b>CO3</b>	S	M	M	M	M	S	M	S	M	M
<b>CO4</b>	S	M	M	M	M	S	M	M	M	M
<b>CO5</b>	S	S	S	M	S	M	M	M	S	M

**S-Strongly Correlating**

**M-Moderately Correlating**

**W-Weakly Correlating**

**N-No Correlation**

<b>Semester-VI / Major Based Elective II</b>	<b>Translation: Theory and Practice II</b>	<b>Course Code: NUE4</b>
<b>Instruction Hours: 5</b>	<b>Credits: 4</b>	<b>Exam Hours: 3</b>
<b>Internal Marks -25</b>	<b>External Marks-75</b>	<b>Total Marks: 100</b>

<b>CognitiveLevel</b>	<b>K - 1</b> Acquire/Remember <b>K - 2</b> Understand <b>K - 3</b> Apply <b>K - 4</b> Analyze <b>K - 5</b> Evaluate <b>K - 6</b> Create	
<b>Course Objectives</b>	<b>The Course aims</b> <ul style="list-style-type: none"> <li>To introduce the learners to the techniques involved in Translation.</li> <li>To enable the learners to know about other cultures and civilization.</li> <li>To acquire the skills needed for a professional translator.</li> <li>To expose the students to the history of translation and the problems involved in it.</li> <li>To familiarise the students with the concepts and theories of translation.</li> </ul>	
<b>Unit</b>	<b>Content</b>	<b>No.of Hours</b>
<b>Unit I</b>	Early Theorists - Romanticism - Victorians – 20 <sup>th</sup> Century	15 Hrs
<b>Unit II</b>	Problems of Literary Translation – Structures - Poetry and Prose	15 Hrs
<b>Unit III</b>	Translation Translating Prose constraints imposed by socio - cultural contexts- Translating Dramatic Texts	15 Hrs
<b>Unit IV</b>	Translation Practice	15 Hrs
<b>Unit V</b>	Translation Practice	15 Hrs

**Text Book:**

1. Bassnett, Susan , *Translation Studies*, London: Methuen, 1980.

**Reference Books:**

1. Kumar Das, Bijay. *A Handbook of Translation Studies*, Atlantic Publishers & Distributors Private Limited, 2011.
2. Savory, Theodore.H*The Art of Translation*. The Writer, Boston, 1968.

**Web-Resources:**

1. <https://en.m.wikipedia.org>
2. <https://ijoc.org>

**Course Outcomes:**

On the completion of the course the learner will be able

CO 1: To master the techniques of translation.

CO 2: To overcome the difficulties faced in translating

CO 3: To realize the importance of translation – as a tool for the spread of knowledge and information

CO 4: To evaluate personal language skills through translation, theory and practice.

CO 5: To acquire extensive language skills in both source and target languages.

**Mapping of Course outcomes with Programme Outcomes/ Programmes Specific Outcomes**

CO/PO	PO					PSO				
	1	2	3	4	5	1	2	3	4	5
CO1	M	M	M	M	M	M	M	M	M	M
CO2	M	S	M	M	M	M	M	M	M	M
CO3	M	M	M	M	M	M	S	S	S	M
CO4	M	M	M	S	M	M	S	S	S	S
CO5	M	M	S	M	M	M	S	S	S	S

**S-Strongly Correlating**

**M-Moderately Correlating**

**W-Weakly Correlating**

**N-No Correlation**

<b>Semester-VI / Major Based Elective III</b>	<b>Journalism</b>	<b>Course Code: NUE5</b>
<b>Instruction Hours: 6</b>	<b>Credits: 4</b>	<b>Exam Hours: 3</b>
<b>Internal Marks -25</b>	<b>External Marks-75</b>	<b>Total Marks: 100</b>

<b>CognitiveLevel</b>	<b>K - 1</b> Acquire/Remember <b>K - 2</b> Understand <b>K - 3</b> Apply <b>K - 4</b> Analyze <b>K - 5</b> Evaluate <b>K - 6</b> Create	
<b>Course Objectives</b>	<b>The Course aims</b> <ul style="list-style-type: none"> <li>To introduce the basics of journalism</li> <li>To develop effective business and professional presentations through creative tools like photography and cartooning</li> <li>To develop efficiency in blog creation and publication</li> <li>To have a thorough understanding of the laws related to press</li> <li>To be familiar with the nuances of journalistic skills and use them effectively</li> </ul>	
<b>Unit</b>	<b>Content</b>	<b>No.of Hours</b>
<b>Unit I</b>	Definition of Journalism – Role of Journalism – Ethics – Press Laws – Press Council.	18 Hrs
<b>Unit II</b>	News – Definition – Kinds – Elements – Sources – News Agencies.	18 Hrs
<b>Unit III</b>	Reporting – Quality of Reporters – Beats – Kinds of Reporting with special reference to court, crime, election – sports – investigative – Reporting.	18 Hrs
<b>Unit IV</b>	Editing – News Editor – sub-editors – Anatomy of Editing.	18 Hrs
<b>Unit V</b>	Language of Journalism – Writing a News story – Writing opinion pieces – Writing leads – headlines.	18 Hrs



**Text Book:**

1. Puri, G.K. Journalism, Sudha Publications Private Limited, New Delhi
2. Kumar ,Keval K. *Mass Communication in India*, Jaico, New Delhi . 2000

**Reference Books:**

1. Severin Werner, J and Tankard W James Jr .*Communication Theories, Origin, Methods, Use*. Longman Publication 1988.
2. Ahuja .B.N. *Theory and Practice of Journalism*. New Delhi: Surject Publications 2005

**Web Resources:**

<https://libguides.ntu.edu.sg/journalism/eresources>

**Course Outcomes:**

On the completion of the course, the students will be able

- CO1: To recognize the different attributes of communication and apply them in the field of journalism.
- CO2: To identify the different aspects of journalistic styles and apply them to writing.
- CO3: To analyze the different types of news and categories according to the need of media production.
- CO4: To acquire the needed Journalistic skills.
- CO5: To analyze the different types of news .

**Mapping of Course outcomes with Programme Outcomes/ Programmes Specific Outcomes**

CO/PO	PO					PSO				
	1	2	3	4	5	1	2	3	4	5
C01	M	S	S	M	M	S	M	M	M	M
C02	S	S	S	M	M	S	M	M	M	S
C03	M	S	S	M	M	M	S	S	S	M
C04	M	S	S	M	M	M	S	S	S	M
C05	M	S	S	M	M	M	S	S	S	S

**S-Strongly Correlating**

**M-Moderately Correlating**

**W-Weakly Correlating**

**N-No Correlation**

## Entrepreneurship syllabus

<b>Semester-V / Skill Based Elective III</b>	<b>Business Communication</b>	<b>Course Code: NUS3</b>
<b>Instruction Hours: 2</b>	<b>Credits: 2</b>	<b>Exam Hours: 3</b>
<b>Internal Marks -25</b>	<b>External Marks-75</b>	<b>Total Marks: 100</b>

<b>CognitiveLevel</b>	<b>K - 1</b> Acquire/Remember <b>K - 2</b> Understand <b>K - 3</b> Apply <b>K - 4</b> Analyze <b>K - 5</b> Evaluate <b>K - 6</b> Create	
<b>Course Objectives</b>	<b>The Course aims</b> <ul style="list-style-type: none"> <li>• To understand and demonstrate writing and speaking processes through invention, organization, drafting, revision, editing, and presentation.</li> <li>• To understand and appropriately apply modes of expression, i.e., descriptive, expositive, narrative, scientific, and self-expressive, in written, visual, and oral communication.</li> <li>• To participate effectively in groups with emphasis on listening, critical and reflective thinking, and responding.</li> <li>• To understand and apply basic principles of critical thinking, problem solving, and technical proficiency in the development of exposition and argument</li> <li>• To develop the ability to research and write a documented paper and/or to give an oral presentation.</li> </ul>	
<b>Unit</b>	<b>Content</b>	<b>No.of Hours</b>
<b>Unit I</b>	<b>Effective Business Communication</b> <b>Basic Forms of Communication</b> <b>Internal and External Communication</b>	06 Hrs

	<p>Communication Barriers</p> <p>Overcoming Communication Barriers</p>	
<b>Unit II</b>	<p>Communicating Information</p> <p>Finding, Evaluating and Processing Information</p> <p>Communication through Visual media</p> <p>Communication through Fax, E-mail and Conferencing</p>	06 Hrs
<b>Unit III</b>	<p>Kinds of Business Letters</p> <p>Informal and Formal Letters</p> <p>Job Applications</p> <p>Business Letters</p> <p>Enquiry Letters</p> <p>Quotation Letters</p> <p>Order Letters</p> <p>Complaint Letters</p>	06 Hrs
<b>Unit IV</b>	<p>Précis Writing - Commercially Important Passages</p> <p>Circulars</p> <p>Memos</p>	06 Hrs
<b>Unit V</b>	<p>Report Writing</p> <p>Evaluation Report</p> <p>Drafting of Minutes for Meetings</p>	06 Hrs

**Text Book:**

1. Rajendra pal and J.S.Korlahalli, *Essentials of Business Communication* – Sulthan Chand and Sons, New Delhi, 2008.

**Reference Book:**

1. Priyadharshini.J. *Business Communication*, Charulatha Publications, Chennai. 2014.

**Web Resources:**

1. <https://open.lib.umn.edu>
2. <https://researchgate.net>

**Course Outcomes:**

On completion of the course, the learner will be able

CO 1: To apply business communication strategies and principles to prepare effective communication for domestic and international business situations

CO 2: To identify ethical, legal, cultural, and global issues affecting business communication.

CO 3: To utilize analytical and problem-solving skills appropriate to business communication.

CO 4: To participate in team activities that lead to the development of collaborative work skills.

CO 5: To select appropriate organizational formats and channels used in developing and presenting business messages

**Mapping of Course outcomes with Programme Outcomes/ Programmes Specific Outcomes**

CO/PO	PO					PSO				
	1	2	3	4	5	1	2	3	4	5
CO1	S	M	M	S	S	M	M	M	M	M
CO2	M	S	M	M	S	M	M	M	M	M
CO3	M	M	M	M	M	S	M	M	M	M
CO4	S	M	M	M	M	M	M	M	M	S
CO5	S	M	S	M	M	M	M	S	S	S

**S-Strongly Correlating**

**M-Moderately Correlating**

**W-Weakly Correlating**

**N-No Correlation**

## Skill Development Course Syllabus 2021-22

<b>Semester-II/ Core Course-IV</b>	<b>Grammar and Usage</b>	<b>Course Code: NUD</b>
<b>Instruction Hours: 6</b>	<b>Credits: 5</b>	<b>Exam Hours: 3</b>
<b>Internal Marks -25</b>	<b>External Marks-75</b>	<b>Total Marks: 100</b>

<b>Cognitive Level</b>	<b>K - 1</b> Acquire/Remember <b>K - 2</b> Understand <b>K - 3</b> Apply <b>K - 4</b> Analyze <b>K - 5</b> Evaluate <b>K - 6</b> Create	
<b>Course Objectives</b>	<b>The Course aims</b> <ul style="list-style-type: none"> <li>• To enable the students to understand the basic rules of grammar and structure.</li> <li>• To enable the students to understand the basic grammatical structures</li> <li>• To enable the students to use the language effectively</li> <li>• To enable the students to assimilate the basic patterns of the language</li> <li>• To enable the learner to communicate effectively and appropriately in real life situation.</li> </ul>	
<b>Unit</b>	<b>Content</b>	<b>No.of Hours</b>
<b>Unit I</b>	Sentence Pattern - Parts of Speech Nouns - Clauses and Gender, Number and Case. Adjectives, Pronouns, Adverb, Prepositions, Conjunctions, Interjections.	18 Hrs
<b>Unit II</b>	Verbs – Transitive & Intransitive.	18 Hrs

	Active and Passive Voice. Concord of verbs with the subject. Auxiliaries - Confusion of Adjectives and Adverbs	
<b>Unit III</b>	Transformation of Sentences. Sequence of Tenses Direct and Indirect Sentences. The use of correlatives Tag Questions	18 Hrs
<b>Unit IV</b>	Verb Patterns and Structures. Word Formation – Use of Prefixes& Suffixes Word Formation – Compound Words Use of Prepositions	18 Hrs
<b>Unit V</b>	Paragraph Writing Expansion of Passages Writing Stories from Outlines	18 Hrs
<b>Unit VI</b>	Advanced English Grammar - Common Errors and Modern English Usage	

**Text Book:**

1. Joseph, K.V. *A Textbook of English Grammar and Usage*, Tata McGraw Hill Education Private Limited, New Delhi, 2010.

**Reference Book:**

1. Wood.F.T.A *Remedial English Grammar for Foreign Students*.Macmillan India Ltd, Delhi 2010.

**Web Resources:**

1. <https://www.grammarinenglish.com>
2. <https://socrates.acadiu.ca>

**Course Outcomes:**

On completion of the course, the students will be able

C01: To write grammatically correct sentences.

C02: To understand the nuances of English Grammar.

C03: To acquire correct usage of English Grammar.

C04: To enhance their writing skills.

C05: To communicate effectively and appropriately in real life situation.

**Mapping of Course outcomes with Programme Outcomes/ Programmes Specific Outcomes**

CO/PO	PO					PSO				
	1	2	3	4	5	1	2	3	4	5
C01	M	S	M	M	M	S	S	S	S	S
C02	M	M	S	M	M	S	S	M	M	M
C03	S	S	M	S	S	S	S	M	M	M
C04	M	M	M	M	S	M	M	M	S	S
C05	M	M	S	M	S	S	S	S	S	M

**S-Strongly Correlating**

**M-Moderately Correlating**

**W-Weakly Correlating**

**N-No Correlation**



<b>Semester-IV / Skill Based Elective I</b>	<b>Writing Skills in English</b>	<b>Course Code: NUS1</b>
<b>Instruction Hours: 2</b>	<b>Credits: 2</b>	<b>Exam Hours: 3</b>
<b>Internal Marks -25</b>	<b>External Marks-75</b>	<b>Total Marks: 100</b>

<b>CognitiveLevel</b>	<b>K - 1</b> Acquire/Remember <b>K - 2</b> Understand <b>K - 3</b> Apply <b>K - 4</b> Analyze <b>K - 5</b> Evaluate <b>K - 6</b> Create	
<b>Course Objectives</b>	<b>The Course aims</b> <ul style="list-style-type: none"> <li>To inculcate effective skills of presentation in the students.</li> <li>To enable students to face the audience with confidence.</li> <li>To enable students to prepare presentation material.</li> <li>To make the students to prepare effective visual aids by using structured presentation methodology.</li> <li>To make the students to learn, practice and acquire the skills necessary to deliver the presentation with clarity.</li> </ul>	
<b>Unit</b>	<b>Content</b>	<b>No.of Hours</b>
<b>Unit I</b>	Tenses Articles Reported Speech Modals	06 Hrs
<b>Unit II</b>	Note-Making Note-Taking Summarizing Descriptive Writing	06 Hrs

<b>Unit III</b>	Describing People Writing a proposal Writing Reports Expanding a statement	06 Hrs
<b>Unit IV</b>	Types of Resumes - Chronological Resume - Functional Resume - Integrative Resume - Online resume.	06 Hrs
<b>Unit V</b>	Types of Letters - Social Letters - Business Letters- Job Application Letter - Official Letters	06 Hrs

**Text Book:**

1. Mahanand, Anand. *English for Academic and Professional Skills*, Tata McGraw – Hill Education Private Ltd, 2013.

**Web Resources:**

1. <https://www.skillsyouneed.com>
2. <https://www.e.grammar.org>

**Course Outcomes:**

On completion of the course the learner will be able

- CO 1: To develop problem-solving skills.
- CO 2: To attract the attention of the audience
- CO 3: To prepare good presentation materials.
- CO 4: To present their views with clarity of expression.
- CO 5: To overcome nervousness.

**Mapping of Course outcomes with Programme Outcomes/ Programmes Specific Outcomes**

CO/PO	PO					PSO				
	1	2	3	4	5	1	2	3	4	5
<b>C01</b>	M	S	S	S	S	S	M	S	M	S
<b>C02</b>	M	S	M	S	S	M	M	M	M	M
<b>C03</b>	M	S	S	S	M	M	S	M	S	M
<b>C04</b>	M	M	S	S	S	S	M	M	S	M
<b>C05</b>	M	S	S	M	M	S	S	M	M	M

**S-Strongly Correlating**

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