

MANGALDAI COLLEGE (AUTONOMOUS)

FYUGP SYLLABUS

Alternative English

Semester 1

Credit 4

(60 External + 40 Internal = 100 Marks)

This paper seeks to acquaint students with literary practices and trends. It presents a sampling of poems, stories and non-fiction so as to enable students to engage with possibilities of reading and approaching English literature. A unit on developing writing skills will equip them in real-life situations and prepare them for employment in diverse professions.

Course Outcome:

Co 1: Outline and assess the relevant aspects of the pieces given in the syllabus

Co 2: Summarise and analyse the important elements of from a literary perspective with reference to the given pieces

Co 3: Apply multiple reading processes in interpreting the given pieces to demonstrate the enhancement of the ability to understand and read literary texts

Co 4: Differentiate, distinguish and compare components in English with enhanced understanding of literature and language.

Co 5: Evaluate the impact of ways in which acquired knowledge facilitates the enhancement of reading and understanding English language and literature

Unit 1: Poetry: 25 Marks (1 Credit)

W. B. Yeats: When You are Old

Emily Dickinson: Hope is the Thing with Feathers

Robert Frost: Stopping by Woods on a Snowy Evening

Elizabeth Bishop: One Art

Unit 2: Short Fiction: 25 Marks (1 Credit)

Mahim Bora: Audition
O. Henry: The Last Leaf

Unit 3: Non-Fiction: 25 Marks (1 Credit)

Mahatma Gandhi: My Experiments with Truth (Part I: Chapter II-III)
B.R Ambedkar: Prospects of Democracy
A.G. Gardiner: On Saying Please

Unit 4: Developing Writing Skills: 25 Marks (1 Credit)

How to write book reviews
How to file an RTI
How to face and take an interview
How to write an effective resume

Suggested Reading:

Abrams, M. H., and Geoffrey Galt Harpham. A Glossary of Literary Terms, 11th Edition, Cengage Learning, 2014.

Braun, Kathryn, Kitty O. Locker, and Stephen Kyo Kazmarek. Business Communication: Building Critical Skills, 6th Edition, McGraw-Hill Education, 2016.

Carter, Ronald, and John McRae. The Routledge History of Literature in English: Britain and Ireland, 3rd Edition, Routledge, 2017.

Pakmaja, Ashok. A Companion to Literary Forms, Orient Blackswan, 2015 (rpt. 2022).

MANGALDAI COLLEGE (AUTONOMOUS)

FYUGP Semester I

Skill Enhancement Course (SEC)

Academic Reading

Credit 3

Medium of instruction: English (However, local languages will be used in the class along with English for ease of students' understanding.)

Course Description: This course introduces students to basic skills in reading required for success in academic studies. It prepares students to read effectively for various purposes based on their needs. It provides practice in using reading strategies such as reading for specific information, reading to get an overall idea and to read for details that will help the students read the texts of their own discipline more effectively and efficiently. It also equips students with important reading skills such as reading for important points, inferencing and critical reading that will help them comprehend both simple and complex passages across disciplines.

Graduate attributes: After completing the course the students will be able to:

- demonstrate their understanding of using effective reading strategies
- identify the purpose for reading
- locate specific information in a text
- identify discourse markers
- distinguish different types of text structures
- interpret graphical information from a text
- compare viewpoints expressed in a text
- participate in group discussions confidently

Pre-requisites: There are no prerequisites for this course.

Mode of delivery: Interactive lectures using class discussion, personalized topics, exercises and activities based on class texts and real-life language contexts, collaborative pair and group work, and sharing of feedback. Interactions and discussions can take place in blended mode, through face-to-face classroom teaching and online platforms such as Google Classroom.

Internal Assessment: The Internal assessment will be formative and follow Continuous Internal Evaluation to be conducted throughout the semester comprising quizzes, projects, seminars, class assignments, home assignments, participation in class discussions, performances, oral presentations etc. to measure how well students are learning.

Course Content:

Units 1: What involves Academic Reading?

- Active reading
- Strategies for effective reading
- Purpose for reading
- Making predictions
- Surveying the text: organisation, style etc.
- Interacting with the text (using effective strategies)

Unit 2: Reading strategies: scanning

- Purpose (Why)
- Identifying the text (looking for keywords, phrases, etc,)
- Reading quickly
- Determining the relevance
- Reading in detail

Unit 3: Reading Strategies: skimming

- Purpose (Why)
- Getting a general idea
- Reading conclusions, summaries
- Reading topic sentences for main idea

Unit 4: Reading strategies: reading for details

- Close reading
- Reading each sentence carefully
- Contextualising words

Unit 5: Reading for important points

- Identifying discourse markers
- Identifying topic sentences and supporting details

Unit 6: Making inferences

- Identifying text structure
- Using context clues
- Collocations

Unit 7: Reading graphical representations

- Types
- Identify what the graph represents
- Locating specific information
- Mapping textual information with the graph

Unit 8: Critical reading

- Identifying forms of arguments
- Identifying text discourse (disciplinary variations)
- Comparing viewpoints

Unit 9: Making notes

- Why do we make notes?
- When do we make notes?
- What are the different types of notes?

Unit 10: Practical

References: Driscoll, L. (2008). *Real Reading 2*. Cambridge University Press

Soar, (2012). *Headway Academic Skills: 1. Reading, Writing, And Study Skills Student'S Book*. Oxford University Press

Glendinning, E. & Holmstrom, B. (2004). Study Reading 2ED: *A Course in Reading Skills for Academic Purposes (Study Skills)*. Cambridge University Press

Richards, J.C. (2003). *Strategic Reading 2: building effective reading skills*. Cambridge University Press Rogers, L. & Chazal, E. (2013). *Oxford EAP: intermediate*. Oxford University Press

https://www.youtube.com/watch?v=RtcXr0_201A

<https://www.youtube.com/watch?v=u5-EIeXskOs>

<https://www.youtube.com/watch?v=Dy69pPGDeIg>

MANGALDAI COLLEGE (AUTONOMOUS)

FYUGP SEMESTER II

AEC (ENGLISH COMMUNICATION)

SYLLABUS

TOTAL CREDITS – 4

This introductory course in English Communication is designed to equip students from all disciplines with the basics of English Communication skills both written and spoken in a variety of real-life situations. To this end, the graduates are expected to acquire, by the end of this course, a comprehensive knowledge of the theory and practical application of communication, especially in English, and to develop communication skills that are crucial to their personal, social and professional interactions. The communicative ability of the graduates will reflect their acquisition of digital and technological skills imparted through the necessary inclusion of information and communication technology while teaching.

COURSE OUTCOMES:

After completing the course the students will be able to:

CO1: Define and describe the process of communication and apply it to speak with confidence and clarity in both formal and informal situations.

CO2: Identify and explain the different purposes for listening in both academic and other contexts.

CO3: Apply appropriate conventions of intonation, stress and rhythm to speak English with intelligibility and perform different language functions.

CO4: Distinguish purpose, gist and intent of English when spoken and participate in formal and informal conversations adequately.

CO5: Produce complex structures, idiomatic language and integrate them with nonverbal aspects of communication to clearly articulate facts, ideas and opinions in English.

UNIT I: UNDERSTANDING COMMUNICATION (Credit - 1)

It is important for everyone to understand what communication involves in order to improve communication skills. In this section the aim is to introduce the students to the basics of communication:

- The process of communication
- Types of communication: verbal-non-verbal, oral-written, formal-informal, modern forms of communication
- Qualities of effective communication: reading, listening intelligently, thinking and planning, using appropriate language, using appropriate channel, intercultural sensitivity, showing empathy, not prejudging, clarity, avoiding distractions, showing respect
- Barriers to effective communication

UNIT II: LISTENING AND SPEAKING (Credit - 1)

In this unit, students will be acquainted with the attributes of effective speech like confidence, clarity, audibility, appropriate body language, intonation, etc., and will acquire practice in listening and speaking in a variety of formal and informal settings. Listening enhances our understanding and enables us to process ideas and arguments better. It sharpens our ability to empathize with others, which is a critical factor in effective communication. Students will be trained to acquire the following skills:

- Familiarity with English sounds, stress and intonation
- Understanding the main idea
- Listening for detailed and specific information
- Understanding the speaker's intent and attitude
- Introducing oneself and others
- Asking for clarification, giving directions/instructions
- Expressing gratitude, making requests, congratulating, apologizing, etc.
- Agreeing/disagreeing, sharing opinions, etc.

The above skills will be applied in the following settings:

- Describing an idea, scenario, picture, etc.
- Group Discussion: Articulate views in group situations and act as group leaders
- Interviews: Mock interviews for formal interview skills (face-to-face, telephonic, virtual)
- Oral presentations: Using ICT and verbal communication
- Public speaking: Practice in speaking before an audience
- Interpersonal skills in speaking: Expression of opinions, feelings, using tone, politeness, gestures, and postures

UNIT III: READING (Credit - 1)

Reading is an essential skill in making communication effective. Reading enables the acquisition of new words and expressions which enrich vocabulary and tightens sentence structure. The development of reading is foundational in building comprehension skills. Literary texts from diverse contexts will be used.

Texts:

Rabindranath Tagore: Kabuliwala

Mulk Raj Anand: The Lost Child

Ruskin Bond: The Thief's Story

Focus Areas:

- Close reading: Detailed examination of structure, style, and meaning
- Comprehension: Understanding and processing texts
- Analysis and interpretation

- Anticipating, predicting, and personalizing ideas in the text
- Paraphrasing
- Building vocabulary from context
- Reading for main ideas and supporting details
- Locating specific information in a text

UNIT IV: WRITING (Credit - 1)

Writing skills are as crucial as reading, listening, and speaking. Students will be trained in:

- Using grammar and punctuation appropriately
- Generating ideas
- Building sentences and paragraphs
- Understanding text styles
- Summarizing and note taking

Forms of writing to be practiced:

- Report-writing (types, structure, features)
- Letter writing (types, parts, emails, essentials)
- Memos and circulars
- Agendas and minutes
- PowerPoint Presentation

REFERENCE BOOKS & MATERIALS:

- Alley, Michael. *The Craft of Scientific Writing* (Fourth Edition). Springer, 2018
- Bandopadhyay, Debashish, and Malathy Krishnan. *Connect: A Course in Communicative English*. Cambridge University Press, 2018
- Brown, K. & Hood, S. *Academic Encounters: Intermediate to High Intermediate*. Cambridge University Press, 2002
- Doff, A. & Jones, C. *Language in Use: Intermediate Classroom Book*. Cambridge University Press, 2004
- Jones, L. *Cambridge Advanced English: Student's Book*. Cambridge University Press, 1988
- Locker, Kitty O., and Stephen Kyo Kaczmarek. *Business Communication: Building Critical Skills*, Third Edition. McGraw Hill Education, 2017 (rpt)
- Soars, J. & Soars, L. *New Headway: Intermediate*. Oxford University Press, 2012
- Tamuli, A. *English Language for Undergraduate Students*. Cambridge University Press, 2019
- Taylor, Shirley. *Communication for Business: A Practical Approach* (Fourth Edition). Pearson, 2009
- Thaine, C. *Cambridge Academic English: B1+ Intermediate Student's Book*. Cambridge University Press, 2012
- Turk, Christopher, and John Kirkman. *Effective Writing: Improving scientific, technical and business communication*, Second Edition. Taylor and Francis, 1989

MANGALDAI COLLEGE (AUTONOMOUS)

FYUGP Semester II

Skill Enhancement Course (SEC)

Academic Writing

Credit 3

Objectives: This course is designed to –

- Ease the students into the domain of writing that measures up to academic standards.
- Introduce the central ideas and forms of academic writing, and guide the students through them in an orderly way.
- Facilitate and encourage methodical thinking and analyzing. Such processes would then enable the students to work on and improve the quality of their writing.

COURSE OUTCOMES (GRADUATE ATTRIBUTES):

Upon the end of this course, students should be able to:

- Understand the features of professional and academic writing.
- Enhance vocabulary, communicative and writing skills.
- Write grammatically cohesive and articulate sentences in their own words.
- Engage in critical thinking and brainstorming ideas.
- Form cogent arguments and compose analytical drafts.
- Review their essays to maintain academic integrity and avoid plagiarism.

COURSE CONTENT:

UNIT I: Introduction to the Writing Process

- Basics and Conventions of Academic Writing
- Reading and Developing Ideas
- Understanding Paragraph Formats

- Annotating
- Note-making

UNIT II: Organizing Paragraphs and Research Work

- Summarizing
- Paraphrasing
- Outlining Essays
- Planning and Structuring Arguments
- Introductions and Conclusions

UNIT III: Critical Analysis and Finalizing Drafts

- Citing quotations and Referencing
- Checking for Plagiarism
- Revision and Re-writing
- Final Editing
- Proofreading

Unit IV: Practical

REFERENCES:

Bailey, Stephen. Academic Writing: A Practical Guide for Students. RoutledgeFalmer, 2004.
Booth, Wayne C., et al.

The Craft of Research. The University of Chicago Press, 2016. Day, Trevor. Success in Academic Writing. Palgrave Macmillan, 2013.

Sivia, Paul J. How to Write a Lot: A Practical Guide to Productive Academic Writing. American Psychological Association, 2007.

Zemach, Dorothy E., and Lisa A. Rumisek. Academic Writing: From Paragraph to Essay. Macmillan, 2005

MANGALDAI COLLEGE (AUTONOMOUS)

FYUGP Semester III

Skill Enhancement Course (SEC)

English for Competitive Exams

Credit 3 (Theory: 02, Practical: 01)

Learning Objectives:

- To familiarize the students with the syllabus and pattern of English for competitive exams.
- To discuss writing techniques of English required to crack competitive examinations
- To inculcate practical skills among students which would benefit them for employment.
- To prepare them for a competitive job market.
- To hone their grammar, comprehension, and vocabulary skills.

Learning Outcomes:

On successful completion of this course, students will be able to:

- Explore versatile career opportunities.
- Make themselves better prepared for a competitive job market.
- Gain confidence in their future competitive endeavours.
- Recognize the basic structures in spoken discourse

Unit I: Basic language skills

- Error Correction and Sentence Rearrangement
- Types of sentences:
- Positive/Negative/Interrogative/Simple, Complex and Compound)
- Clauses (Noun Clauses – Adjective Clauses; Adverbial Clauses)

- Phrases (Noun phrases; verb phrases; adverbial phrases)

Unit II: Grammar & Composition

- Synonyms/Antonyms
- One-word substitutes
- Idioms and Phrases
- Proposition
- Tense
- Voice
- Filing Right to Information (RTI) applications
- Essay Writing
- Business Letters
- Report Writing
- Email Writing for Jobs

Unit III: Practical

- Group Discussion
- Solving previous question papers of
- SSC/governmental exams
- Vocabulary and language games
- Story Writing
- Mock Interviews

Suggested Readings

Gupta SC (2017) English Grammar & Composition Very Useful for All Competitive Examinations. Arihant. New Delhi

Bakshi SP (2017) Objective General English. Arihant. New Delhi

Sachdeva Taniya (2021) English Grammar and Composition Book for Competitive & Other Exams. Prabhat Prakashan. India

Arora, Mrinalini Anand (2020) Essential English for Competitive Exams. Source Books. India