### **SEMESTER III**

| CODE      | COURSE TITLE |  |
|-----------|--------------|--|
| 18LTUC305 | FICTION      |  |

| Category | CIA | ESE | L  | Т | Р | Credit |
|----------|-----|-----|----|---|---|--------|
| Core     | 25  | 75  | 55 | 5 | - | 04     |

#### Preamble

To develop analytical and critical reading and to introduce reading strategies

#### **Course Outcomes**

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

| CO<br>Number | CO Statement   | Knowledge<br>Level |
|--------------|--|--------------------|
| CO1.         | make them aware of the works of novelists of various ages and regions.   | K1                 |
| CO2.         | gain knowledge of art in the fiction elements and the art of writing fiction.  | K2                 |
| соз.         | develop the skill of applying the knowledge about the art of fiction<br>and critically analyse the prescribed text and to enable them to have<br>it has a feeder course for creative writing | K2 &K3             |
| CO4.         | inspire a love of fiction in the students to open up their minds   | K3                 |
| CO5.         | stimulate the sympathetic and empathetic imaginations by allowing<br>them to see the world through others eyes as well as to foster inter<br>cultural dialogue                               | К3                 |

## Mapping with Programme Outcomes

| COs  | PO1 | PO2 | PO3 | PO4 | PO5 |
|------|-----|-----|-----|-----|-----|
| CO1. | S   | М   | S   | S   | М   |
| CO2. | М   | М   | S   | М   | S   |
| CO3. | S   | S   | М   | S   | М   |
| CO4. | S   | М   | М   | S   | М   |
| CO5. | S   | S   | М   | S   | S   |

S- Strong; M-Medium

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## **Syllabus**

| UNIT – I (British)<br>Detailed<br>Jane Austen – Pride and Prejudice<br>Applied Dynamics – Write a short story  | 12 HRS |
|--|--------|
| <pre>UNIT – II (American) Detailed Mark Twin – Huckleberry Finn Applied Dynamics – Attempt writing an adventurous story</pre>  | 12 HRS |
| UNIT – III (Indian Writing) Detailed Shashi Deshpande – That Long Silence Applied Dynamics – Identify serious women issue and narrate it. (oral)   | 12 HRS |
| <pre>UNIT – IV (African American) Detailed Toni Morrison - Beloved Applied Dynamics – To debate on an intercultural issue</pre>  | 12 HRS |
| <pre>UNIT – V (The Total Effect) Analytical Skill Genre - form and content, motive and fiction, point of view Interpretative Skill</pre>   | 12 HRS |
| <ul> <li>Foreshadowing and predicating outcomes.</li> <li>Plot, Character, Setting, Technique, Style, Atmosphere, Climax, Co<br/>Descriptive pattern, narrative style.</li> <li>Vocabulary – Context clues</li> <li>Verbal Irony</li> <li>Extension Skill</li> <li>A book review- Any text of student's choice (IA)</li> </ul> | omedy, |
| Self Study<br>Book Talk  |        |

| CODE      |  |
|-----------|--|
| 18LTUC306 |  |

# COURSE TITLE POST-COLONIAL LITERATURE

| Category | CIA | ESE | L  | Т | Р | Credit |
|----------|-----|-----|----|---|---|--------|
| Core     | 25  | 75  | 55 | 5 | - | 04     |

## Preamble

To introduce learners to Region- specific literature and Culture – specific expressions

#### **Course Outcomes**

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

| CO<br>Number | CO Statement   | Knowledge Level |
|--------------|--|-----------------|
| CO1.         | introduce students to key terms and concepts in Post – colonial studies  | К1              |
| CO2.         | familiarize students with historical and cultural anxieties of<br>the writers in independent nations and the significant<br>historical circumstances of colonization that shaped them to<br>be writers | К2              |
| СО3.         | develop the skill to look beyond for similarities and contrasts.   | K2 &K3          |
| CO4.         | discuss language, nature of colonization, hybridity, gender<br>and nation and to debate on racist or colonial undertones   | К3              |
| CO5.         | Debate on racist or colonial undertones  | К3              |

#### **Mapping with Programme Outcomes**

| COs  | PO1 | PO2 | PO3 | PO4 | PO5 |  |
|------|-----|-----|-----|-----|-----|--|
| CO1. | S   | М   | S   | S   | М   |  |
| CO2. | М   | М   | S   | М   | S   |  |
| CO3. | S   | S   | М   | S   | М   |  |
| CO4. | S   | М   | М   | S   | М   |  |
| CO5. | S   | S   | М   | S   | S   |  |

| Syllabus   |              |
|--|--------------|
| UNIT I: Poetry   | 12 Hrs.      |
| A.D.Hope: Australia  |              |
| Radolp Stow: Mad maid whim   |              |
| F.R.Scott: The Canadian Authors Meet                                   |              |
| Fred Cogswell: A Christmas carol                                       |              |
| Douglas Steward: The fisherman   |              |
| Applied Dynamics: Imagine yourself as an immigrant and write a poer    | m            |
| UNIT II: Prose   | 12 Hrs.      |
| K.S. Ramamurti: The Canadian Women Novelists in a multicultura         | l context.   |
| A note on Margaret Atwood & Margaret Laurence                          |              |
| (Commonwealth Literature - P.K. Rajan)                                 |              |
| Applied Dynamics:Write an essay on the key elements of Post- colonia   | l literature |
| UNIT III: Drama  | 12 Hrs.      |
| Ryga, George- The Ecstasy of Rita Joe.                                 |              |
| Applied Dynamics:Script a one – act play on cultural anxieties and ena | act it       |
| <b>UNIT IV</b> : Fiction   | 12 Hrs.      |
| Margaret Atwood-The Robber Bride                                       |              |
| Applied Dynamics: Attempt writing a long story on immigrant problem    | ns           |
| UNIT V: Short story  | 12 Hrs.      |
| A Cup of Tea – Katherine Mansfield                                     |              |
| His Father's Mate – Henry Lawson                                       |              |
| Silence – Alice Munro  |              |

Applied Dynamics: Write a short story on women's concerns

- 1. Reading in Commonwealth Literature, Ed. William Walsh, London, OUP, 1973
- 2. ARMSTRONG S.. Canadian Women's Writing, Creative Books, New Delhi, 2006.
- 3. **BURNS GRAHAM, KENNETH SLESSOR**, *Australian Writers and their Work Series*, Melbourne, OUP, 1976.

| CODE      | COURSE TITLE                  |
|-----------|-------------------------------|
| 18LTUA303 | HISTORY OF ENGLISH LITERATURE |
|           |                               |

| Category | CIA | ESE | L  | Т | Р | Credit |
|----------|-----|-----|----|---|---|--------|
| Core     | 25  | 75  | 70 | 5 | - | 04     |

#### Preamble

To understand the under – currents of literary writings and creative art in terms of literary movements through the ages

#### **Course Outcomes**

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

| CO Number | CO Statement  | Knowledge Level |
|-----------|---|-----------------|
| CO1.      | understand the concepts, forces and concerns that shaped the<br>literary writings of different ages   | K1              |
| CO2.      | enable the students to comprehend and appreciate issues in<br>British Literature through the ages in relation to authors,<br>historical periods, major and minor figures, theme, genres or<br>critical theories | К2              |
| соз.      | sensitize the students to a diachronic and synchronic study of literature   | K2 &K3          |
| CO4.      | prepare the students to be confident and competent to<br>encounter literature – related jobs and examinations   | К3              |
| CO5.      | Develop new ideas and ethical standpoints to describe<br>English society  | К3              |

#### Mapping with Programme Outcomes

| Cos  | PO1 | PO2 | PO3 | PO4 | PO5 |
|------|-----|-----|-----|-----|-----|
| CO1. | S   | М   | S   | S   | М   |
| CO2. | М   | М   | S   | М   | S   |
| CO3. | S   | S   | М   | S   | М   |
| CO4. | S   | М   | М   | S   | М   |
| CO5. | S   | S   | М   | S   | S   |

| Syllabus  |            |
|---|------------|
| UNIT I:   | 15 Hrs.    |
| Age of Chaucer  |            |
| Elizabethan Age 1560-1616   |            |
| Post-Shakespearean 1616-1650 - Drama& Poetry                                |            |
| Applied Dynamics: To trace the beginnings of Tamil Literature               |            |
| UNIT II:  | 15 Hrs.    |
| Literature in Puritan Age 1650-1660   |            |
| Restoration Age 1660-1700   |            |
| Applied Dynamics: Literature of Sangam Period                               |            |
| UNIT III:   | 15 Hrs.    |
| Neo-Classical / Augustan Age / Age of Prose 1700-1750                       |            |
| Applied Dynamics: Compare and contrast literature of Chera, Chola, Pandian  | Dynasties  |
| UNIT IV:  | 15 Hrs.    |
| Romantic Revival (inclusive of Pre-Romantic Literature)                     |            |
| Victorian Age 1839-1902   |            |
| Applied Dynamics: Revolutionary writing in Tamil – Bharathi, Bharathidasan, | Kannadasan |
| UNIT V:   | 15 Hrs.    |
| Modern Age 1902-1960  |            |
| Postmodern Age  |            |
| Applied Dynamics: Writing on social Issues                                  |            |
| DOOKS FOD DEFEDENCE.  |            |

- 1. EDWARD ALBERT, History of English Literature, Orient Longman, Delhi, 1985.
- 2. DR. KANNAMMAL S & SAGUNTHALA M, History of English Literature.
- 3. LEGOUIS CAZAMIAN, History of English Literature, Macmillan, NewYork, 1926.
- 4. **RAMACHANDRA NAIR K. R.**, *Essays on the History of Literature*, Emerald Publishers, New Delhi, 2008.
- 5. WILLIAM HENRY HUDSON, An Outline History of English Literature, B.I. Publications Ltd., 1961.

| CODE      | COURSE TITLE            |
|-----------|-------------------------|
| 18LTUS301 | Skill Based Subjects I  |
|           | ENGLISH FOR LIFE SKILLS |

| Catego | ory | CIA | ESE | L  | Т  | P | Credit |
|--------|-----|-----|-----|----|----|---|--------|
| Core   |     | 25  | 75  | 35 | 10 | - | 03     |

AIM: To enable the students to improve their accent and pronunciation in English.OBJECTIVE: To train the students to engage themselves in interpersonal communication and prepare them for career opportunities.

UNIT - I(Listening) - Instructor led Module - Classroom activity. 9 Hrs.
Stage 1 - Listening to the teacher/student narrating and describing events; to be followed
by comprehension questions (Oral Skill)

| Students need to answer orally and through the written mode which | will strengthen |
|---|-----------------|
| their vocabulary and grammar.                                     |                 |
| UNIT – II (Reading and Writing)                                   | 9 Hrs.          |
| Reading Basics and strategies.                                    |                 |
| Brainstorming Collocations  |                 |
| Discussing of reports   |                 |
| Role play   |                 |
| (Through the reading skill, speaking skill is strengthened)       |                 |
| Writing   |                 |
| Report Writing  |                 |
| Note-taking/making  |                 |
| UNIT - III (Non-verbal Language)                                  | 9 Hrs.          |
| Personal appearance   |                 |
| Posture   |                 |
| Gestures  |                 |
| Facial Expression   |                 |
| UNIT – IV Job Skills – Role Play                                  | 9 Hrs.          |
| Career plans  |                 |
| Dream Job   |                 |
| Describing your company   |                 |
| Product profiles  |                 |
|   |                 |

UNIT – V (Speaking) Instructor led Workshop – Role Play 9 Hrs.

Sounds of English Note: Questions would be from Units II –V only Unit I meant for class room activity only

- 1. Dr. PRAKASH C. L., An Advanced Course in Communication and Media Awareness, Cambridge University Press, New Delhi,2007.
- 2. KRISHNA MOHAN& MEERA BANERJI, Developing Communication Skills, Macmillan, India,2009.
- 3. **SASIKUMAR V., et al.**, *Oral Communication Skill*, Foundation Books, Cambridge University Press, New Delhi, 2009.

| CODE      | COURSE TITLE                           |
|-----------|--|
| 18LTUN301 | Non-Major Elective – CORPORATE ENGLISH |
|           |  |

| Category | CIA | ESE | L  | Т  | Р | Credit |
|----------|-----|-----|----|----|---|--------|
| Core     | 25  | 75  | 20 | 10 | I | 02     |

**AIM**: To create effective and skillful users of language.

**OBJECTIVE**: To make the students understand communication and train them to become more skillful and competent communicators in their every day lives.

#### UNIT I- Phone Calls

## Hello, how may I help you? Answering the phone Making a good impression on the phone.

- Hold on, I just need to make a note Understanding number and details Making notes Checking your notes.
- 3. Is everything clear? Taking long messages Leaving messages

#### **UNIT II-**Writing

- 1. Layout and Content Good layout and style in letters and faxes
- 2. You've got mail Sending and receiving e-mail messages
- 3. Get it right! Checking your spelling Correcting your punctuation
- 4. Keep it simple and make it clear Writing short reports on meetings and phone calls

#### **UNIT III-** Meetings

- What are your views? Different kinds of meetings Discussing ideas and exchanging opinions.
- 2. Thank you for coming! Participating in one-to-one meetings
- The first item on the agenda is... Working with an agenda Taking part in larger meetings with a Chairperson
- 4. We need to come to an agreement Taking part in negotiations.

**6Hrs** 

6 Hrs

6 Hrs

#### **UNIT IV – Entertaining Visitors**

- Make yourself at home! Receiving visitors Making people feel at home Giving and receiving gifts
- what shall we talk about? Small talk Socializing Building professional relationships
- Would you like to join me for dinner? Deciding where to eat Table manners in different countries

#### **UNIT V- Explaining and Presenting**

- About the company Explaining the history and structure of a company
- Let me demonstrate... Explaining what to do Showing people how to do things
- 3. How does it work? Describing processes and procedures

#### **BOOKS FOR REFERENCE:**

- 1. LIZ HAMP-LYONS, Study Writing, Cambridge University Press, UK, 2006.
- 2. LEO JONES, Working in English, Cambridge University Press, UK, 2005.
- 3. TIMS NICHOLAS et al., Face to Face, Cambridge University Press, UK, 2005.

6 Hrs

#### SEMESTER IV

| CODE     | COURSE TITLE              |
|----------|---------------------------|
| 18LTU407 | INDIAN WRITING IN ENGLISH |
|          |                           |

| Category | CIA | ESE | L  | Т | P | Credit |
|----------|-----|-----|----|---|---|--------|
| Core     | 25  | 75  | 55 | 5 | - | 04     |

#### Preamble

To make the students understand the concepts and anxieties behind the shaping of Indian Literature.

#### **Course Outcomes**

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

| CO<br>Number | CO Statement  |  |     | Knowledg | e Level |  |
|--------------|---|--|-----|----------|---------|--|
| CO1.         | recollect the backgrou<br>Background and lifest   | K1   |     |          |         |  |
| CO2.         | familiarize learners to<br>originally written in E<br>Languages and to intr                     | K2   |     |          |         |  |
| CO3.         | introduce students to o<br>field including langua<br>and globalization and<br>homogeneous India | K2 &K3   |     |          |         |  |
| CO4.         |   | enable learners to infer Indianness- socio- cultural ethos,<br>aesthetics, etc from representation works |     |          |         |  |
| CO5.         | problematise the idea   | K3   |     |          |         |  |
|              | with Programme Out  |  | 1   |          |         |  |
| COs          | PO1   | PO2  | PO3 | PO4      | PO5     |  |
| CO1.         | S   | М  | S   | S        | М       |  |
| CO2.         | М   | М  | S   | М        | S       |  |
| CO3.         | S   | S  | М   | S        | M       |  |
| CO4.         | S   | М  | М   | S        | M       |  |
| CO5.         | S   | S  | М   | S        | S       |  |

## **Syllabus**

| Unit I (Poetry)12 I   | HRS |
|---|-----|
| Toru Dutt – Our Casuarina Tree  |     |
| Sarojini Naidu – Bangle Sellers   |     |
| Keki N. Daruwallah – The King Speaks to the Scribe                      |     |
| C.N. Srinath – Then Came Gandhi   |     |
| Shiv K. Kumar – Indian Women  |     |
| Applied Dynamics : Attempt writing a poem on 'Indian theme'             |     |
| Unit II (Prose) 12H   | HRS |
| Nissim Ezekiel – The Heritage of India                                  |     |
| Gopal Krishna Gokhale – Students and their Duties                       |     |
| Applied Dynamics: Write an essay on today's India                       |     |
| Unit III (Fiction) 12   | HRS |
| R. K. Narayan - A Tiger for Malgudi                                     |     |
| Mahaswetha Devi- The American Champa Tree                               |     |
| Anita Desai- Fasting Feasting   |     |
| Applied Dynamics: A Novella on Tamil cultural issue                     |     |
| Unit IV (Drama) 12  | HRS |
| Girish KArnad – Tughlaq   |     |
| Applied Dynamics: Script a drama and enact it                           |     |
| Unit V (Indian Writing in Translation)12                                | HRS |
| Tagore: Gitanjali – (1- 15 verses)                                      |     |
| Bharathiyar – Panjali Sabatham  |     |
| Applied Dynamics: Translate any work of your choice in Tamil to English |     |
| BOOKS FOR REFERENCE   |     |

- 1. Anita Desai, Fasting and Feasting. Mariner Books, 2000.
- 2. Girish Karnad, Tughlag. OUP, 2012.
- 3. Tagore, Gitanjali. Rupa, 2002.

| CODE      | COURSE TITLE |
|-----------|--------------|
| 18LTUA408 | SHAKESPEARE  |

| Category | CIA | ESE | L  | Т | Р | Credit |
|----------|-----|-----|----|---|---|--------|
| Core     | 25  | 75  | 70 | 5 | - | 04     |

#### Preamble

To familiarize the students with the nature of the dramatic genres which Shakespeare wrote, including comedy, romance, tragedy and history

#### **Course Outcomes**

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

| CO<br>Number | CO Statement  | Knowledge Level |
|--------------|---|-----------------|
| CO1.         | Know the characters, plots and themes of Shakespearean plays  | K1              |
| CO2.         | Understand the great ideas conveyed in his plays and<br>appreciate the rhetorical and poetic art through which those<br>ideas are conveyed  | K2              |
| соз.         | Apply a knowledge of the social, political and intellectual<br>context of Elizabethan England to an understanding of<br>Shakespeare's works | K2 &K3          |
| CO4.         | Gain knowledge on Shakespeare's models from human life<br>and interest in mankind   | К3              |
| CO5.         | Get a clear idea on Elizabeth age   | К3              |

| Mapping with Programme Outcomes |     |     |     |     |     |  |
|---------------------------------|-----|-----|-----|-----|-----|--|
| COs                             | PO1 | PO2 | PO3 | PO4 | PO5 |  |
| CO6.                            | S   | М   | S   | S   | М   |  |
| CO7.                            | М   | М   | S   | М   | S   |  |
| CO8.                            | S   | S   | М   | S   | М   |  |
| CO9.                            | S   | М   | М   | S   | М   |  |
| CO10.                           | S   | S   | М   | S   | S   |  |

#### **Syllabus**

| UNIT I & II  | 15 Hrs.                |
|--|------------------------|
| Macbeth  |                        |
| Self Study – The Merchant of Venice                                    |                        |
| Applied Dynamics: Story Board Writing and Role Play                    |                        |
| UNIT III & IV  | 15 Hrs                 |
| Romeo and Juliet   |                        |
| Self Study – The Tempest   |                        |
| Applied Dynamics: The process of making a montage                      |                        |
| UNIT V   | 15 Hrs.                |
| General features in Shakespeare's Plays                                |                        |
| Theatre and Audience, Soliloquies, Fools, Women, Supernatural elements | ments, Early Comedies, |
| Romantic comedies, Tragedy, Last plays                                 |                        |
| Self Study Historical Plays and Problem Plays                          |                        |
| Applied Dynamics: Enact a scene of your choice                         |                        |
| BOOKS FOR REFERENCE:   |                        |

# 1. Shakespeare, *Macbeth*. Create Space Independent Publishing Platform, 2019.

- 2. Shakespeare, Romeo and Juliet. Fingerprint Publishing, 2015.
- 3. Shakespeare, *The Merchant of Venice*. Fingerprint Publishing, 2018.
- 4. Shakespeare, The Tempest. Yale University Press, 1955.

| CODE      | COURSE TITLE                                  |  |  |  |
|-----------|---|--|--|--|
| 18LTUA404 | HISTORY AND DEVELOPMENT OF LITERARY CRITICISM |  |  |  |

| Category | CIA | ESE | L  | Т | Р | Credit |
|----------|-----|-----|----|---|---|--------|
| Core     | 25  | 75  | 70 | 5 | - | 04     |

## Preamble

To guide the Indian student of English Literature to expound the basic truth of the art of criticism

### **Course Outcomes**

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

| CO<br>Number | CO Statement   | Knowledge Level |
|--------------|--|-----------------|
| CO6.         | train the students to be familiar with synchronic study of literary criticism  | K1              |
| со7.         | make them understand the factors involved in criticism like<br>interpretation, elucidation, judgement and appreciation | К2              |
| CO8.         | develop critical sensibility of the students and to make them<br>aware of intricacies of literary criticism            | K2 &K3          |
| СО9.         | train the students to analyze different literary devices and<br>techniques and understand their artistic effect        | К3              |
| CO10.        | Enrich their understanding of the literary works   | К3              |

| Mapping with Programme Outcomes |     |     |     |     |     |
|---------------------------------|-----|-----|-----|-----|-----|
| COs                             | PO1 | PO2 | PO3 | PO4 | PO5 |
| CO11.                           | S   | М   | S   | S   | М   |
| CO12.                           | М   | М   | S   | М   | S   |
| CO13.                           | S   | S   | М   | S   | М   |
| CO14.                           | S   | М   | М   | S   | М   |
| CO15.                           | S   | S   | М   | S   | S   |

| Syllabus   |              |
|--|--------------|
| UNIT I:  | 15 Hrs.      |
| The Art of Criticism   |              |
| Its forms  |              |
| Its beginnings   |              |
| Its limitations  |              |
| Applied Dynamics: List the critical terms used in Aristotle and Plato  |              |
| UNIT II:   | 15 Hrs       |
| Aristotle  |              |
| Kinds of Criticism: Legislative, Comparative, Biographical, Historical,  | Theoretical, |
| Impressionistic, Descriptive   |              |
| Applied Dynamics: Choose two critics and identify which kind he belongs  |              |
|  |              |
| UNIT III:  | 15 Hrs.      |
| UNIT III:<br>John Dryden   | 15 Hrs.      |
|  | 15 Hrs.      |
| John Dryden  |              |
| John Dryden<br>Critical Trends: Renaissance, Neo – Classical   |              |
| John Dryden<br>Critical Trends: Renaissance, Neo – Classical<br><b>Applied Dynamics:</b> Debate on similarities and difference between Renaissance<br>classical  | and Neo –    |
| John Dryden<br>Critical Trends: Renaissance, Neo – Classical<br>Applied Dynamics: Debate on similarities and difference between Renaissance<br>classical<br>UNIT IV:   |              |
| John Dryden<br>Critical Trends: Renaissance, Neo – Classical<br>Applied Dynamics: Debate on similarities and difference between Renaissance<br>classical<br>UNIT IV:<br>William Wordsworth   | and Neo –    |
| John Dryden<br>Critical Trends: Renaissance, Neo – Classical<br>Applied Dynamics: Debate on similarities and difference between Renaissance<br>classical<br>UNIT IV:<br>William Wordsworth<br>Critical Trends: Victorian, New Criticism, Post – Modernist Trends | and Neo –    |
| John Dryden<br>Critical Trends: Renaissance, Neo – Classical<br>Applied Dynamics: Debate on similarities and difference between Renaissance<br>classical<br>UNIT IV:<br>William Wordsworth   | and Neo –    |
| John Dryden<br>Critical Trends: Renaissance, Neo – Classical<br>Applied Dynamics: Debate on similarities and difference between Renaissance<br>classical<br>UNIT IV:<br>William Wordsworth<br>Critical Trends: Victorian, New Criticism, Post – Modernist Trends | and Neo –    |

Approaches: Sociological, Archetypal, Moralistic, Psychological, Formalistic

**Applied Dynamics**: Choose a critic of modern times and apply, analyze under one of these approaches.

- 1. PRASAD B., An Introduction to English Criticism. Delhi : Macmillan India Ltd.
- **2. EAGLETON, TERRY,** *The Function of Criticism : From the Spectator to post-structuralism,* London, verso, 1984
- **3. KRISHANAN DAS& DEEPCHAND PATRA,** *History of Literary Criticism,* Commonwealth Publishers Ltd., 2009.

| <b>OBJECTIVE:</b> To familiarize the students with various types of tests that are employed by th | e  |
|---|----|
| diverse examining bodies.   |    |
| UNIT I: 9 hrs   |    |
| Communication: Question tag – Gerund and Infinitives – Spotting the errors – Vocabulary           | _  |
| Synonyms - Antonyms - Prepositions - Articles - One word substitution - Sentence completion       | ۱. |
| UNIT II: 9 hrs  |    |
| Numerical Aptitude : Problems on numbers – Problems on Ages – Percentage – Profit and los         | S  |
| - Ratio and Proportion - Time and Work - Time and Distance - Simple Interest - Compound           | d  |
| Interest.   |    |
| UNIT III: 9 hrs   |    |
| Credit Reasoning: Logical Inference Questions and Syllogism.                                      |    |

Analytical Reasoning: Arrangement problems - Family / Blood Relation Qualms - Sense of Directions – Age Doubts.

Verbal Reasoning: Verbal Analogy - (Letter series and number series only) - Coding and Decoding.

# **UNIT IV:**

- 1. Soft Skills
- 2. Developing Positive Attitude
- 3. Etiquette and Manners
- 4. Preparing Curriculum Vitae / Resume

# UNIT V:

- 1. Team Building and Team Work
- 2. Interview Skills
- 3. Group Discussion

# **BOOKS FOR REFERENCE:**

1. Dr. R.S. Agarwal, Quantitative Aptitude, S. Chand 2012 (Unit II)

2. Test of Reasoning for Competitve Examinations – Edgar Thorpe 4th edition, Tata McGraw-Hill Publishing Company Limited, New Delhi. (Unit III)

## CODE 18LTUS402

AIM:

# **COURSE TITLE** MULTISKILL DEVELOPMENT PAPER

To equip the students with knowledge on all topics as desirable from the point of

| Category | CIA | ESE | L  | Т | Р | Credit |
|----------|-----|-----|----|---|---|--------|
| Core     | 40  | 60  | 40 | 5 | - | 03     |

view of brilliant success in the competitive examinations.

9 hrs

9 hrs

3. **Dr. R.S. Aggarwal** *A Modern Approach to Verbal Reasoning* (Fully Solved), Revised edition, S. Chand Company Limited, New Delhi, 2012. (Unit- III)

4. Hari Mohan Prasad and Uma Rani Sinha. 2011. Objective English for Competitive Examinations. New Delhi: Tata McGraw Hill Education Private Ltd.

5. Jain T.S. Upkar's SBI Clerical Cadre Recruitment Examination. Agra: Upkar Prakashan

6. Dr. Alex.K, Soft Skills-Know Yourself and Know the World. S.Chand & Company Ltd., 2011

# CODECOURSE TITLE18LTUN402Non-Major Elective II- BUSINESS ENGLISH COMMUNICATION

| Category | INT | EXT | L  | Т  | Р | Credit |
|----------|-----|-----|----|----|---|--------|
| Core     | 50  | 50  | 20 | 10 | - | 02     |

- AIM: To assist the adult students who will be entering the world of business at the end of their course of studies with 'English used in Business Contexts'.
- **OBJECTIVE:** To introduce the students to the 'Basic Business English Skills' and to help them become more confident, more fluent and more accurate.

| UNIT I:                             | 6 Hrs. |
|-------------------------------------|--------|
| Face to Face                        |        |
| Letters and faxes.                  |        |
| UNIT II:                            | 6 Hrs. |
| Summaries                           |        |
| Working together                    |        |
| International Trade                 |        |
| UNIT III:                           | 6 Hrs. |
| Dealing with problems               |        |
| Visitors and travelers              |        |
| UNIT IV:                            | 6 Hrs. |
| Processes and Operations            |        |
| Jobs and Careers                    |        |
| UNIT V: Business Letters and Memos. | 6 Hrs. |

- 1. LEO JONES & RICHARD ALEXANDER, New International Business English Student's Book, (Unit I, II, III & IV), Cambridge University Press, UK, 2005.
- 2. NORMAN COE ET AL., A Problem Solving Approach Writing Skills, (Unit V), Cambridge University Press, UK, 2005.
- 3. **SASIKUMAR V., et al.**, *Oral Communication Skills*, Foundation Books, Cambridge University Press, New Delhi, 2009.