

**ENGLISH LANGUAGE COURSES**  
**(Part II English to Other UG and PG Programmes)**

**PROPOSED SYLLABUS**  
**(From July 2024)**

**Approved by the Academic Council**  
**on 5 July 2024**



**School of English & Foreign Languages**  
**The Gandhigram Rural Institute**  
**(Deemed to be University)**  
**Gandhigram – 624 302**

**July 2024**

**Part II English Language Courses offered under Ability Enhancement Courses (AEC) for all Undergraduate and Integrated PG Programmes (Except B.Voc.)**

Sem.	Course Code	Title of the Course	No. of Credits	No. of Hours	CFA %	ESE %	Total Marks
I	24ENUA1101/ 24ENIA1101	Essential English: Basic	3	3	40	60	100
II	24ENUA1201/ 24ENIA1201	Essential English: Intermediate	3	3	40	60	100
III	24ENUA2101/ 24ENIA2101	Essential English: Advanced	3	3	40	60	100

**Elective Course offered under Ability Enhancement Courses (AEC) for Undergraduate and Integrated PG Programmes (except B.Voc.)**

Sem.	Course Code	Title of the Course	No. of Credits	No. of Hours	CFA %	ESE %	Total Marks
IV	24ENUA2201/ 24ENIA2201	Science Communication	3	3	40	60	100

**Part II English Language Courses for all B.Voc. Programmes**

Sem.	Course Code	Title of the Course	No. of Credits	No. of Hours	CFA %	ESE %	Total Marks
I	24ENVA1101	Essential English: Basic	3	3	40	60	100
II	24ENVA1201	Essential English: Intermediate	3	3	40	60	100

**Part II English Language Course for B.Tech. (As per AICTE model syllabus)**

Sem.	Course Code	Title of the Course	No. of Credits	No. of Hours	CFA %	ESE %	Total Marks
I	24ENUA1102	English for Technical Writing	3	4	40	60	100

**Elective Courses offered under Multi-Disciplinary Courses (MDC) for Undergraduate and Integrated PG Programmes**

Sem.	Course Code	Title of the Course	No. of Credits	No. of Hours	CFA %	ESE %	Total Marks
I	24ENUI1101/ 24ENII1101	Personality Enhancement for Career Development	3	3	40	60	100
II	24ENUI1201/ 24ENII1201	Business Communication	3	3	40	60	100
III	24ENUI2101/ 24ENII2101	Creative Writing	3	3	40	60	100

**Soft Skills Course for all PG & PG Diploma Programmes (Except MA English & CS)**

Sem.	Course Code	Title of the Course	No. of Credits	No. of Hours	CFA %	ESE %	Total Marks
I/II	24ENGP00C1/ 24ENGD00C1	Communication and Soft Skills	2	2	100	-	100

- For English Language courses for B.Sc. Agriculture programme, the syllabus prescribed by ICAR will be followed.

**24ENUA1101/24ENIA1101/24ENVA1101**

**ESSENTIAL ENGLISH: BASIC**

**(3 Credits/3 Hours per week)**

**Objectives:**

This course aims

- to introduce the students to the basics of functional English Grammar for everyday use;
- to provide them opportunities to improve their essential language skills in English through practice in all language skills;
- to facilitate usage of the English language in everyday circumstances.

**Unit I: Grammar**

- Nouns & Pronouns
- Adjectives & Determiners
- Verbs and Tenses
- Auxiliary Verbs

**Unit II: Oral Communication**

- Listening Skills
  - Descriptions
  - Story Narrations
  - Short Speeches
- Speaking Skills
  - Descriptions
  - Conversation Techniques

**Unit III: Reading & Vocabulary**

- Reading comprehension passages
- Vocabulary building

**Unit IV: Writing Skills**

- Paragraph writing
- Note making
- Short Narratives

**Unit V: English in Everyday Use**

- Reading Aloud
- Face to Face Conversation
- Telephone Conversation

**Textbook:**

Textbook/Course Material - Prepared by the School of English & Foreign Languages.

**Reference Book:**

Sargeant, Howard. *Basic English Grammar Book 2*. Irvine: Saddleback, 2007. Print.

**24ENUA1201/24ENIA1201/24ENVA1201**  
**ESSENTIAL ENGLISH: INTERMEDIATE**  
**(3 Credits/3 Hours per week)**

**Objectives:**

This course aims

- to help the students understand the intricacies of English Grammar for everyday use;
- to help them improve their essential language skills in English;
- to encourage them to use English in their personal and professional spheres

**Unit I: Grammar**

- Prepositions & Prepositional phrases
- Conjunctions
- Direct & Indirect Speech
- Sentences
- Punctuation

**Unit II: Oral Communication**

- Listening Skills
  - Long Narratives, Recorded speeches
  - Movie clips
- Speaking Skills
  - Narrations & Public speaking
  - Debating

**Unit III: Reading & Vocabulary**

- Reading comprehension passages
- Vocabulary building

**Unit IV: Writing Skills**

- Precis Writing
- Personal Letter Writing
- General Essay Writing

**Unit V: English in Everyday Use**

- Short speeches
- Debates
- Silent Rapid Reading

**Textbook:**

Textbook/Course Material - Prepared by the School of English & Foreign Languages.

**Reference Book:**

Sargeant, Howard. *Basic English Grammar Book 2*. Irvine: Saddleback, 2007. Print.

**24ENUA2101/24ENIA2101**  
**ESSENTIAL ENGLISH: ADVANCED**  
**(3 Credits/3 Hours per week)**

**Objectives:**

This course aims

- to help the students put in practice their knowledge of English Grammar and language skills in professional situations;
- to help them understand the nuances of English language through critical appreciation of literary pieces;
- to encourage them to initiate creative writing.

**Unit I: Critical Appreciation Skills**

- Robert Frost : “The Road Not Taken” (Poem)
- William Wordsworth: “Daffodils” (Poem)
- G. Ramachandran : “The Essence of Gandhi” (Prose)
- William Shakespeare: “Friends, Romans, Countrymen” (from *Julius Caesar*)
- Roald Dahl : “The Landlady” (Short Story)

**Unit II: Life Skills through Literature**

- Earnest Hemingway : *The Old Man and the Sea*

**Unit III: Employability Skills**

- Interview Skills
- Presentation Skills
- Mental Preparedness and Emotional Intelligence
- Improving Personality Traits

**Unit IV: Advanced Writing Skills**

- Descriptive writing
- Open-ended narrations
- Basics of Creative Writing

**Unit V: Business Writing**

- Formal & Business Letters
- Professional Emails
- Circulars and Notices
- Report Writing

**Textbook:**

Textbook/Course Material - Prepared by the School of English & Foreign Languages.

**24ENUAI2201/24ENIAI2201**  
**SCIENCE COMMUNICATION**  
**(3 Credits/3 Hours per week)**

**Objectives:**

This course aims

- To introduce to the students the concept of Science Communication;
- To inculcate in the students a flair for reading and comprehending scientific writing;
- To encourage student to write on topics of interest and development in Science and Technology;
- To help students eliminate errors in scientific writing;
- To encourage students to read science fiction.

**Unit I:**

Science communication – history of science and technology in the world – need for science communication.

**Unit II:**

Reading selections from contemporary science writing – comprehension and analysis – scientific vocabulary – writing abstracts & reviews of scientific articles

**Unit III:**

Basics of science writing – language and style – structure of science reports – writing simple science articles

**Unit IV:**

Science language – choice of words and tone – avoiding needless complexity, ambiguity, redundancy, discontinuity – use of tables and figures

**Unit V:**

Reading Science Fiction

H.G. Wells : *The Time Machine*

Isaac Asimov : “Robbie” from *I, Robot*

**Textbook/Workbook**

To be Prepared by the School of English & FL

**Reference Books:**

Alley, Michael. *The Craft of Scientific Writing*, 1996.

Stockmayer, et al. *Science Communication in Theory and Practice*, 2001.

Van Dam, et al. *Science Communication: An Introduction*, 2020

**24ENUA1102**  
**ENGLISH FOR TECHNICAL WRITING (for B.Tech)**  
**(3 Credits/4 Hours per week)**

**Objectives:**

- To provide learning environment to practice listening, speaking, reading and writing skills.
- To assist the students to carry on the tasks and activities through guided instructions and materials.
- To effectively integrate English language learning with employability skills and training.
- To provide hands-on experience through case-studies, mini-projects, group and individual presentations.

**Unit I: Vocabulary Building**

The concept of Word Formation – Root words from foreign languages and their use in English – Acquaintance with prefixes and suffixes from foreign languages in English to form derivatives – Synonyms, antonyms, and standard abbreviations.

**Unit II: Basic Writing Skills**

Sentence Structures – Use of phrases and clauses in sentences – Importance of proper punctuation – Creating coherence - Organizing principles of paragraphs in documents – Techniques for writing precisely

**Unit III: Identifying Common Errors in Writing**

Subject-verb agreement – Noun-pronoun agreement – Misplaced modifiers – Articles – Prepositions – Redundancies – Clichés

**Unit IV: Nature and Style of sensible Writing**

Describing – Defining – Classifying - Providing examples or evidence - Writing introduction and conclusion

**Unit V: Writing Practices**

Comprehension – Précis Writing – Essay Writing

**Unit VI: Oral Communication (Practice Sessions in Language Lab)**

Listening Comprehension – Pronunciation, Intonation, Stress and Rhythm – Common Everyday Situations: Conversations and Dialogues – Communication at Workplace – Interviews – Formal Presentations

**Textbook:**

Kumar, Kulbushan. *English for Technical Professionals*, 2022. (AICTE Prescribed Textbook)

**Reference Books:**

Swan, Michael. *Practical English Usage*, 1995.  
 Wood, F.T. *Remedial English Grammar*, 2007.  
 Zinsser, William. *On Writing Well*, 2001  
 Lyons & Heasley. *Study Writing*, 2006.  
 Kumar, Sanjay & Pushpalata. *Communication Skills*, 2011.

**24ENUI1101/24ENII1101****PERSONALITY ENHANCEMENT FOR CAREER DEVELOPMENT  
(3 Credits/3 Hours per week)****Objectives:**

This course aims

- To enhance the behavioral patterns of students;
- To help them build better workplace relationships;
- To enhance their employability skills.

**Unit I: Self Description**

- Self Introduction and Greetings
- Personality traits

**Unit II: Non-verbal Communication**

- Body Language
- Work place Culture

**Unit III: Verbal communication**

- Impromptu
- Behaviour and Speeches

**Unit IV: Stress Management**

- Decision- Making
- Problem- solving

**Unit V: Logical Reasoning**

- Aptitude
- Social Skills

**Reference Books:**

Aggarwal, R.S. *Quantitative Aptitude for Competitive Examinations*, 2017.

*Understanding Stress*, Routledge: 2017

Sabharwal, D.P. *Personality Development Handbook*, 2021.



**24ENUI1201/24ENII1201**  
**BUSINESS COMMUNICATION**  
**(3 Credits/3 Hours per week)**

**Objectives:**

This course aims

- To enhance the business oriented skills of students through training in LSRW skills;
- To help them understand the writing components and improvise their language proficiency;
- To enrich the various presentation techniques associated with career development

**Unit I:**

- Email/ Minutes
- Report Writing (Recommendations & Instruction)
- Memo/Memo Letters
- Cover letter
- Letter of Application

**Unit II:**

- Self Introduction
- Interviews
- Group Discussion

**Unit III:**

- Seminars
- Conferences
- Symposium

**Unit IV:**

- Professional Conversation
- Presentation Techniques

**Unit V:**

- Advertisement/ Slogans
- Basics of Content Writing

**Reference Books:**

Sinha K. K., *Business Communication*

Keval J. Kim, *Business Communication*.

Rajendra Pal & J.S.Korlahalli, *Essentials of Business Communication*.

**24ENUI2101/24ENII2101**  
**CREATIVE WRITING**  
**(3 Credits/3 Hours per week)**

**Objective:**

This course aims

- To help the students recognize the creative aspects of writing;
- To them decipher the thought process required for creative writing;
- To nurture creative writing skills and its uses in mass communication.

**Unit I: Introduction to Creative Writing**

- Refining Vocabulary
- Developing Hints
- Reading Comprehension
- Writing – Cause and effect essays/Compare and contrast essays

**Unit II: Fundamentals of Creative Writing**

- Literary Devices and Figurative language
- Elements of style
- Plot, Setting, Character, Dialogue, Point of View

**Unit III: Story Narration**

- Fables
- Biographies and Auto-biographies
- Travelogues
- Movies/Short Films

**Unit IV: Script Writing**

- Web content Writing
- Blog/Vlog Writing
- Mass media
- Creation of Word Pictures and Ambience

**Unit V: Imaginative Writing**

- Writing on Nature
- Fantasy
- Visual Representation
- Comics

**Reference Books:**

- Morley, David. *The Cambridge Introduction to Creative Writing*, 2007.
- Mills, Paul. *The Routledge Creative Writing Course Book*, 2005.

**24ENGP00C1/24ENGD00C1  
COMMUNICATION AND SOFT SKILLS  
(2 Credits/2 Hours per week)**

**(For all PG students except MA ECS students)**

**Objectives:**

- To help the students improve their communication and life and soft skills; and
- To enhance their personality and employability skills.

**UNIT I**

- Basics of Communication
- Barriers to Communication

**UNIT II**

- Communication and Language Skills
- Communicating in a Global Language

**UNIT III**

- Resumes and Cover Letters
- Group Discussions

**UNIT IV**

- Business communication
- Intercultural Communication

**UNIT V**

- Professional Communication
- Interviews

**Textbook:**

Krishnaswamy, Dhariwal and Krishnaswamy. *Mastering Communication Skills and Soft Skills*. Blomsbury, 2015.

**Assessment:** There is no ESE. Assessment is totally internal and is performance-based.