

Syllabus for BA/BSW

Basic English

First Semester (from 2017-18 to 2019-20 for three years)

80 marks paper for 3 hours duration and 20 marks for Internal Assessment

Teaching Hours: 5 hrs per week

Text Book: Shalmala: An Anthology of Poetry and Prose, ed Board of Editors, OUP, B'lore

I Prose

1. Of Studies - Francis Bacon
2. Our Civilization - C.E.M. Joad
3. The Fortune Teller - Karel Capek
4. The Accompanist - Anita Desai

II Poetry

1. Seven Ages of Man - William Shakespeare
2. Death the Leveller - James Shirley
3. Night of the Scorpion - Nissim Ezekiel
4. My Grandmother's House - Kamala Das

III Grammar and Composition

1. Parts of Speech with special emphasis on Prepositions and Articles
(Focus may be on the following prepositions: On, in, of, off, for, into, with, beside, under, over, by, from, to, at, across, since, between, among, above, up, after, before, through)
2. Tenses (with focus on use of simple present tense and past tense)
3. Identification of errors in the use of parts of speech and tenses
4. Functional vocabulary (synonyms and antonyms – see Annexure-1)

Reference Book: R. P. Singh's Functional Skills in Language and Literature, OUP

Pattern of Question Paper (You can also see Annexure 3) 80 Marks

- | | | |
|--|------------|---------|
| 1. Objective type Questions | | 1×10=10 |
| 2. Reference to context
(two out of four) | | 5×2 =10 |
| 3. Essay type Question on Prose
(one out of two) | | 10×1=10 |
| 4. Essay type Question on Poetry
(one out of two) | | 10×1=10 |
| 5. A) Use of Articles | 1 x 5 = 5 | 10 |
| B) Use of Prepositions | 1 x 5 = 5 | |
| 6. Use of Verbs (tenses) | 1x10=10 | 10 |
| 7. Identifying errors (Parts of Speech and Tenses) | 1 x 10 =10 | 10 |
| 8. Functional Vocabulary (synonyms and antonyms) | 1x 10=10 | 10 |

Syllabus for BA/BSW

Basic English

Second Semester (from 2017-18 to 2019-20 for three years)

80 marks paper for 3 hours duration and 20 marks for Internal Assessment

Teaching Hours: 5 hrs per week

Text Book: **Shalmala: An Anthology of Poetry and Prose**, ed Board of Editors, OUP, B'lore

I Prose

1. The Nightingale and the Rose -Oscar Wilde
2. The Canker of Untruth - Mahatma Gandhi
3. The Silver Lining - Chaman Nahal
4. The Worship of the Wealthy - G. K. Chesterton

II Poetry

1. To India my Nativeland - Henry Derozio
2. Village School Master - Oliver Goldsmith
3. The Tiger - William Blake
4. The Train - Armando Menezes

III Grammar and Composition

Correction of Errors

Combining sentences with appropriate conjunctions

Use of adverbs and adjectives

Dialogue Writing: Common situations

Short speeches for welcoming, introducing, proposing vote of thanks and Independence Day and Republic Day

One word substitution (See Annexure-2)

Collocations (See Annexure-2)

Reference Book: R. P. Singh's *Functional Skills in Language and Literature*, OUP

Pattern of Question Paper(You can also see Annexure 3) Marks

- | | |
|--|---------|
| 1. Objective type Questions | 1×10=10 |
| 2. Essay type question on prose
(one out of two) | 10 |
| 3. Essay type question on poetry
(one out of two) | 10 |
| 4. Short notes on Prose & Poetry 5x2=10
(two out of four) | 10 |
| 5. Correction of errors | 1×10=10 |
| 6. a. Combining sentences with appropriate conjunctions 1x5
b. Use of proper adverbs and adjectives 1x5 | 10 |
| 7. A) Dialogue Writing 5x1 = 5
B) Short speeches 5x1 = 5 | 10 |
| 8. A) One word substitution 1x5 = 5
B) Collocations 1x5= 5 | 10 |

**Syllabus for BA/BSW
Additional English**

First Semester (from 2017-18 to 2019-20 for three years)

80 marks paper for 3 hours duration and 20 marks for the Internal Assessment

Teaching Hours: 5 hrs per week

Text Book: **Short Stories of Yesterday and Today**, ed Shiv K. Kumar (OUP)

- | | |
|-------------------------------------|---------------------|
| 1. The Model Millionaire | - Oscar Wilde |
| 2. The Mother | - Somerset Maugham |
| 3. Growing Up | - Joyce Cary |
| 4. Adventures of the German Student | - Washington Irving |
| 5. The Gold Watch | - Mulk Raj Anand |
| 6. Karma | - Khushwant Singh |

Pattern of Question Paper

Marks

- | | |
|---|---------|
| 1. Objective type Questions | 1×10=10 |
| 2. Reference to context (two out of four) | 10 |
| 3. Essay type question on the short stories
(one out of two) | 10 |
| 4. Essay type question on the short stories
(one out of two) | 10 |
| 5. Short notes on the short stories 5x2
(two out of four) | 10 |
| 6. Match the words with their meanings | 1×10=10 |
| 7. Preparation of Headlines and Slogans | 10 |
| 8. Report Writing | 10 |

Syllabus for BA/BSW
Additional English
Second Semester (from 2017-18 to 2019-20 for three years)
80 marks paper for 3 hours duration and 20 marks for the Internal Assessment
Teaching Hours: 5 hrs per week

Text Book: **Seven One-Act Plays**, ed K. S. Ramamurthy (OUP)

- | | |
|-----------------------------|-------------------|
| 1. Post Early for Christmas | -R. H. Wood |
| 2. The King who Limped | -Monica Thorne |
| 3. Night Watches | - Allan Monkhouse |
| 4. The Unexpected | - Ella Adkins |

Pattern of Question Paper	Marks
1. Objective type Questions	1×10=10
2. Reference to Context (two out of four)	10
3. Essay type questions on the first two plays (one out of two)	10
4. Essay type questions on the last two plays (one out of two)	10
5. Short notes on all the plays 5x2 (two out of four)	10
6. Use of words as two different forms of speech	2x5=10
7. Letters of Congratulations and Compliments	10
8. Paragraph writing on current topics (one out of two)	10

Syllabus for BCom/BCom CS/BBA

Basic English

First Semester (from 2017-18 to 2019-20 for three years)

BCom: 80 marks paper for 3 hours duration and 20 marks for IA

BCom CS: 70 marks paper for 3 hours duration and 30 marks for IA

BBA: 75 marks paper for 3 hours duration and 25 marks for IA

Teaching Hours: 5 hrs per week

1. Text Book: **Life and Learning**, ed Board of Editors, Blackswan, Hyderabad

I Prose

- | | |
|-------------------------------|-----------------------|
| 1. No Man is an Island | - Minoos Masani |
| 2. The Eyes are not Here | - Ruskin Bond |
| 3. The Kabuliwala | - Rabindranath Tagore |
| 4. from Decolonizing the Mind | - Ngugi wa Thiongo'O |

II Poetry

- | | |
|--|-----------------------|
| 1. Sonnet 130 | - William Shakespeare |
| 2. Dover Beach | - Matthew Arnold |
| 3. Mending Wall | - Robert Frost |
| 4. Good Bye Party to Miss Pushpa T. S. | - Nissim Ezekiel |

III Grammar and Composition

1. Parts of Speech with special emphasis on Prepositions and Articles
(Focus may be on the following prepositions: On, in, of, off, for, into, with, beside, under, over, by, from, to, at, across, since, between, among, above, up, after, before, through)
2. Tenses (with focus on use of simple present tense and past tense)
3. Identification of errors in the use of parts of speech and tenses
4. Functional vocabulary (synonyms and antonyms: see Annexure-1))

Reference Book: R. P. Singh's *Functional Skills in Language and Literature*, OUP

Pattern of Question Paper for BCom I Sem (You can also see Annexure 3)80 Marks

- | | | |
|--|-----------|---------|
| 1. Objective type Questions | | 1×10=10 |
| 2. Reference to context
(two out of four) | | 5×2 =10 |
| 3. Essay type Question on Prose
(one out of two) | | 10×1=10 |
| 4. Essay type Question on Poetry
(one out of two) | | 10×1=10 |
| 5. A) Use of Articles | 1 x 5 = 5 | 10 |
| B) Use of Prepositions | 1 x 5 = 5 | |
| 6. Use of Verbs (tenses) | 1×10=10 | 10 |

7. Identifying errors (Parts of Speech and Tenses) 1 x 10 =10 10
 8. Functional Vocabulary (synonyms and antonyms) 1x 10=10 10

Pattern of Question Paper for BCom CS I Sem (You can also see Annexure 3)
70 Marks

1. Objective type Questions 1×10=10
 2. Essay type Question on Prose 10×1=10
 (one out of two)
 3. Essay type Question on Poetry 10x1=10
 (one out of two)
 4. A) Use of Articles 1 x 5 = 5 10
 B) Use of Prepositions 1 x 5 = 5
 5. Use of Verbs (tenses) 1x10=10 10
 6. Identifying errors (Parts of Speech and Tenses) 1 x 10 =10 10
 7. Functional Vocabulary (synonyms and antonyms) 1x 10=10 10

Pattern of Question Paper for BBA I Sem (You can also see Annexure 3)
75 Marks

1. Objective type Questions 1×10=10
 2. Reference to context 5x1 =5
 (one out of two)
 3. Essay type Question on Prose 10×1=10
 (one out of two)
 4. Essay type Question on Poetry 10x1=10
 (one out of two)
 5. A) Use of Articles 1 x 5 = 5 10
 B) Use of Prepositions 1 x 5 = 5
 6. Use of Verbs (tenses) 1x10=10 10
 7. Identifying errors (Parts of Speech and Tenses) 1 x 10 =10 10
 8. Functional Vocabulary (synonyms and antonyms) 1x 10=10 10

Syllabus for BCom/BCom (CS)/BBA

Basic English

Second Semester (from 2017-18 to 2019-20 for three years)

BCom: 80 marks paper for 3 hours duration and 20 marks for the IA

BCom CS: 70 marks paper for 3 hours duration and 30 marks for the IA

BBA: 75 marks paper for 3 hours duration and 25 marks for the IA

Teaching Hours: 5 hrs per week

1. Text Book: **Life and Learning**, ed Board of Editors, Blackswan, Hyd

I Prose

- | | |
|--|---------------------|
| 1. On Shaking Hands | - A. G. Gardiner |
| 2. India's Contribution to World Unity | - Arnold Toynbee |
| 3. The Diamond Necklace | - Guy de Maupassant |
| 4. My Brother, My Brother | - Norah Burke |

II Poetry

- | | |
|-------------------------------|-------------------|
| 1. A Noiseless Patient Spider | - Walt Whitman |
| 2. La Belle Dame Sans Merci | - John Keats |
| 3. The Last of the Princes | - A. K. Ramanujan |
| 4. Balled of the Landlord | - Langston Hughes |

III Grammar and Composition

Correction of Errors

Combining sentences with appropriate conjunctions

Use of adverbs and adjectives

Dialogue Writing: Common situations

Short speeches for welcoming, introducing, proposing vote of thanks and Independence Day ad Republic Day

Resume writing

Advertisement writing

Reference Book: R. P. Singh's *Functional Skills in Language and Literature*, OUP

Pattern of Question Paper for BCom II Sem (You can also see Annexure 3) 80 Marks

- | | |
|--|---------|
| 1. Objective type Questions | 1×10=10 |
| 2. Essay type question on Prose
(one out of two) | 10 |
| 3. Essay type question on poetry
(one out of two) | 10 |
| 4. Short notes from prose and poetry 5X2=10
(two out of four) | 10 |

5. Correction of sentences	10
6. a) Combining sentences with appropriate conjunctions	10
b) Use of adverbs and adjectives	
7. a) Dialogue Writing and Short speeches	10
b) Short speeches	
8. a) Resume writing	10
b) Advertisement writing	

Pattern of Question Paper for BCom CS II Sem **70 Marks**

1. Objective type Questions	1×10=10
2. Essay type Question on Prose (one out of two)	10×1=10
3. Essay type Question on Poetry (one out of two)	10×1=10
4. Correction of errors	1×10=10
5. a) Combining sentences with appropriate conjunctions	10
b) Use of adverbs and adjectives	
6. a) Dialogue Writing and Short speeches	10
b) Short speeches	
7. a) Resume writing	10
b) Advertisement writing	

Pattern of Question Paper for BBA II Sem **75 Marks**

1. Objective type Questions	1×10=10
2. Essay type Question on Prose (one out of two)	10×1=10
3. Essay type Question on Poetry (one out of two)	10×1=10
4. Short notes on poetry and prose (one out of two)	5
4. Correction of errors	1×10=10
5. a) Combining sentences with appropriate conjunctions	10
b) Use of adverbs and adjectives	
6. a) Dialogue Writing and Short speeches	10
b) Short speeches	
7. a) Resume writing	10
b) Advertisement writing	

Syllabus for BCom/BCom CS/BBA

Additional English

First Semester (from 2017-18 to 2019-20 for three years)

80 marks paper for 3 hours duration and 20 marks for Internal Assessment

Teaching Hours: 5 hrs per week

Text Book **Selected Essays** - Orient Blackswan, Hyderabad

- | | |
|--------------------------|--------------------|
| 1. Books | - John Milton |
| 2. The Spectator Club | - Richard Steele |
| 3. The Man in Black | - Oliver Goldsmith |
| 4. Dream Children | - Charles Lamb |
| 5. An Apology for Idlers | - R. L. Stevenson |

Pattern of Question Paper

Marks

- | | |
|---|----------|
| 1. Objective type Questions | 1×10=10 |
| 2. Reference to the context (two out of four) | 2 ×5 =10 |
| 3. Essay type question on essays
(one out of two) | 10 |
| 4. Essay type question on essays
(one out of two) | 10 |
| 5. Short notes on the essays 5x2
(two out of four) | 10 |
| 6. Match the words with their meanings | 1×10=10 |
| 7. Preparation of Headlines and Slogans | 10 |
| 8. Report Writing | 10 |

Syllabus for BCom/BCom CS/BBA
Additional English
Second Semester (from 2017-18 to 2019-20 for three years)
80 marks paper for 3 hours duration and 20 marks for Internal Assessment
Teaching Hours: 5 hrs per week

Text Book – **The Curtained Raised** - Orient Blackswan, Hyderabad

- | | |
|----------------------|-----------------------|
| 1. The Dear Departed | -Stanley Houghton |
| 2. Sacrifice | - Rabindranath Tagore |
| 3. The New Hangman | - Laurence Housman |
| 4. Mother's Day | -J. B. Priestley |

Pattern of Question Paper	Marks
1. Objective type Questions	1×10=10
2. Reference to the Context (two out of four)	10
3. Essay type question on the first two plays (one out of two)	10
4. Essay type question on the last two plays (one out of two)	10
5. Short notes on the all plays 5x2 (two out of four)	10
6. Use of words as two different parts of speech	10
7. Letters of Congratulations and Compliments	10
8. Paragraph writing on current topics (one out of two)	10

Syllabus for BSc/BSc CS/BCA

Basic English

First Semester (from 2017-18 to 2019-20 for three years)

80 marks paper for 3 hours duration and 20 marks for Internal Assessment

Teaching Hours: 5 hrs per week

Text Book: **Timeless Wisdom**, Board of Editors, Orient Blackswan, Hyderabad

I. Prose

1. Playing the English Gentleman - Mahatma Gandhi
2. Let's Go Home - Kewlin Sio
3. Marriage is a Private Affair - Chinua Achebe
4. The Portrait of a Lady - Khushwant Singh

II . Poetry

1. River - A. K. Ramanujan
2. The Road not Taken - Robert Frost
3. If - Rudyard Kipling
4. A Prayer for my Daughter - W. B. Yeats

III Grammar and Composition

1. Parts of Speech with special emphasis on Prepositions and Articles
(Focus may be on the following prepositions: On, in, of, off, for, into, with, beside, under, over, by, from, to, at, across, since, between, among, above, up, after, before, through)
2. Tenses (with focus on use of simple present tense and past tense)
3. Identification of errors in the use of parts of speech and tenses
4. Functional vocabulary (synonyms and antonyms: see Annexure-1))

Reference Book: R. P. Singh's *Functional Skills in Language and Literature*, OUP

Pattern of Question Paper(You can also see Annexure 3) 80 Marks

- | | | |
|--|------------|---------|
| 1. Objective type Questions | | 1×10=10 |
| 2. Reference to context
(two out of four) | | 5x2 =10 |
| 3. Essay type Question on Prose
(one out of two) | | 10×1=10 |
| 4. Essay type Question on Poetry
(one out of two) | | 10x1=10 |
| 5. A) Use of Articles | 1 x 5 = 5 | 10 |
| B) Use of Prepositions | 1 x 5 = 5 | |
| 6. Use of Verbs (tenses) | 1x10=10 | 10 |
| 7. Identifying errors (Parts of Speech and Tenses) | 1 x 10 =10 | 10 |
| 8. Functional Vocabulary (synonyms and antonyms) | 1x 10=10 | 10 |

Syllabus for BSc/BSc CS/BCA

Basic English

Second Semester (from 2017-18 to 2019-20 for three years)

80 marks paper for 3 hours duration and 20 marks for the Internal Assessment

Teaching Hours: 5 hrs per week

Text Book: **Timeless Wisdom**, Board of Editors, Orient Blackswan, Hyderabad

I. Prose

1. Sparrows - K. A. Abbas
2. On Getting off to Sleep - J. B. Priestly
3. An Astrologer's Day - R. K. Narayan
4. The Function of Education - J. Krishnamurti

II . Poetry

1. The World is Too Much With Us - William Wordsworth
2. The Sun-Rising - John Donne
3. Prayer Before God - Louis MacNeice
4. Gandhi - Niranjan Mohanty

III Grammar and Composition

Correction of Errors

Combining sentences with appropriate conjunctions

Use of adverbs and adjectives

Dialogue Writing: Common situations

Short speeches for welcoming, introducing, proposing vote of thanks and

Independence Day and Republic Day

One word substitution (See Annexure-2)

Collocations (See Annexure-2)

Reference Book: R. P. Singh's *Functional Skills in Language and Literature*, OUP

Pattern of Question Paper (You can also see Annexure 3) Marks

1. Objective type Questions 1×10=10
2. Essay type question on prose 10
(one out of two)
3. Essay type question on poetry 10
(one out of two)
4. Short notes on Prose & Poetry 5×2=10 10
(two out of four)
5. Correction of errors 1×10=10
6. a. Combining sentences with appropriate conjunctions 1×5 10
b. Use of proper adverbs and adjectives 1×5
7. A) Dialogue Writing 5×1 = 5 10
B) Short speeches 5×1 = 5
8. A) One word substitution 1×5 = 5 10
B) Collocations 1×5= 5

Syllabus for BSc/BSc CS/BCA

Additional English

First Semester (from 2017-18 to 2019-20 for three years)

80 marks paper for 3 hours duration and 20 marks for Internal Assessment

Teaching Hours: 5 hrs per week

Text Book – **On the Stage: One Act Plays**, ed K. Sujata, Blackswan, Hyderabad

1. Before Breakfast - Eugene O'Neill
2. Sunny Morning: a Comedy of Madrid- Serafin and Jaquin Alvarez Quintero
3. The Trick - Erisa Kironde
4. Matsyagandhi - M. Sajitha

Pattern of Question Paper

Marks

- | | |
|---|---------|
| 1. Objective type Questions | 1×10=10 |
| 2. Reference to Context (two out of four) | 10 |
| 3. Essay type question on the first two one-act plays
(one out of two) | 10 |
| 4. Essay type question on the last two one-act plays
(one out of two) | 10 |
| 5. Short notes on the all one-act plays
(two out of four) | 10 |
| 6. Match the words with their meanings | 1×10=10 |
| 7. Preparation of Headlines and Slogans | 10 |
| 8. Report Writing | 10 |

Syllabus for BSc/BSc CS/BCA

Additional English

Second Semester (from 2017-18 to 2019-20 for three years)

80 marks paper for 3 hours duration and 20 marks for Internal Assessment

Teaching Hours: 5 hrs per week

Text Book – **Twelve Short Stories**, ed C. M. Sharma, OUP

1. How Much Land Does a Man Need? - Leo Tolstoy
2. A True Story - Mark Twain
3. Blow up with the Ship - Wilkie Collins
4. My Uncle Jules - Guy de Maupassant
5. The Mother - Somerset Maugham

Pattern of Question Paper

Marks

- | | |
|--|---------|
| 1. Objective type Questions | 1×10=10 |
| 2. Reference to Context (two out of four) | 10 |
| 3. Essay type questions on the short stories
(one out of two) | 10 |
| 4. Essay type questions on the short stories
(one out of two) | 10 |
| 5. Short notes on the short stories 5x2
(one out of two) | 10 |
| 6. Use of words as two different forms of speech | 10 |
| 7. Letters of Congratulations and Compliments | 10 |
| 8. Paragraph writing on current topics | 10 |

**Syllabus for BA
Optional English**

First Semester (from 2017-18 to 2019-20 for three years)

80 marks paper for 3 hours duration and 20 marks for Internal Assessment

Teaching Hours: 5 hrs per week

History of English Literature (Elizabethan Age to the Age of Milton - 1557-1660), Literary Forms, English Phonetics and two Representative Texts.

I History of English Literature

a. Elizabethan Poetry, b. Elizabethan Drama, c. Post-Shakespearean Drama, d. Metaphysical Poetry, e. Puritan Poetry and f. Puritan Prose

II Drama: As You Like It - William Shakespeare (any edition)

III. Bacon's Essays

1. Of Friendship 2. Of Truth 3. Of Love 4. Of Revenge

IV. Literary Forms : Lyric, Sonnet, Comedy, Tragedy, Allegory, Morality Play

V. Introduction of Phonetics: Speech Organs, Speech Mechanism, English vowels and consonants

Pattern of Question Paper

Marks

1. Objective type Questions (questions will be set on authors, works, trends, movements and concepts excluding the prescribed texts)		1×10=10
2. Essay type question on history (Elizabethan Age) (one out of two)		10
3. Essay type question on history (Jacobean and Puritan Age) (one out of two)		10
4. Essay type question on play (one out of two)		10
5. Short notes on the play 2x5 (one out of two)		10
6. Short notes on essays 2x5 (two out of four)		10
7. Short notes on literary forms 2x5 (two out of four)		10
8. Phonetics		10
A. Speech Mechanism (short notes)	5x1	
B. Three Term Labels	1x5	

**Syllabus for BA
Optional English**

Second Semester (from 2017-18 to 2019-20 for three years)

80 marks paper for 3 hours duration and 20 marks for Internal Assessment

Teaching Hours: 5 hrs per week

History of English Literature (Restoration Age, Age of Pope and Age of Johnson : 1660-1798, Literary Forms, Two Representative Texts and English Phonetics.

I History of English Literature: Restoration Comedy of Manners, Restoration Poetry and Prose, Development of Novel in the 18th century, the 18th Century Prose, and Transitional Poetry

II Text Books Drama - She Stoops to Conquer – Oliver Goldsmith (any edition)

III Poetry – 1) From *An Essay on Man* (From Epistle II) – Alexander Pope

2) Elegy Written in a Country Churchyard – Thomas Grey

3) London – Dr. Johnson

4) My Love is Like a Red, Red Rose – Robert Burns

IV Literary Forms: Essay, Satire, Mock-epic, Comedy of Manners, Novel and Travelogue

V Phonetics - 1) Word stress (List attached)

2) Transcription of select words (List attached)

Pattern of Question Paper

Marks

1. Objective type Questions (Questions will be set on authors, works, trends, movements and concepts excluding the prescribed texts)	1×10=10
2. Essay type question on history (Restoration Age) (one out of two)	10
3. Essay type question on history (the 18 th century) (one out of two)	10
4. Essay type question on play (one out of two)	10
5. Essay type question on poetry (one out of two)	10
6. Short notes on play and poetry 5x2 (two out of four)	10
7. Short notes on literary forms 5x2 (two out of four)	10
8. Phonetics	10
a) Word stress	1x5
b) Transcription	1x5

Syllabus for BA Functional English

First Semester (from 2017-18 to 2019-20 for three years)

60 marks paper for 2 1/2 hours duration, 20 marks for Internal Assessment and 20 marks for practical/oral. Teaching Hours: 5 hrs per week

Paper : Speaking and Listening Skills

Section 1. Introduction to Phonetics (1 hour):

1. Varieties of English: British, American and Indian English, Received Pronunciation (RP), Importance of Phonetics in Indian Context
2. Speech Organs: Speech mechanism – classification of English sounds, description of vowels and consonants, consonant clusters; IPA symbols and transcriptions (words, sentence, and short paragraph); the syllable: structure; stress and intonation -- patterns in sentences (transcription of short dialogues), rules for pronunciation,

Section 2 Speaking Skills (1 hour):

1. Formal and informal speech
2. Language functions: greetings, thanking, persuading, complaining, apologizing, making requests, asking for /and giving permission, instruction and direction, agreeing/disagreeing/seeking for/giving advice, and inviting

Section 3 Listening Skills (1 hour):

1. Definitions of listening, listening versus hearing, process of listening, problems the students face in listening and sub-skills of listening
2. What is good listening?
3. Barriers to listening
4. Strategies of listening
5. Listening activities
6. Listening to news-broadcasting

Section 4 Presentation Skills (1 hour and Practical 1 hour):

1. What is presentation?
2. Goals of presentation
3. Some useful expressions when making presentations
-- opening remarks, stating purposes, giving an outline, giving preliminary information and starting with a context, emphasizing important points, drawing attention to visuals, making recommendation, keeping audience involved, summarizing and concluding, inviting questions,
4. Understanding Body Language:
5. Presentation in practice: making welcome speech, introducing guests to audience, making farewell speech, proposing vote of thanks
6. Preparing and Organizing Speech

Mode of Examination: Written - 60 marks (questions to be set on all the four sections); oral/practical 20 marks (questions to be set on all the four sections); internal assessment 20 marks (10 for practical and 10 for two tests and one assignment)

Suggested Reading:

1. Kenneth and Anderson and Tony Lynch: *Study Speaking*, OUP
2. Sethy J et al, *Practice Course in English Pronunciation*, Prentice Hall
3. Prasad P. *Communication Skills*
4. Balasubrahmanya, *A Course in Phonetics for Indian Students*, Macmillan
5. Jayashree Mohanaraj, *Speak Well*, Blackswan

**Syllabus for BA
Functional English**

Second Semester (from 2017-18 to 2019-20 for three years)

60 marks paper for 2 1/2 hours duration, 20 marks for Internal Assessment and 20 marks for practical/oral. Teaching Hours: 5 hrs per week

Paper: Functional English Grammar and Study Skills

Section 1 Functional English Grammar

1. Grammar of spoken and written English
2. Basic sentence patterns in English: Analysis of sentence patterns (SVO, SV, SVOC, SVOA, SVO/AC)
3. Functions of different clauses: Noun clause, adjective clause, adverbial and prepositional clauses
4. Functions of various types of phrases: noun phrase, verb phrase, adjective/adverbial phrases, prepositional phrase
5. Verbs – Tense and aspects, modal verbs, functions and uses

Section 2 Writing Skills

1. Writing as a skill: its importance, mechanism of writing, words and sentences, paragraph as a unit of structuring the whole texts, analysis of paragraphs,
2. Functional uses of writing: personal, academic and business
3. Writing Process: Planning a text, finding materials, drafting, revising, editing, finalizing drafts
4. Models of Writing: expansion of ideas, dialogue writing, drafting an email
5. Transcoding: Meaning of transcoding, types of transcoding, dialogue to prose, prose to dialogue, audio to prose/dialogue; audio transcoding; visual transcoding; studying graph (graph to prose), studying pie-chart (pie-chart to prose), and flow chart (flow chart to prose)

Section 3 Reading Skills:

1. Meaning and process of reading
2. Methods to improve reading
3. Strengthen your reading
4. Understanding graphics and visual aids
5. Barriers to reading
6. Skills for speed reading
7. Sub-skills of reading: skimming, scanning, extensive reading, intensive reading; reading email, e-books, blogs and web pages

Mode of Examination: Written - 60 marks (questions to be set on all the three sections); oral/practical 20 marks (questions to be set on all the three sections); internal assessment 20 marks (10 for practical and 10 for two tests and one assignment)

Suggested Reading:

1. Jaffrey Leech and Svartik, *Communicative Grammar of English*, Pearson
2. Jaffrey Leech, *English Grammar for Today*, Palgrave
3. Prasad P. *The Functional Aspects of Communicative Skills*
4. Leena Sen, *Communication Skills*, Prentice-Hall
5. Vandana Singh, *The Written Word*, OUP

Annexture-1

List of Synonyms and Antonyms for BA /BSW/BCom, BCom CS, BBA/BSc, BSc CS, BCA I Sem Basic English

List of Synonyms

1. Abandon- Leave, forsake
2. Accept- receive
3. Adversity-misery, misfortune
4. Apology-regret, pardon
5. Alter-change, transform
6. Advantage-profit, gain
7. Actual-real, certain
8. Absolute-complete, entire
9. Barren-infertile, unfruitful
- 10.Brave-courageous, bold
- 11.Barbarous- savage, uncivilized
- 12.Beautiful- pretty, handsome, lovely
- 13.Belief- faith, trust, confidence
- 14.Big-vast, huge, large
- 15.Concise-short, terse
- 16.Banish- exile, expel, dismiss
- 17.Chaste-pure virtuous
- 18.Confess- admit, acknowledge
- 19.Convict- criminal, prisoner
- 20.Cruel-merciless, tyrant
- 21.Capture- seize, arrest, grasp
- 22.Delay-postpone, prolong
- 23.Deed-work, act, action
- 24.Discover- find, disclose, reveal
- 25.Docile-gentle, humble
- 26.Dynamic-vigorous, forceful
- 27.Desolate-solitary, lonely, neglected
- 28.Enemy-foe, opponent
- 29.Endure- bear, suffer, tolerate
- 30.Error-mistake, fault
- 31.Famous- popular, eminent, well known
- 32.Faith- belief, trust, confidence
- 33.Force- power, energy
- 34.Grief- sorrow, distress
- 35.Gentle-mild, calm
- 36.Holy-sacred, pious, godly
- 37.Hard-tough, difficult, solid
- 38.Infinite- limitless, boundless, endless
- 39.Joy- Delight, pleasure,
- 40.Junk-rubbish, waste
- 41.Lazy-idle, slow
- 42.Liberty- freedom, independence

43. Normal-usual, regular, ordinary
44. Option- choice, preference
45. Peak- top, summit, climax
46. Quit- leave, resign
47. Rage- anger, wrath, fury
48. Strange- queer, unfamiliar, unusual
49. Strong- powerful, mighty
50. Target-goal, aim, object
51. Triumph- victory, win
52. Unique- unequalled, matchless, rare
53. Vague-obscure, unclear
54. Wise-intelligent, sagacious
55. Wrong-false, incorrect
56. Wealth- money, property, assets
57. Wicked- evil, bad, cruel
58. Wisdom- prudence, foresight
59. Yearn-pine, crave
60. Zeal- passion, enthusiasm

List of Antonyms

1. Accept x reject
2. Ancient x Modern'
3. Arrival x departure
4. Attach x detach
5. Blame x praise
6. Broad x narrow
7. Bitter x sweet
8. Blunt x sharp
9. Beautiful x ugly
10. Boon x curse
11. Conquer x surrender
12. Defeat x victory
13. Deep x shallow
14. Domestic x wild
15. Enjoyment x suffering
16. Empty x full
17. Exclude x include
18. Earn x spend
19. Failure x success
20. Foolish x wise
21. Friend x foe
22. Fold x unfold
23. Guest x host
24. Grand x simple, ordinary
25. Genuine x spurious, fake
26. Handsome x ugly

27. Hope x despair
28. Heaven x hell
29. Import x export
30. Increase x decrease
31. Inferior x superior
32. Inhale x exhale
33. Joy x sorrow
34. Junior x senior
35. Knowledge x ignorance
36. Lend x borrow
37. Literate x illiterate
38. Lie x truth
39. Merit x demerit
40. Natural x artificial
41. Negative x positive
42. Optimist x pessimist
43. Obey x disobey
44. Profit x loss
45. Pleasure x pain
46. Polite x rude, impolite
47. Quick- slow
48. Rough x smooth
49. Sweet x sour
50. Soft x hard
51. Top x bottom
52. Comedy x tragedy
53. Weak x strong
54. Dark x light
55. Success x failure
56. Demand x beg
57. Entry x exit
58. Famous x notorious, infamous
59. Create x destroy
- 60. Tall x short**

Annexure-2

List of Collocations and One word Substitutes for BA /BSW/BSc, BSc CS, BCA II Sem Basic English

List of Collocations:

Do your best
Have a good time
Have lunch
Break the promise
Break a record
Break the ice
Take a break
Take a chance
Take notes
Make a difference
Make a mistake
Catch a cold
Pay respect
Pay attention
Pay a visit
Keep a promise
Keep in touch
Keep quiet
Save energy
Go abroad
Go abroad
Go mad
Come close
Come late
Come on time
Get a job
Get angry
Get married
Next few days
Right on time
Time passes
Waste time
Keep in mind
Draw a conclusion
Make a profit
Keep the change
Pay the bill
Night shift
Technically difficult
Above average
Accept defeat
Achieve goal

All alone
Apply for a job
Attract attention
Bad habit
Badly damaged
Balanced diet
Book a ticket
Breaking news
Broken heart
Come to an end
Commit suicide
Crystal clear

One Word Substitutes: (Teachers have to obtain the meanings of the given words)

Audience
Atheist
Autobiography
Archive
Amateur
Agenda
Anarchist
Bouquet
Cosmopolitan
Biennial
Dormitory
Cloakroom
Edible
Florist
Fatalist
Facsimile
Heretic
Feminist
Granary
Honorary
Herbivorous
Kennel
Lexicographer
Martyr
Mammals
Misanthrope
Orphan
Omnipresent
Omniscient
Omnipotent
Obituary
Pessimist

Plagiarism
Polygamy
Posthumous
Polyglot
Sculptor
Suicide
Teetotaler
Wardrobe
Century

Annexture-3
Model Question Paper
For BA, BSW/BSc, BSc CS /BCom, BCom CS, BBA I Sem
80 Marks

- | | | |
|---|-----------|---------|
| 1. Objective type Questions | | 1×10=10 |
| i. Prose | | |
| ii | | |
| iii | | |
| iv | | |
| v | | |
| vi Poetry | | |
| vii | | |
| viii | | |
| ix | | |
| x | | |
| 2. Reference to context | | 5×2 =10 |
| i. RC Prose | | |
| ii. RC Prose | | |
| iii. RC Poetry | | |
| iv. RC Poetry | | |
| 3. Essay type Question on Prose | | 10×1=10 |
| i. Prose | | |
| ii. Prose | | |
| 4. Essay type Question on Poetry | | 10×1=10 |
| i. Poetry | | |
| ii. poetry | | |
| 5. A) Use of Articles | 1 x 5 = 5 | 10 |
| i | | |
| ii | | |
| iii | | |
| iv | | |
| v | | |
| B) Use of Prepositions | 1 x 5 = 5 | |
| i | | |
| ii | | |
| iii | | |
| iv | | |
| v | | |
| 6. Use of verbs (tenses) | 1x10=10 | 10 |
| i. Kiran (go) to his native yesterday. | | |
| ii. I have (speak) to the higher authorities. | | |
| iii. She..... (go) for walk daily. | | |
| iv. My father and mother(stay) in Bengaluru. | | |
| v. Seema (to have) done her work. | | |
| vi. He (want) to be included in the list. | | |

- vii. The college (announce) the list on last Monday.
- viii. He (play) a major role in world cup victory.
- ix. She (to be) getting ready.
- x. I (know) your problems.

7. Identifying the errors (Parts of Speech and Tenses) 1 x 10 = 10

- i. They /are/ gone/to/ temple today
- ii. I /shall/ see /you/ at/ Monday
- iii. ...
- iv. ...
- v. ...
- vi. ...
- vii. ...
- viii. ...
- ix. ...
- x.

8. Functional Vocabulary (synonyms and antonyms) 1x 10=10 10

A) Write synonyms for the following words

- i. Alter=
- ii. Brief=
- iii. Confess=
- iv. Delay=
- v. Hard=

B) Write antonyms for the following words

- i. Blame x
- ii. Blunt x
- iii. Rough x
- iv. Success x
- v. Dark x

80

Annexture-3
Model Question Paper for BA /BSW, BSc, BSc CS II Sem
Basic English (from 2017-18 to 2019-20)
(80 marks paper of 3 hours duration; 20 marks for IA)

1. Objective type Questions 1×10=10
 - i Prose
 - ii
 - iii
 - iv
 - v
 - vi. Poetry
 - vii
 - viii
 - ix
 - x
2. Essay type Question on Prose 10×1=10
 - i. Prose
 - ii. Prose
3. Essay type Question on Poetry 10×1=10
 - i. Poetry
 - ii. poetry
4. Short Notes 5×2 =10
 - i. Short Note Prose
 - ii. Short note Prose
 - iii. Short note Poetry
 - iv. Short note Poetry
5. Correction of errors 1×10=10
 - i
 - ii
 - iii
 - iv
 - v
 - vi.
 - vii
 - viii
 - ix
 - x
6. a. Combining sentences with appropriate conjunctions
b. Use of proper adverbs and adjectives
7. A) Dialogue Writing 1 x 5 = 5 10
v. B) Short speeches 1 x 5 = 5
8. Functional Vocabulary (One word substitutes and collocations)
 - A. Write one word substitutes for the following
 - i. A period of hundred years
 - ii. a group of listeners
 - iii. a place for keeping dogs

iv. a story of life written by himself or herself

v. one who does not have any habits

B. Match the collocations

A

i. go

ii. keep

iii. draw

iv. bad

v. crystal

B

a) a conclusion

b) abroad

c) habit

d) clear

e) in mind

Annexture-3
Model Question Paper
For B.Com II Sem

Basic English (from 2017-18 to 2019-20)
(80 marks paper of 3 hours duration; 20 marks for IA)

1. Objective type Questions 1×10=10
 - i Prose
 - ii
 - iii
 - iv
 - v
 - vi. Poetry
 - vii
 - viii
 - ix
 - x
2. Essay type Question on Prose 10×1=10
 - ii. Prose
 - ii. Prose
3. Essay type Question on Poetry 10x1=10
 - iii. Poetry
 - iv. poetry
4. Short Notes 5x2 =10
 - vi. Short Note Prose
 - vii. Short note Prose
 - viii. Short note Poetry
 - ix. Short note Poetry
5. Correction of errors 1×10=10
 - i
 - ii
 - iii
 - iv
 - v
 - vi.
 - vii
 - viii
 - ix
 - x
6. a. Combining sentences with appropriate conjunctions
b. Use of proper adverbs and adjectives
7. A) Dialogue Writing 5 x 1= 5 10
 - x. B) Short speeches 5 x 1 = 5
8. a. Write a resume for the post of Asst manager 5 x 1 = 5 10
 - b. Advertisement Writing 5 x 1 = 5

