

NALLAMUTHU GOUDER MAHALINGAM COLLEGE POLLACHI

(AUTONOMOUS)

DEPARTMENT OF ENGLISH

(UG-AIDED AND SELF-FINANCING CBCS PATTERN)

(FOR THE STUDENTS ADMITTED IN THE ACADEMIC YEAR 2022)

SYLLABUS
PART II-COMMUNICATION SKILLS
I - IV SEMESTERS
2022-2025 BATCH

NGM College

Vision

Our dream is to make the college an institution of excellence at the national level by imparting quality education of global standards to make students academically superior, socially committed, ethically strong, spiritually evolved and culturally rich citizens to contribute to the holistic development of the self and society.

Mission

Training students to become role models in academic arena by strengthening infrastructure, upgrading curriculum, developing faculty, augmenting extension services and imparting quality education through an enlightened management and committed faculty who ensure knowledge transfer, instill research aptitude and infuse ethical and cultural values to transform students into disciplined citizens in order to improve quality of life.

Department of English

Vision

The department of English envisages developing the students' proficiency in Communicative English, to transform it into competency in using the academic and professional purposes and to make the students acquire confidence in their ability to read books which provide them with psychological, social, aesthetic and ethical aspects of life and profession.

Mission

To harness the enthusiasm for literature and language to impact professional skills and to prepare for a range of careers.

Program Educational Objectives:

PEO1	Enhance the lexical syntactic relationship, word building, identifying socio-cultural nuances and communicative competence.
PEO2	Develop mastery in the English language to reach the level of proficiency in reading, writing, speaking and listening
PEO3	Enable to receive a well-rounded education then to pursue a career related to their major field.
PEO4	Improve both their ability to communicate and their linguistic competence
PEO5	Develop the ability to interact, translate and delegate information in everyday life.

Program Outcomes:

PO1	Demonstrate their knowledge and skills in Language proficiency
PO2	Express thoughts, ideas and feelings appropriately in formal and informal communication.
PO3	Apply the knowledge in analyzing the text and context
PO4	Prove his proficiency in Listening Speaking Reading Writing.
PO5	Develop good Communication skills
PO6	Establish a communicative competence in personal and social circumstances

Program Specific Outcomes:

PSO - 01	To create a life-long interest to improve their language and communicative skills
PSO - 02	To improve the effectiveness in day to day communication by developing the language skills through LSRW

IV SEMESTER								
II	22UEN404	Communication Skills – IV (Level I)	6	3	50	50	100	3
	22UEN 405	Communication Skills – IV (Level II)						

Components of Continuous Assessment

THEORY

Components		Calculation	CIA Total
Test 1	$(50 / 3.33) = 15$	15+15+10+05+05	50
Test 2 / Model	$(50 / 3.33) = 15$		
Assignment / Digital Assignment	10		
Seminar / Socratic Seminar	05		
Group Task : GD, Role Play, APS	05		

Maximum Marks: 100; CIA Mark: 50

Components		Calculation	CIA Total
Test / Model	10	10+5+5+5	25
Assignment / Digital Assignment	5		
Seminar / Socratic Seminar	5		
Group Task : GD, Role Play, APS	5		

Maximum Marks: 50; CIA Mark: 25

PRACTICAL

Maximum Marks: 50; CIA Mark: 25

Components		Calculation	CIA Total
Test / Model	15	15+5+5	25
Observation Note	5		
Record	5		

Components		Calculation	CIA Total
Test / Model	30	30+5+15	50
Observation Note	5		
Record	15		

Maximum Marks: 100; CIA Mark: 50

Maximum Marks: 200; CIA Mark: 100

Components		Calculation	CIA Total
Test / Model	60	60+10+30	100
Observation Note	10		
Record	30		

PROJECT

Maximum Marks: 100; CIA Mark: 50

Components		Calculation	CIA Total
Review I	10	10+10+10+20	50
Review II	10		
Review III	10		
Report Submission	20		

Maximum Marks: 200; CIA Mark: 100

Components		Calculation	CIA Total
Review I	20	20+20+20+40	100
Review II	20		
Review III	20		
Report Submission	40		

Programme code:	BA	Programme Title :	Bachelor of Arts (ENGLISH)	
Course Code:	22UEN101/102	Title	Batch :	2022-25
		Part II – Communication Skills	Semester	I
Hrs/Week:	5	I	Credits:	03

Course Objective

To enhance the grammatical and Practical usage components

Course Outcomes (CO)

K1	CO1	To identify and recollect LSRW.
K2	CO2	To make the students understand how grammatical structures are systematically related to meaning.
K3	CO3	To analyze and appreciate different genres
K4	CO4	To apply communication skills in everyday life
K5	CO5	To attempt creating well-structured sentences

Unit-1

15 Hrs

Skills for Discourse

Poetry

The Justice of Peace - Hillarie Belloc.

Prose

My Early days – A.P.J.AbdulKalam

Grammar

Adjectives-Noun Collocations

Grammar Consciousness.

Adverbial tags

Speech Activator.

Unit-2

15 Hrs

Skills For Discourse

Poetry

Poor Girl- Maya Angelau

Prose

I Won't let him go –MadhavanKutty.

Grammar

Word Power –Describing Persons.

Grammar consciousness – Tenses in Passive form.

Speech Activator- Short speech using “time relators”.

Unit-3**15 Hrs**

Skills For Discourse

Short story

The lost Child –MulkrajAnand.

Grammar

Word Power – Present Participle used as adjectives.

Grammar consciousness – Forms of Personal Pronouns.

Speech Activator- Use Of basic Collocations.

Unit-4**15 Hrs**

One-act play

The Hijack –Charles Wells.

Unit-5**15 Hrs**

E-Mail Writing.

Lab Work Book

Lessons 1-15

Italicized* topic is for self studyTotal****75 Hrs****Pedagogy and Assessment Methods**

Group discussions, Seminar ,Quiz, Assignment, Chalk and talk, Powerpoint Presentaion

Text Books:

- *Ripples*. Department of English, NGM College, Pollachi. Chennai, New Century Book House, 2013.
- *Speech Training Basics –I*

Reference Books:

- Radhakrishnan. *Emerald English Grammar and Composition*. Chennai: Emerald Publishers, 1990.
- Aggarwala. N.K. *Essentials of English Grammar and Composition*. New Delhi: Goyal Brothers Prakashan, 2004.
- Syamala. V. *Effective English Communication For You*. Chennai: Emerald Publishers, 2002.
- Swan, Michael. *Practical English Usage*, 4th ed., Oxford University Press, 2017.
- J, Langan. *English Essentials What Every College Student Needs To Know About Grammar Punctuation And Usage* . 3rd ed., Mcgraw Hill, 2012.

Mapping

PO/ PSO CO	PO1	PO2	PO3	PO4	PO5	PO6	PSO1	PSO2
CO1	M	L	M	H	H	M	H	H
CO2	H	M	H	M	H	H	M	M
CO3	H	H	H	H	M	H	M	H
CO4	H	M	H	H	M	M	L	M
CO5	M	H	M	H	H	H	M	M

H-High; M-Medium; L-Low

Course Designed by	Verified by HoD	Checked by	Approved by
Name and Signature	Name and Signature	CDC	COE
Name:N. Radha	Name:S.Muthukumaravel	Name: Dr.K.Srinivasan	Name:Dr.R.Manickachezhian
Signature			
Name:Greeshma Vijay			
Signature	Signature:	Signature:	Signature:

Part –II Group –A

Communication Skills I (22UEN101/102)

QUESTION PATTERN: (50 MARKS)

TIME: 3 HRS

PART –A (10X1=10)

- a. 5 MCQ's with 4 options – From Prose, Poetry, Short stories and One-act play
- b. 5 One Word Answer question – From Prose, Poetry, Short stories and One-act play

PART –B (5X3=15)

Short Answer (5-Questions) – Either / or Pattern

- a. Questions 11-13 from grammar
- b. Questions 14 & 15 From Prose, Poetry, Short stories, One-act play and E-mail writing.

PART –C (5X5=25)

Essays (5-Questions) – Either / or Pattern

- a. Questions 16 & 17 from grammar
- b. Questions 18- 20 From Prose, Poetry, Short stories, One-act play and E-mail writing.

Programme code:	BA	Programme Title :	Bachelor of Arts (ENGLISH)	
Course Code:	22UEN202/203	Title	Batch :	2022-25
		Part II – Communication Skills	Semester	II
Hrs/Week:	5	II	Credits:	03

Course Objective

Strengthen the Communicative Skills of the Learners and to enhance the usage of grammatical and practical components.

Course Outcomes (CO)

K1	CO1	To recollect various grammatical structures and rules
K2	CO2	To understand various skills of discourse
K3	CO3	To facilitate the students to analyze their acquired knowledge in day to day life
K4	CO4	To apply and display the competency in oral and written communication.
K5	CO5	To create messages using different form of structures

Unit-1

15 Hrs

Skills for Discourse

Poetry : The Professor – Nissim Ezekiel

Prose: A Little Bit of What You Fancy – Desmond Morris

Grammar :

Word Power : Field Vocabulary

Adjective : Noun Collocates

Grammar Consciousness

Speech Activator.

Unit-2

15 Hrs

Skills for Discourse

Poetry : All the World Is a Stage – William Shakespeare

Prose : To Know When to Say its None of Your Business - MarkMc Cormack

Grammar :

Word Power – Language Production Basics Micro Skills

Grammar Consciousness – Degrees of Comparison

Speech Activator – Role Play: Interview Skills

Unit-3

15 Hrs

Skills for Discourse

Short Story : The Portrait – Aldous Huxley

Grammar: Word power – compound adjectives

Grammar consciousness – Impersonal passive

Speech activator: Oral Presentation on any topic of current interest

Unit-4

15 Hrs

One-act-play

The Hour of Truth- Percival Wilde

Unit-5

15 Hrs

Advertisement writing

Lab work book-16-30

**Italicized topic is for self study*

Total

75 Hrs

Pedagogy and Assessment Methods

Power point Presentations, Group discussions, Seminar ,Quiz, Assignment, Role play
--

Text Books:

- *Ripples II*. Department of English, NGM College, Pollachi. Chennai, New Century Book House, 2013.
- *Speech Training Basics –II*

Reference Books:

- Syamala. *Effective English Communication For You*. Chennai: Emerald Publishers, 2002. Print.
- Samson. *Business English*. New Delhi: Tata McGraw- Hill Publishing Company Ltd, 2008. Print.
- *Spectrum*. Department of English, NGM College, Pollachi. Chennai, New Century Book House, 2013.
- Aggarwala. N.K. *Essentials of English Grammar and Composition*. New Delhi: Goyal Brothers Prakashan, 2004. Print.
- Swan, Michael. *Practical English Usage*, 4th ed., Oxford University Press, 2017.
- J, Langan. *English Essentials What Every College Student Needs To Know About Grammar Punctuation And Usage* . 3rd ed., McGraw Hill, 2012.

Mapping

PO/ PSO CO	PO1	PO2	PO3	PO4	PO5	PO6	PSO1	PSO2
CO1	M	L	M	H	H	M	H	H
CO2	H	M	H	M	H	H	M	M
CO3	H	H	H	H	M	H	M	H
CO4	H	M	H	H	M	M	L	M
CO5	M	H	M	M	H	M	M	H

H-High; M-Medium; L-Low

Course Designed by	Verified by HoD	Checked by	Approved by
Name and Signature	Name and Signature	CDC	COE
Name:S. Parimaladevi Signature Name: S.Mariammal Signature	Name:S.Muthukumaravel Signature:	Name: Dr.K.Srinivasan Signature:	Name:Dr.R.Manickachezhian Signature:

Part –II Group –A**Communication Skills I (22 UEN202/203)**

QUESTION PATTERN:

(50 MARKS)

TIME:

3 HRS

PART –A

(10X1=10)

a.5 MCQ's with 4 options – From Prose, Poetry, Short stories and One-act play

b.5 One Word Answer question – From Prose, Poetry, Short stories and One-act play

PART –B

(5X3=15)

Short Answer (5-Questions) – Either / or Pattern

a. Questions 11-13 from grammar

b. Questions 14 & 15 From Prose, Poetry, Short stories, One-act play and Advertisement writing.

PART –C

(5X5=25)

Essays Question (5-Questions) – Either / or Pattern

a. Questions 16 & 17 from grammar

b. Questions 18- 20 From Prose, Poetry, Short stories, One-act play and Advertisement writing.

Programme code:	BA	Programme Title :	Bachelor of Arts (ENGLISH)	
Course Code:	22UEN303/304	Title	Batch :	2022-25
		Part II – Communication Skills	Semester	III
Hrs/Week:	6	III	Credits:	03

Course Objective

To enhance the grammatical and practical competence.

Course Outcomes (CO)

K1	CO1	To recollect the basic English structures
K2	CO2	To understand the nuances of structure, layout and form of social correspondence
K3	CO3	To critically analyze and appreciate different genres
K4	CO4	To apply English language skills acquired, in day to day life
K5	CO5	To create simple texts on familiar topics

Unit-1

18 Hrs

POETRY: The Village School Master – Oliver Goldsmith

The Lotus – Toru Dutt

PROSE: The Verger – W.Somerset Maugham

GRAMMAR –Skills for Discourse

- Binomials
- Present participle

Unit-2

18 Hrs

POETRY: Because I could not Stop for Death – Emily Dickinson

La Bella Dame Sans Merci – John Keats

PROSE: I am a Cat – Natsume Soseki

GRAMMAR - Skills for Discourse

- Word power – verbs followed by prepositions
- Use of 'Nor'

Grammar consciousness: Opinion Adjectives and Fact Adjectives

Unit-3

18 Hrs

SHORT STORY: Gift of the Magi – O. Henry

Mrs. Packletide's Tiger – Saki

GRAMMAR: Skills For Discourse

- Word power : Nouns followed by preposition
- Grammar consciousness – Defining and Non – Defining Relative Clauses
Speech Activator : Comparing and contrasting: Cohesive markers

Unit-4**18 Hrs****ONE – ACT PLAY:** Scenes from Shakespeare –

- I. Sleep walking scene – Macbeth – Act V Scene I Lines 1 to 75
- II. Hamlet (Soliloquy) – Act III Scene I

Unit-5**18 Hrs**

- I. Letter Writing
- II. Resume writing
- III. Review
 - i) Book Review
 - ii) Film Review

IV. Jumbled sentences**Lab Work**

- i. Listening
- ii. Language Bytes I
- iii. Speaking
- iv. Vowels
- v. Diphthongs
- vi. Consonants
- vii. Sounds 1&2
- viii. Reading 1
- ix. Writing
- x. Resume Writing
- xi. Language Bytes 2
- xii. Communicative English

**Italicized topic is for self study*

Total**90 Hrs****Pedagogy and Assessment Methods**

Power point Presentations, Group discussions, Seminar ,Quiz, Assignment

Text Books:

- *Ripples III*. Department of English, NGM College, Pollachi. Chennai, New Century Book House, 2013.

Reference Books:

- Syamala. *Effective English Communication For You*. Chennai: Emerald Publishers, 2002. Print.
- *Spectrum*. Department of English, NGM College, Pollachi. Chennai, New Century Book House, 2013.
- Swan, Michael. *Practical English Usage*, 4th ed., Oxford University Press, 2017.
- J, Langan. *English Essentials What Every College Student Needs To Know About Grammar Punctuation And Usage* . 3rd ed., Mcgraw Hill, 2012.

Mapping

PO/PSO CO	PO1	PO2	PO3	PO4	PO5	PO6	PSO1	PSO2
CO1	M	L	M	H	H	M	H	H
CO2	H	M	H	M	H	H	M	M
CO3	H	H	H	H	M	H	M	H
CO4	H	M	H	H	M	M	L	M
CO5	M	H	M	M	H	M	M	H

H-High; M-Medium; L-Low

Course Designed by	Verified by HoD	Checked by	Approved by
Name and Signature	Name and Signature	CDC	COE
Name: N.Radha	Name:S.Muthukumaravel	Name: Dr.K.Srinivasan	Dr.R.Manickachezhian
Signature			
Name:K.M.Mohankumar			
Signature	Signature	Signature	Signature

Part –II Group –A
Communication Skills I (22 UEN303/304)

QUESTION PATTERN: (50 MARKS)

TIME: 3 HRS

PART –A (10X1=10)

- c. 5 MCQ's with 4 options – From Prose, Poetry, Short stories and One-act play
- d. 5 One Word Answer question – From Prose, Poetry, Short stories and One-act play

PART –B (5X3=15)

Short Answer (5-Questions) – Either / or Pattern

- c. Questions 11-13 from grammar
- d. Questions 14 & 15 From Prose, Poetry, Short stories, One-act play, Resume writing and jumbled sentences.

PART –C (5X5=25)

Essays Question (5-Questions) – Either / or Pattern

- a. Question 16 & 17 from grammar
- b. Questions 18- 20 From Prose, Poetry, Short stories, One-act play, Resume writing and Jumbled Sentences.

Programme code:	BA	Programme Title :	Bachelor of Arts (ENGLISH)	
Course Code:	22UEN404/405	Title	Batch :	2022-25
		Part II – Communication Skills IV	Semester	IV
Hrs/Week:	6		Credits:	03

Course Objective

To enhance the usage of grammatical and practical components

Course Outcomes (CO)

K1	CO1	To remember components of Grammar for better communication skills
K2	CO2	To understand the use of English language and the different genres of literature
K3	CO3	To analyze different genres and to interpret various concepts
K4	CO4	To apply constructive and creative skills to become competent users of language
K5	CO5	To re-create a story

Unit-1

18 Hrs

POETRY – Ozymandias – P.B.Shelley

 Solitude – Alexander Pope

PROSE – Your Commitment to Self – Mastery : Kaizen – Robin Sharma

GRAMMAR – Special verbs and adverbs

Unit-2

16 Hrs

POETRY – The Harp and the King – Judith Wright

PROSE – The Last Letter to Indhira – Jawaharlal Nehru

GRAMMAR – Conjunctions and Question tags

Unit-3

18 Hrs

SHORT STORY – The Happy prince – Oscar Wilde

 After Twenty Years – O. Henry

GRAMMAR – Reported Speech

Unit-4

18 Hrs

ONE – ACT PLAY

Scenes From Shakespeare's Plays – Bed Chamber Scene – Othello- Act V, Scene II

Unit-5

18 Hrs

I. One- Word Substitute

II. *Foreign words and phrases*

III. Agenda and Minutes.

- IV. Interview Skills (only internals)
- V. Essay Writing (General Essay)

Lab Work

- i. Conversation
- ii. Word Builder 1,2
- iii. Common Confusable j
- iv. Language Resources
- v. Prepositions
- vi. English Usage
- vii. Remedial English
- viii. Quotes
- ix. Group Discussion 1,2
- x. Interview
- xi. Pro- competency

Corporate Bytes

**Italicized topic is for self study*

Total

90 Hrs

Pedagogy and Assessment Methods

Power point Presentations, Group discussions, Seminar ,Quiz, Assignment

Text Books:

- *Ripples IV*. Department of English, NGM College, Pollachi. Chennai, New Century Book House, 2013.

Reference Books:

- Syamala. V. *Effective English Communication For You*. Chennai: Emerald Publishers, 2002. Print.
- *Spectrum*. Department of English, NGM College, Pollachi. Chennai, New Century Book House, 2013.
- Swan, Michael. *Practical English Usage*, 4th ed., Oxford University Press, 2017.
- J, Langan. *English Essentials What Every College Student Needs To Know About Grammar Punctuation And Usage* . 3rd ed.,Newyork, Mcgraw Hill, 2012.

Mapping

PO/ PSO CO	PO1	PO2	PO3	PO4	PO5	PO6	PSO1	PSO2
CO1	M	L	M	H	H	M	H	H
CO2	H	M	H	M	H	H	M	M
CO3	H	H	H	H	M	H	M	H
CO4	H	M	H	H	M	M	L	M
CO5	H	H	M	H	M	H	M	M

H-High; M-Medium; L-Low

Course Designed by	Verified by HoD	Checked by	Approved by
Name and Signature	Name and Signature	CDC	COE
Name:S. Parimaladevi Signature Name: S. Mariammal Signature	Name:S.Muthukumaravel Signature:	Name: Dr.K.Srinivasan Signature:	Name:Dr.R.Manickachezhian Signature:

Part –II Group –A**Communication Skills I (22UEN404/405)**

QUESTION PATTERN: (50 MARKS)

TIME: 3 HRS

PART –A (10X1=10)

a.5 MCQ's with 4 options – From Prose, Poetry, Short stories and One-act play

b. One Word Answer question – From Prose, Poetry, Short stories and One-act play

PART –B (5X3=15)

Short Answer (5-Questions) – Either / or Pattern

a. Questions 11-13 from grammar

b. Questions 14 & 15 From Prose, Poetry, Short stories, One-act play and Unit V.

PART –C (5X5=25)

Essays Question (5-Questions) – Either / or Pattern

a. Questions 16 & 17 from grammar

b. Questions 18- 20 From Prose, Poetry, Short stories, One-act play and Unit V.

