

**NALLAMUTHU GOUDER MAHALINGAM COLLEGE POLLACHI**

**(AUTONOMOUS)**

**DEPARTMENT OF ENGLISH**

**(UG-AIDED AND SELF-FINANCING CBCS PATTERN)**

**(FOR THE STUDENTS ADMITTED IN THE ACADEMIC YEAR 2023)**

**SYLLABUS**  
**PART II-COMMUNICATION SKILLS**  
**I & II SEMESTERS**  
**2023-2026 BATCH(SET- A)**

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## **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:

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

## Program Outcomes:

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

## Program Specific Outcomes:

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

**PART II-COMMUNICATION SKILLS (AIDED & SELF – FINANCING DEGREE COURSES)**

**I & II SEMESTERS: SCHEME OF EXAMINATIONS**

**(FOR THE CANDIDATES ADMITTED FOR THE ACADEMIC YEAR 2023-2026)**

**Scheme of Examination**

<b>I SEMESTER</b>								
Part	Subject Code	TITLE	Duration in hours per week	Examination				Credits
				HOURS	CIA	ESE	TOTAL	
II	23UEN101	Communication Skills – I (Level I)	6	3	25	75	100	3
	23UEN102	Communication Skills – I (Level II)						

<b>II SEMESTER</b>								
II	23UEN202	Communication Skills – II (Level I)	6	3	25	75	100	3
	23UEN 203	Communication Skills – II (Level II)						

<b>III SEMESTER</b>								
Part	Subject Code	TITLE	Duration in hours per week	Examination				Credits
				HOURS	CIA	ESE	TOTAL	
II	23UEN303	Communication Skills – III (Level I)	6	3	25	75	100	3
	23UEN 304	Communication Skills – III (Level II)						

<b>IV SEMESTER</b>								
II	23UEN404	Communication Skills – IV (Level I)	6	3	25	75	100	3
	23UEN 405	Communication Skills – IV (Level II)						

## Question Paper Pattern (Based on Bloom's Taxonomy)

**K1-Remember; K2- Understanding; K3- Apply; K4-Analyze; K5- Evaluate**

### 1. Theory Examinations: 75 Marks (Part I, II, & III)

Knowledge Level	Section	Marks	Description	Total
K1 & K2 (Q1 -10)	A (Q1 – 5 MCQ) (Q6–10 Define/Short Answer/MCQ)	$10 * 1 = 10$	MCQ /Define	<b>75</b>
K3 (Q11-15)	B (Either or pattern)	$5 * 5 = 25$	Short Answers	
K4 & K5(Q16 – 20)	C (Either or pattern)	$5 * 8 = 40$	Descriptive/ Detailed	

(i) Test- I & II, ESE:

### 2. Theory Examinations: 38 Marks (2 Hours Examination) (Part IV)

Knowledge Level	Section	Marks	Description	Total
K1 & K2 (Q1-10)	A (Q1 – 5 MCQ) (Q6–10 Define / Short Answer)	$10 * 1 = 10$	MCQ / Define	<b>50 (Reduced to 38)</b>
K3, K4 & K5 (Q11-15)	B (Either or pattern)	$5 * 8 = 40$	Short Answers	

### 3. Theory Examinations: 38 Marks (3 Hours Examination) (Part III: If

Knowledge Level	Section	Marks	Description	Total
K1 & K2 (Q1 - 10)	A (Q 1 –10 MCQ)	$10 * 1 = 10$	MCQ	<b>50 (Reduced to 38)</b>
K3 (Q11 – 15)	B (Either or pattern)	$5 * 3 = 15$	Short Answers	
K4 & K5 (Q16-20)	C(Either or pattern)	$5 * 5 = 25$	Descriptive/ Detailed	

any)

### 4. Practical Examinations:

Paper	Maximum	Marks for	Components for CIA
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	Marks	CIA	CEE	Tests	Observation Note	Record Note
Practical (Core / Elective)	50	20	30	10	05	05
Practical (Core / Elective)	75	30	45	20	05	05
Practical (Core / Elective)	100	40	60	30	05	05

### 5. Project:

Paper	Maximum Marks	Marks for		
		CIA	CEE	
			Evaluation	Viva-voce
Project	100	25	50	25
Project	150	40	75	35
Project	200	50	100	50

\* CIA – Continuous Internal Assessment & CEE – Comprehensive External Examinations

Programme code:	BA	Programme Title :	Bachelor of Arts (ENGLISH)	
Course Code:	23UEN101/102	Title	Batch :	2023-26
		Part II – Communication Skills I	Semester	I
Hrs/Week:	5		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”.

Articles

**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 study*

**Total**

**75 Hrs**

**Pedagogy and Assessment Methods**

Group discussions, Seminar ,Quiz, Assignment, Chalk and talk, Powerpoint Presentaion
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**Text Books:**

- *Ripples*. Department of English, NGMCollege, 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.





<b>Programme code:</b>	BA	<b>Programme Title :</b>	Bachelor of Arts (ENGLISH)	
<b>Course Code:</b>	23UEN202/203	<b>Title</b>	<b>Batch :</b>	2023-26
		Part II – Communication Skills II	<b>Semester</b>	II
<b>Hrs/Week:</b>	5		<b>Credits:</b>	03

### Course Objective

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

### Course Outcomes (CO)

K1	C01	To recollect various grammatical structures and rules
K2	C02	To understand various skills of discourse
K3	C03	To facilitate the students to analyze their acquired knowledge in day to day

		life
K4	C04	To apply and display the competency in oral and written communication.
K5	C05	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

Interjections

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

<b>PO/ PSO CO</b>	<b>P01</b>	<b>P02</b>	<b>P03</b>	<b>P04</b>	<b>P05</b>	<b>P06</b>	<b>PS01</b>	<b>PS02</b>
<b>C01</b>	M	L	M	H	H	M	H	H
<b>C02</b>	H	M	H	M	H	H	M	M
<b>C03</b>	H	H	H	H	M	H	M	H
<b>C04</b>	H	M	H	H	M	M	L	M
<b>C05</b>	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:

<b>Programme code:</b>	BA	<b>Programme Title :</b>	Bachelor of Arts (ENGLISH)	
<b>Course Code:</b>	23UEN303/304	<b>Title</b>	<b>Batch :</b>	2023-26
		Part II – Communication Skills III	<b>Semester</b>	III
<b>Hrs/Week:</b>	6		<b>Credits:</b>	03

### Course Objective

To enhance the grammatical and practical competence.

### Course Outcomes (CO)

K1	C01	To recollect the basic English structures
K2	C02	To understand the nuances of structure, layout and form of social correspondence
K3	C03	To critically analyze and appreciate different genres
K4	C04	To apply English language skills acquired, in day to day life
K5	C05	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**

- I. Word power – verbs followed by prepositions
- II. 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**

- I. Word power : Nouns followed by preposition
- II. Grammar consciousness – Defining and Non – Defining Relative Clauses
- III. Reported speech
  - 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
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### **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**

<b>PO/PSO CO</b>	<b>P01</b>	<b>P02</b>	<b>P03</b>	<b>P04</b>	<b>P05</b>	<b>P06</b>	<b>PS01</b>	<b>PS02</b>
<b>C01</b>	M	L	M	H	H	M	H	H
<b>C02</b>	H	M	H	M	H	H	M	M
<b>C03</b>	H	H	H	H	M	H	M	H
<b>C04</b>	H	M	H	H	M	M	L	M
<b>C05</b>	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.Muthukumara vel	Name: Dr.K.Srinivasa n	Dr.R.Manickachezhi an
Signature			
Name:K.M.Mohankum ar			
Signature	Signature	Signature	Signature

<b>Programme code:</b>	BA	<b>Programme Title :</b>	Bachelor of Arts (ENGLISH)	
<b>Course Code:</b>	23UEN404/405	<b>Title</b>	<b>Batch :</b>	2023-26
		Part II – Communication	<b>Semester</b>	IV
<b>Hrs/Week:</b>	6	Skills IV	<b>Credits:</b>	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

<b>Unit-1</b>	<b>18 Hrs</b>
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**POETRY** – Ozymandias – P.B.Shelley

Solitude – Alexander Pope

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

**GRAMMAR** – Special verbs and adverbs

<b>Unit-2</b>	<b>16 Hrs</b>
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**POETRY** – The Harp and the King – Judith Wright

**PROSE** – The Last Letter to Indhira – Jawaharlal Nehru

**GRAMMAR** – Conjunctions and Question tags

<b>Unit-3</b>	<b>18 Hrs</b>
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**SHORT STORY** – The Happy prince – Oscar Wilde

After Twenty Years – O. Henry

**GRAMMAR** – Reported Speech

<b>Unit-4</b>	<b>18 Hrs</b>
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**ONE – ACT PLAY**

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

<b>Unit-5</b>	<b>18 Hrs</b>
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- I. One- Word Substitute
- II. *Foreign words and phrases*
- III. Agenda and Minutes.
- IV. Interview Skills (only internals)
- V. Essay Writing (General Essay)
- VI. Cloze Test

**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*

<b>Total</b>	<b>90 Hrs</b>
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**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., New York, McGraw Hill, 2012.

**Mapping**

PO/ PSO CO	P01	P02	P03	P04	P05	P06	PS01	PS02
C01	M	L	M	H	H	M	H	H
C02	H	M	H	M	H	H	M	M
C03	H	H	H	H	M	H	M	H
C04	H	M	H	H	M	M	L	M
C05	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	Name:S.Muthukumaravel	Name: Dr.K.Srinivasan	Name:Dr.R.Manickachezhian
Signature			
Name: S. Mariammal			
Signature	Signature:	Signature:	Signature:

