

**PART II-SYLLABUS (2020-2023)**  
**COMMUNICATION SKILLS I, II, III, IV**

## **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.

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

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

**(FOR THE CANDIDATES ADMITTED FOR THE ACADEMIC YEAR 2020 -2023)**

**Scheme of Examination**

<b>I SEMESTER</b>								
Part	Subject Code	TITLE	Duration in hours per week	Examination				Credits
				HOURS	CIA	ESE	TOTAL	
II	20UEN101	Communication Skills – I	5	3	30	70	100	3

<b>II SEMESTER</b>								
II	20UEN202	Communication Skills – II	5	3	30	70	100	3

<b>III SEMESTER</b>								
Part	Subject Code	TITLE	Duration in hours per week	Examination				Credits
				HOURS	CIA	ESE	TOTAL	
II	20UEN303	Communication Skills – III	6	3	30	70	100	3

<b>IV SEMESTER</b>								
II	20UEN404	Communication Skills – IV	5	3	30	70	100	3

**Bloom's Taxonomy Based Assessment Pattern**

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

**1. Theory: 70 Marks**

**(i)Test- I & II and ESE:**

Knowledge Level	Section	Marks	Description	Total
K1	A(Answer all)	10x01=10	MCQ/Define	70
K2	B (Either or pattern)	05x04=20	Short Answers	
K3& K4	C (Answer 4 out of 6)	04x10=40	Descriptive/ Detailed	

### Components of Continuous Assessment

Components		Calculation	CIA Total
Test 1	70	$\frac{210}{7}$	30
Test 2	70		
Assignment/Seminar	20		
Seminar/Tutorial	20		
Knowledge Enhancement	20		
Information Acquisition	10		
Total	210		

<b>Programme code:</b>	BA	<b>Programme Title :</b>	Bachelor of Arts (ENGLISH)	
<b>Course Code:</b>	20UEN101	<b>Title</b>	<b>Batch :</b>	2020-2023
		Part II – Communication Skills I	<b>Semester</b>	I
<b>Hrs/Week:</b>	5		<b>Credits:</b>	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 apply communication skills in everyday life
K4	CO4	To analyze and appreciate different genres

### Unit-1

13 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

13 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

13 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

13 Hrs

One-act play

The Hijack –Charles Wells.

### Unit-5

13 Hrs

E-Mail Writing.

### Lab Work Book

Lessons 1-15

*\*Italicized* topic is for self study

**Total**

**65 Hrs**

Group discussions, Seminar ,Quiz, Assignment,
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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. Print.
- Aggarwala. N.K. *Essentials of English Grammar and Composition*. New Delhi: Goyal Brothers Prakashan, 2004. Print.
- Syamala. V. *Effective English Communication For You*. Chennai: Emerald Publishers, 2002. Print.

## Mapping

PSO CO \	PS01	PS02	PS03	PS04	PS05
C01	M	L	M	H	H
C02	H	M	H	M	H
C03	H	H	H	H	M
C04	H	M	H	H	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.Muthukumaran
Signature			
Name:Greeshma Vijay	Signature:	Signature:	Signature:
Signature			

**Part –II Group –A**

**Communication Skills I (20 UEN101)**

QUESTION PATTERN: (70 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 (5X4=20)

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 (4X10=40)

Essays (4-Questions) –Open choice

- a. Question 16 from grammar
- b. Questions 17- 21 From Prose, Poetry, Short stories, One-act play and E-mail writing.



<b>Programme code:</b>	BA	<b>Programme Title :</b>	Bachelor of Arts (ENGLISH)	
<b>Course Code:</b>	20UEN202	<b>Title</b>	<b>Batch :</b>	2020-2023
		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	CO1	To recollect various grammatical structures and rules
K2	CO2	To understand various skills of discourse
K3	CO3	To facilitate the students to apply their acquired knowledge in day to day life
K4	CO4	To apply and display the competency in oral and written communication.

### Unit-1

**13 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

**13 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****13 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****13 Hrs**

One-act-play

The Hour of Truth- Percival Wilde

**Unit-5****13 Hrs**

Advertisement writing

Lab work book-16-30

*\*Italicized topic is for self study***Total****65 Hrs**

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

### Mapping

PSO CO	PS01	PS02	PS03	PS04	PS05
<b>C01</b>	H	H	L	H	M
<b>C02</b>	M	H	M	H	H
<b>C03</b>	H	H	H	M	H
<b>C04</b>	M	M	M	L	L

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.Muthukumaran  Signature:

**Part –II Group –A**

**Communication Skills I (20 UEN202)**

QUESTION PATTERN: (70 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 (5X4=20)

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 and Advertisement writing.

PART –C (4X10=40)

Essays (4-Questions) –Open choice

- b. Question 16 from grammar
- b. Questions 17- 21 From Prose, Poetry, Short stories, One-act play and Advertisement writing.

<b>Programme code:</b>	BA	<b>Programme Title :</b>	Bachelor of Arts (ENGLISH)	
<b>Course Code:</b>	20UEN303	<b>Title</b>	<b>Batch :</b>	2020-2023
		Part II – Communication Skills III	<b>Semester</b>	III
<b>Hrs/Week:</b>	5		<b>Credits:</b>	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 apply English language skills acquired, in day to day life
K4	CO4	To critically analyze and appreciate different genres

#### Unit-1

**16 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

**16 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

**16 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****16 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****16 Hrs**

- I. *Jumbled sentences*
- II. Resume writing

**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****80 Hrs**

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.

**Mapping**

CO \ PSO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	H	L	M	M	H
CO2	H	H	H	M	H
CO3	M	H	H	H	L
CO4	M	M	M	L	L

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  Signature  Name:K.M.Mohankumar  Signature	Name:S.Muthukumaravel    Signature	Name: Dr.K.Srinivasan    Signature	Name:Dr.R.Muthukumar an    Signature

**Part –II Group –A**

**Communication Skills I (20 UEN303)**

QUESTION PATTERN: (70 MARKS)

TIME: 3 HRS

PART –A (10X1=10)

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

PART –B (5X4=20)

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

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

PART –C (4X10=40)

Essays (4-Questions) –Open choice

- c. Question 16 from grammar
- b. Questions 17- 21 From Prose, Poetry, Short stories, One-act play, Resume writing and Jumbled Sentences.



<b>Programme code:</b>	BA	<b>Programme Title :</b>	Bachelor of Arts (ENGLISH)	
<b>Course Code:</b>	20UEN404	<b>Title</b>	<b>Batch :</b>	2020-2023
		Part II – Communication Skills IV	<b>Semester</b>	IV
<b>Hrs/Week:</b>	5		<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 apply constructive and creative skills to become competent users of language
K4	CO4	To evaluate different genres and to interpret various concepts

#### Unit-1

**16 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

**16 Hrs**

**SHORT STORY** – The Happy prince – Oscar Wilde

After Twenty Years – O. Henry

**GRAMMAR** – Reported Speech

#### Unit-4

**16 Hrs**

**ONE – ACT PLAY**

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

#### Unit-5

**16 Hrs**

- I. One- Word Substitute
- II. Foreign words and phrases
- III. Agenda and Minutes.
- IV. Interview Skills (only internals)

- V. Short Film Review
- VI. Essay Writing (General Essay)

#### Lab Work

- i. Conversation
- ii. Word Builder 1,2
- iii. Common Confusable
- 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

**80 Hrs**

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

#### Mapping

CO \ PSO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	M	M	L	M	H
CO2	H	M	H	H	M
CO3	H	H	M	M	H
CO4	H	L	H	H	M

H-High; M-Medium; L-Low

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Name:S. Parimaladevi  Signature  Name: S. Mariammal  Signature	Name:S.Muthukumaravel  Signature:	Name:Dr.K.Srinivasan  Signature:	Name:Dr.R.Muthukumaran  Signature:

**Part –II Group –A**

**Communication Skills I (20UEN404)**

QUESTION PATTERN: (70 MARKS)

TIME: 3 HRS

PART –A (10X1=10)

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

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

PART –B (5X4=20)

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

g. Questions 11-13 from grammar

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

PART –C (4X10=40)

Essays (4-Questions) –Open choice

d. Question 16 from grammar

b. Questions 17- 21 From Prose, Poetry, Short stories, One-act play and Unit V.

