

Department : English (UG-AIDED)		
Course : All UG First Year		Effective from the year: 2013 Onwards
Subject code: 13UEN101	Title: Part II – Communication Skills I	Semester : I
Hrs/Week : 5		Credits : 3
Aim : Strengthen the Communicative Skills of the Learners		
Objectives : To enhance the grammatical and Practical usage components		
Unit	Content	Hrs
Unit I	Skill For Discourse i) Sentences- Different Types Declarative Imperative Interrogatives Tag Questions Exclamations Fragments. ii) Verb Transitive and Intransitive Linking Verbs Phrasal Verbs.	13
Unit II	Skill For Discourse i) Auxiliary Verbs Primary Auxiliaries Modal Auxiliaries ii) Word Classes: Form Class Nouns Adjectives Adverbs	13
Unit III	Corporate English - Conversational Skill i) Effective Telephone Skills	13

	ii) First Day at Work	
Unit IV	Writing Skill Poetry i) William Wordsworth - Tables Turned ii) Rabindranath Tagore - Where the mind is without Fear Prose i) Ruskin Bond - The Eyes Have it ii) Sunil Gavaskar - Kapil Dev Short Stories i) Leafless - Madhusudan Prasad One Act Play i) Norman Mcknnell - The Bishop's Candle Sticks	13
Unit V	Lab Work Book Lessons 1-15	13
Total Hrs/ Semester		65
Text Books: • Syamala. V. <i>Effective English Communication For You</i>. Chennai: Emerald Publishers, 2002. Print. • Samson. <i>Business English</i>. New Delhi: Tata McGraw- Hill Publishing Company Ltd, 2008. Print. • <i>Spectrum</i>. Department of English, NGM College, Pollachi. Chennai, New Century Book House, 2013. • <i>Speech Training Basics –I</i>		
Reference Books: • Radhakrishnan. <i>Emerald English Grammar and Composition</i>. Chennai: Emerald Publishers, 1990. Print. • Aggarwala. N.K. <i>Essentials of English Grammar and Composition</i>. New Delhi: Goyal Brothers Prakashan, 2004. Print.		

Compiled by Name with Signature	Verified by HOD Name with Signature	CDC	COE
Name P. Mariammal Signature N. Radha Signature	Name Prof. S. Muthukumaravel Signature	Name Dr. M. Durairaju Signature	Name Dr. Rathakrishnan Signature

Part –II Group –A

Communication Skills I (15UEN101)

QUESTION PATTERN: (75 MARKS)

TIME: 3 HRS

PART –A (10X1=10)

- a. 5 MCQ's with 4 options – from grammar only
- b. 5 One Word Answer question – from Spectrum 1

PART –B (5X5=25)

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

- a. Questions 11-13 from grammar
- b. Questions 14 & 15 from Spectrum

PART –C (5X8=40)

Essay Questions (5-Questions) – Either / or Pattern

- a. Questions 16-18 from grammar
- b. Questions 19 & 20 from Spectrum

Department : English (UG-AIDED)		
Course : All UG First Year		Effective from the year: 2013 Onwards
Subject code : 13UEN202	Title: Part II – Communication Skills II	Semester : II
Hrs/Week : 5		Credits : 3
Aim : Strengthen the Communicative Skills of the Learners		
Objectives : To enhance the grammatical and Practical usage components		
Unit	Content	Hrs
Unit I	Discourse Grammar i) Tenses- Uses of Tenses: Simple Present Present Continuous Present Perfect Present Perfect continuous Simple Past Past Continuous Past Perfect Past Perfect continuous Simple Future Future Continuous Future Perfect Future Perfect continuous ii) The Sequence of Tenses Conditionals: Real, Unreal, Impossible. iii) Word Classes: Function Class Determiners Prepositions Conjunctions Pronouns	13
Unit II	Applied Phonetics i) The Phonological System of English	13

	ii) Pure Vowels iii) Diphthongs iv) Consonants v) Word Transcription	
Unit III	Corporate English i) Resume Writing ii) Circulars iii) Notices iv) Agenda v) Minutes	13
Unit IV	Writing Skill Poetry i) William Shakespeare - Sonnet 16 'Let me not to the marriage of true minds' ii) Walt Whitman - O Captain my Captain Prose i) J.F. Kennedy - What Kind of Peace Do We Want ii) Mark Twain - Monday Morning Short Stories i) Oscar Wilde - The Nightingale and the Rose One Act Play i) Bernard Shaw - Prologue to Androcles and the Lion	13
Unit V	Lab Work Book Lessons 16-30	13
Total Hrs/ Semester		65
Text Books: • Syamala. <i>Effective English Communication For You</i>. Chennai: Emerald Publishers, 2002. Print. • Samson. <i>Business English</i>. New Delhi: Tata McGraw- Hill Publishing Company Ltd, 2008. Print. • <i>Spectrum</i>. Department of English, NGM College, Pollachi. Chennai, New Century Book House, 2013.		

- *Speech Training Basics –II*

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.

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Name S. Parimaladevi Signature S. Mariammal Signature	Name Prof. S. Muthukumaravel Signature	Name Dr. M. Durairaju Signature	Name Dr. Rathakrishnan Signature

Part –II Group –A

Communication Skills II (15UEN202)

QUESTION PATTERN: (75 MARKS)

TIME: 3 HRS

PART –A (10X1=10)

- c. 5 MCQ's with 4 options – from grammar only
- d. 5 One Word Answer question – from Spectrum 1

PART –B (5X5=25)

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

- c. Questions 11-13 from grammar
- d. Questions 14 & 15 from Spectrum

PART –C (5X8=40)

Essay Questions (5-Questions) – Either / or Pattern

- c. Questions 16-18 from grammar

Questions 19 & 20 from Spectrum

Department: English (UG-AIDED)		
Course: All UG Second Year		Effective from the year: 2013 Onwards
Subject code 13UEN303	Title: Part II – Communication Skills III	Semester: III
Hrs/Week: 5		Credits: 3
Aim : Strengthen the Communicative Skills of the Learners Objectives : To enhance the grammatical and Practical usage components		
Unit	Content	Hrs
Unit I	Grammar –Skill For Discourse 1)The Structure of Sentences i) Simple, Compound, Complex ii)Subordinate Clause: Different types Noun/ Complement Clauses Adjectival/ Reflective Clauses Adverbial Clauses 2)Transformation of sentences i. Affirmative, Negative, Interrogative ii. Simple, Compound, Complex iii. Direct and Indirect Speech iv. Active and Passive voice	16
Unit II	Grammar i. Concord – Subject -Verb Agreement ii. Linkers iii. Punctuation iv. Advertisements	16
Unit III	Corporate English i. Effective Meetings ii. Handling complaints iii. Group discussions	16
Unit IV	Prose: i. Three Questions- Count Leo Tolstoy ii. Packing- Jerome. K. Jerome iii. My Great Olympic prize- R.N. Roy Poetry: i. The Road Not Taken- Robert Frost ii. Lines Written in Early Spring- William Wordsworth iii. Menelaus and Helen- Rupert Brooke Short Story: i. My Lord, The Baby- Rabindranath Tagore One- Act Play: i. Grand Mother's Gold- Ella Adkins	16
Unit V	Lab Work	16

	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	
Total Hrs/ Semester		80
Text Books: • Syamala. <i>Effective English Communication For You</i>. Chennai: Emerald Publishers, 2002. Print. • <i>Spectrum</i>. Department of English, NGM College, Pollachi. Chennai, New Century Book House, 2013.		
Reference Books: • Radhakrishnan. <i>Emerald English Grammar and Composition</i>. Chennai: Emerald Publishers, 1990. Print. • Aggarwala. N.K. <i>Essentials of English Grammar and Composition</i>. New Delhi: Goyal Brothers Prakashan, 2004. Print.		

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Communication Skills III (15UEN303)

QUESTION PATTERN: (75 MARKS)

TIME: 3 HRS

PART –A (25 MARKS)

- a. Questions 1-5 from Spectrum II (5X1=5)
- b. Questions 6-11 from Grammar (6X1/2=3)
- c. Questions 12-28 from Grammar (17X1=17)

PART –B (3X6=18)

Short Answer (3-Questions) – Either / or Pattern

- a. Questions 29 & 30 from Spectrum II
- b. Question 31 from Grammar

PART –C (4X8=32)

Essay Questions (4-Questions) – Either / or Pattern

- a. Questions 32-34 from Spectrum II
- b. Question 35 from Grammar

Department : English (UG-AIDED)		
Course : All UG First Year		Effective from the year: 2013 Onwards
Subject code: 13UEN404	Title: Part II - English IV	Semester : IV
Hrs/Week : 5		Credits : 3
Aim : Strengthen the Communicative Skills of the Learners		
Objectives : To enhance the grammatical and Practical usage components		
Unit	Content	Hrs
Unit I	Grammar - Skill For Discourse i. Error Correction ii. One Word substitution	13
Unit II	Grammar i. Words Often Confused and Misused ii. Idioms and Phrases	13
Unit III	Composition i. Note- Making ii. Report Writing iii. E-mail Writing iv. Negotiations and Puplic Speaking (Internals Only)	13
Unit IV	Novel- Description Skill i. Vendor of Sweets- R.K. Narayanan	13
Unit V	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	13

	xi. Pro- competency xii. Corporate Bytes	
Total Hrs/ Semester		65
Text Books: - Syamala. V. <i>Effective English Communication For You</i>. Chennai: Emerald Publishers, 2002. Print. <i>Spectrum</i>. Department of English, NGM College, Pollachi. Chennai, New Century Book House, 2013.		
Reference Books: - Radhakrishnan. <i>Emerald English Grammar and Composition</i>. Chennai: Emerald Publishers, 1990. Print. - Aggarwala. N.K. <i>Essentials of English Grammar and Composition</i>. New Delhi: Goyal Brothers Prakashan, 2004. Print.		

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Part –II Group –A

Communication Skills IV (15UEN404)

QUESTION PATTERN: (75 MARKS)

TIME: 3 HRS

PART –A (25 MARKS)

d. Questions 1-10 from Grammar (10X1/2=5)

e. Questions 11-30 from Grammar (20X1=20)

PART –B (3X6=18)

Short Answer (3-Questions) – Either / or Pattern

a. Questions 31 - 32 from Spectrum II

b. Question 33 from Grammar

PART –C (4X8=32)

Essay Questions (4-Questions) – Either / or Pattern

c. Questions 34 & 35 from Spectrum II

d. Questions 36 & 37 from Grammar