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|-------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|
| <b>Department</b> : English (UG-AIDED)                                        |                                                                                                                                                                                                                                                               |                                                 |
| <b>Course</b> : All UG First Year                                             |                                                                                                                                                                                                                                                               | <b>Effective from the year:</b><br>2013 Onwards |
| <b>Subject code: 14UEN101</b>                                                 | <b>Title:</b> Part II –<br>Communication Skills I                                                                                                                                                                                                             | <b>Semester</b> : I                             |
| <b>Hrs/Week</b> : 5                                                           |                                                                                                                                                                                                                                                               | <b>Credits</b> : 3                              |
| <b>Aim</b> : Strengthen the Communicative Skills of the Learners              |                                                                                                                                                                                                                                                               |                                                 |
| <b>Objectives</b> : To enhance the grammatical and Practical usage components |                                                                                                                                                                                                                                                               |                                                 |
| <b>Unit</b>                                                                   | <b>Content</b>                                                                                                                                                                                                                                                | <b>Hrs</b>                                      |
| <b>Unit I</b>                                                                 | <b>Skill For Discourse</b><br><br><b>i)</b> Sentences- Different Types<br>Declarative<br>Imperative<br>Interrogatives<br>Tag Questions<br>Exclamations<br>Fragments.<br><br><b>ii)</b> Verb<br>Transitive and Intransitive<br>Linking Verbs<br>Phrasal Verbs. | 13                                              |
| <b>Unit II</b>                                                                | <b>Skill For Discourse</b><br><br><b>i)</b> Auxiliary Verbs<br>Primary Auxiliaries<br>Modal Auxiliaries<br><br><b>ii)</b> Word Classes: Form Class<br>Nouns<br>Adjectives<br>Adverbs                                                                          | 13                                              |
| <b>Unit III</b>                                                               | <b>Corporate English - Conversational Skill</b><br><br><b>i)</b> Effective Telephone Skills                                                                                                                                                                   | 13                                              |

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|                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>ii)</b> First Day at Work                                                                                                                                                                                                                                                                                                                                                                                                 |    |
| <b>Unit IV</b>                                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>Writing Skill</b><br><b>Poetry</b><br><b>i)</b> William Wordsworth - Tables Turned<br><b>ii)</b> Rabindranath Tagore - Where the mind is without Fear<br><br><b>Prose</b><br><b>i)</b> Ruskin Bond - The Eyes Have it<br><b>ii)</b> Sunil Gavaskar - Kapil Dev<br><br><b>Short Stories</b><br><b>i)</b> Leafless - Madhusudan Prasad<br><br><b>One Act Play</b><br><b>i)</b> Norman Mcknnell - The Bishop's Candle Sticks | 13 |
| <b>Unit V</b>                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>Lab Work Book</b><br>Lessons 1-15                                                                                                                                                                                                                                                                                                                                                                                         | 13 |
| <b>Total Hrs/ Semester</b>                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                              | 65 |
| <b>Text Books:</b> <ul style="list-style-type: none"> <li>• Syamala. V. <i>Effective English Communication For You</i>. Chennai: Emerald Publishers, 2002. Print.</li> <li>• Samson. <i>Business English</i>. New Delhi: Tata McGraw- Hill Publishing Company Ltd, 2008. Print.</li> <li>• <i>Spectrum</i>. Department of English, NGM College, Pollachi. Chennai, New Century Book House, 2013.</li> <li>• <i>Speech Training Basics –I</i></li> </ul> |                                                                                                                                                                                                                                                                                                                                                                                                                              |    |
| <b>Reference Books:</b> <ul style="list-style-type: none"> <li>• Radhakrishnan. <i>Emerald English Grammar and Composition</i>. Chennai: Emerald Publishers, 1990. Print.</li> <li>• Aggarwala. N.K. <i>Essentials of English Grammar and Composition</i>. New Delhi: Goyal Brothers Prakashan, 2004. Print.</li> </ul>                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                              |    |

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| Name<br>P. Mariammal<br><br>Signature<br>N. Radha<br><br>Signature | Name<br>Prof. S.<br>Muthukumaravel<br><br>Signature | Name<br>Dr. M. Durairaju<br><br>Signature | Name<br>Dr. Rathakrishnan<br><br>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

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|-------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|
| <b>Department</b> : English (UG-AIDED)                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                 |
| <b>Course</b> : All UG First Year                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>Effective from the year:</b><br>2013 Onwards |
| <b>Subject code :</b><br><b>14UEN202</b>                                      | <b>Title:</b> Part II – Communication Skills II                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>Semester</b> : II                            |
| <b>Hrs/Week</b> : 5                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>Credits</b> : 3                              |
| <b>Aim</b> : Strengthen the Communicative Skills of the Learners              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                 |
| <b>Objectives</b> : To enhance the grammatical and Practical usage components |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                 |
| <b>Unit</b>                                                                   | <b>Content</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>Hrs</b>                                      |
| <b>Unit I</b>                                                                 | <b>Discourse Grammar</b><br><br>i) Tenses- Uses of Tenses:<br>Simple Present<br>Present Continuous<br>Present Perfect<br>Present Perfect continuous<br>Simple Past<br>Past Continuous<br>Past Perfect<br>Past Perfect continuous<br>Simple Future<br>Future Continuous<br>Future Perfect<br>Future Perfect continuous<br><br>ii) The Sequence of Tenses<br>Conditionals: Real, Unreal, Impossible.<br><br>iii) Word Classes: Function Class<br>Determiners<br>Prepositions<br>Conjunctions<br>Pronouns | 13                                              |
| <b>Unit II</b>                                                                | <b>Applied Phonetics</b><br><br>i) The Phonological System of English                                                                                                                                                                                                                                                                                                                                                                                                                                  | 13                                              |

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|                                                                                                                                                                                                                                                                                                                                                                                                          | ii) Pure Vowels<br>iii) Diphthongs<br>iv) Consonants<br>v) Word Transcription                                                                                                                                                                                                                                                                                                                                                   |    |
| <b>Unit III</b>                                                                                                                                                                                                                                                                                                                                                                                          | <b>Corporate English</b><br>i) Resume Writing<br>ii) Circulars<br>iii) Notices<br>iv) Agenda<br>v) Minutes                                                                                                                                                                                                                                                                                                                      | 13 |
| <b>Unit IV</b>                                                                                                                                                                                                                                                                                                                                                                                           | <b>Writing Skill</b><br><b>Poetry</b><br>i) William Shakespeare - Sonnet 16 'Let me not to the marriage of true minds'<br>ii) Walt Whitman - O Captain my Captain<br><b>Prose</b><br>i) J.F. Kennedy - What Kind of Peace Do We Want<br>ii) Mark Twain - Monday Morning<br><b>Short Stories</b><br>i) Oscar Wilde - The Nightingale and the Rose<br><b>One Act Play</b><br>i) Bernard Shaw - Prologue to Androcles and the Lion | 13 |
| <b>Unit V</b>                                                                                                                                                                                                                                                                                                                                                                                            | <b>Lab Work Book</b><br>Lessons 16-30                                                                                                                                                                                                                                                                                                                                                                                           | 13 |
| <b>Total Hrs/ Semester</b>                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                 | 65 |
| <b>Text Books:</b> <ul style="list-style-type: none"> <li>• Syamala. <i>Effective English Communication For You</i>. Chennai: Emerald Publishers, 2002. Print.</li> <li>• Samson. <i>Business English</i>. New Delhi: Tata McGraw- Hill Publishing Company Ltd, 2008. Print.</li> <li>• <i>Spectrum</i>. Department of English, NGM College, Pollachi. Chennai, New Century Book House, 2013.</li> </ul> |                                                                                                                                                                                                                                                                                                                                                                                                                                 |    |

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| <ul style="list-style-type: none"> <li>• <i>Speech Training Basics –II</i></li> </ul>                                                                                                                                                                                                                                   |
| <b>Reference Books:</b> <ul style="list-style-type: none"> <li>• Radhakrishnan. <i>Emerald English Grammar and Composition</i>. Chennai: Emerald Publishers, 1990. Print.</li> <li>• Aggarwala. N.K. <i>Essentials of English Grammar and Composition</i>. New Delhi: Goyal Brothers Prakashan, 2004. Print.</li> </ul> |

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| Name<br>S. Parimaladevi<br><br>Signature<br>S. Mariammal<br><br>Signature | Name<br>Prof. S.<br>Muthukumaravel<br><br>Signature | Name<br>Dr. M. Durairaju<br><br>Signature | Name<br>Dr. Rathakrishnan<br><br>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

|                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                 |
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| <b>Department:</b><br>English (UG-AIDED)                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                 |
| <b>Course:</b> All UG Second Year                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>Effective from the year:</b><br>2013 Onwards |
| <b>Subject code</b><br><b>14UEN303</b>                                                                                                            | <b>Title:</b> Part II – Communication Skills III                                                                                                                                                                                                                                                                                                                                                                                  | <b>Semester:</b> III                            |
| <b>Hrs/Week:</b> 5                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>Credits:</b> 3                               |
| <b>Aim : Strengthen the Communicative Skills of the Learners</b><br><b>Objectives : To enhance the grammatical and Practical usage components</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                 |
| <b>Unit</b>                                                                                                                                       | <b>Content</b>                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>Hrs</b>                                      |
| <b>Unit I</b>                                                                                                                                     | <b>Grammar –Skill For Discourse</b><br>1)The Structure of Sentences<br>i) Simple, Compoundf, Complex<br>ii)Subordinate Clause:<br>Different types<br>Noun/ Complement Clauses<br>Adjectival/ Reflective Clauses<br>Adverbial Clauses<br>2)Transformation of sentences<br>i. Affirmative, Negative, Interrogative<br>ii. Simple, Compound, Complex<br>iii. Direct and Indirect Speech<br>iv. Active and Passive voice              | 16                                              |
| <b>Unit II</b>                                                                                                                                    | <b>Grammar</b><br>i. Concord – Subject -Verb Agreement<br>ii. Linkers<br>iii. Punctuation<br>iv. Advertisements                                                                                                                                                                                                                                                                                                                   | 16                                              |
| <b>Unit III</b>                                                                                                                                   | <b>Corporate English</b><br>i. Effective Meetings<br>ii. Handling complaints<br>iii. Group discussions                                                                                                                                                                                                                                                                                                                            | 16                                              |
| <b>Unit IV</b>                                                                                                                                    | <b>Prose:</b><br>i. Three Questions- Count Leo Tolstoy<br>ii. Packing- Jerome. K. Jerome<br>iii. My Great Olympic prize- R.N. Roy<br><b>Poetry:</b><br>i. The Road Not Taken- Robert Frost<br>ii. Lines Written in Early Spring- William Wordsworth<br>iii. Menelaus and Helen- Rupert Brooke<br><b>Short Story:</b><br>i. My Lord, The Baby- Rabindranath Tagore<br><b>One- Act Play:</b><br>i. Grand Mother’s Gold- Ella Adkins | 16                                              |
| <b>Unit V</b>                                                                                                                                     | <b>Lab Work</b>                                                                                                                                                                                                                                                                                                                                                                                                                   | 16                                              |

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|                                                                                                                                                                                                                                                                                                                     | i. Listening<br>ii. Language Bytes I<br>iii. Speaking<br>iv. Vowels<br>v. Diphthongs<br>vi. Consonants<br>vii. Sounds 1&2<br>viii. Reading 1<br>ix. Writing<br>x. Resume Writing<br>xi. Language Bytes 2<br>xii. Communicative English |           |
| <b>Total Hrs/ Semester</b>                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                        | <b>80</b> |
| <b>Text Books:</b> <ul style="list-style-type: none"> <li>Syamala. <i>Effective English Communication For You</i>. Chennai: Emerald Publishers, 2002. Print.</li> <li><i>Spectrum</i>. Department of English, NGM College, Pollachi. Chennai, New Century Book House, 2013.</li> </ul>                              |                                                                                                                                                                                                                                        |           |
| <b>Reference Books:</b> <ul style="list-style-type: none"> <li>Radhakrishnan. <i>Emerald English Grammar and Composition</i>. Chennai: Emerald Publishers, 1990. Print.</li> <li>Aggarwala. N.K. <i>Essentials of English Grammar and Composition</i>. New Delhi: Goyal Brothers Prakashan, 2004. Print.</li> </ul> |                                                                                                                                                                                                                                        |           |

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| Name<br>P. Mariammal<br><br>Signature<br>N. Radha<br><br>Signature | Name<br>Prof. S. Muthukumaravel<br><br>Signature | Name<br>Dr. M. Durairaju<br><br>Signature | Name<br>Dr. Rathakrishnan<br><br>Signature |

**Part –II Group –A**

**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

|                                                                               |                                                                                                                                                                                                 |                                                 |
|-------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|
| <b>Department</b> : English (UG-AIDED)                                        |                                                                                                                                                                                                 |                                                 |
| <b>Course</b> : All UG First Year                                             |                                                                                                                                                                                                 | <b>Effective from the year:</b><br>2013 Onwards |
| <b>Subject code: 14UEN404</b>                                                 | <b>Title:</b> Part II - English IV                                                                                                                                                              | <b>Semester</b> : IV                            |
| <b>Hrs/Week</b> : 5                                                           |                                                                                                                                                                                                 | <b>Credits</b> : 3                              |
| <b>Aim</b> : Strengthen the Communicative Skills of the Learners              |                                                                                                                                                                                                 |                                                 |
| <b>Objectives</b> : To enhance the grammatical and Practical usage components |                                                                                                                                                                                                 |                                                 |
| <b>Unit</b>                                                                   | <b>Content</b>                                                                                                                                                                                  | <b>Hrs</b>                                      |
| <b>Unit I</b>                                                                 | <b>Grammar - Skill For Discourse</b><br>i. Error Correction<br>ii. One Word substitution                                                                                                        | 13                                              |
| <b>Unit II</b>                                                                | <b>Grammar</b><br>i. Words Often Confused and Misused<br>ii. Idioms and Phrases                                                                                                                 | 13                                              |
| <b>Unit III</b>                                                               | <b>Composition</b><br>i. Note- Making<br>ii. Report Writing<br>iii. E-mail Writing<br>iv. Negotiations and Puplic Speaking (Internals Only)                                                     | 13                                              |
| <b>Unit IV</b>                                                                | <b>Novel- Description Skill</b><br>i. Vendor of Sweets- R.K. Narayanan                                                                                                                          | 13                                              |
| <b>Unit V</b>                                                                 | <b>Lab Work</b><br>i. Conversation<br>ii. Word Builder 1,2<br>iii. Common Confusable<br>iv. Language Resources<br>v. Prepositions<br>vi. English Usage<br>vii. Remedial English<br>viii. Quotes | 13                                              |

|                                                                                                                                                                                                                                                                                                                     |                                                                                         |    |
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|                                                                                                                                                                                                                                                                                                                     | ix. Group Discussion 1,2<br>x. Interview<br>xi. Pro- competency<br>xii. Corporate Bytes |    |
| <b>Total Hrs/ Semester</b>                                                                                                                                                                                                                                                                                          |                                                                                         | 65 |
| <b>Text Books:</b> <ul style="list-style-type: none"> <li>Syamala. V. <i>Effective English Communication For You</i>. Chennai: Emerald Publishers, 2002. Print.</li> <li><i>Spectrum</i>. Department of English, NGM College, Pollachi. Chennai, New Century Book House, 2013.</li> </ul>                           |                                                                                         |    |
| <b>Reference Books:</b> <ul style="list-style-type: none"> <li>Radhakrishnan. <i>Emerald English Grammar and Composition</i>. Chennai: Emerald Publishers, 1990. Print.</li> <li>Aggarwala. N.K. <i>Essentials of English Grammar and Composition</i>. New Delhi: Goyal Brothers Prakashan, 2004. Print.</li> </ul> |                                                                                         |    |

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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