

**SYLLABUS FOR FOUNDATION COURSE IN ENGLISH- SEMESTER 3 & 4-
B.A./B.Com. (REGULAR STUDENTS) FOR THE ACADEMIC YEARS- 2019-
20, 2020-21& 2021 -2022**

WRITTEN AND SPOKEN COMMUNICATION SKILLS (W & S)

SEMESTER 3

Total credit- 03 : 03 hours per week

TEXT : *English in Use* (Macmillan)

***Prose**

1. A Wrong Man in Worker`s Paradise
2. Toasted English
3. Grammar of Anarchy

***Poetry**

1. Life
2. Punishment in Kindergarten
3. As I Grew Older

***Functional Writing**

1. Questionnaire (Academic, Socio – economic, Commercial)
2. Report Writing (Business , Media)

❖ The teachers and question- setters are instructed to strictly adhere to the paper style and the distribution of marks.

Distribution of Marks for the University Exams:

1. Short Answer Questions (5/7) from Poetry Only (answer in about 2 to3 sentences)	10 MARKS
2. Long Answer Questions (1/2) from Prose Only	14 MARKS
3. Questionnaire (MCQ : At least 10 questions) (1/2)	14 MARKS
4. Report Writing (Business / Media) (1/2)	12 MARKS

TOTAL	50 MARKS

WRITTEN AND SPOKEN COMMUNICATION SKILLS (W & S)

Semester 4.

Total credit- 03 : 03 hours per week

TEXT : *English in Use* (Macmillan)

*** Prose:**

1. The Kite Maker
2. What`s the Language of the Future?
3. The Fringe Benefits of Failure, and the Importance of Imagination

***Poetry :**

1. The Flower
2. Ecology
3. Television

***Functional Writing:**

1. Review Writing: Film Review , Book Review
2. CV Writing : Chronological CV , Functional CV

❖ **The teachers and question- setters are instructed to strictly adhere to the paper style and the distribution of marks.**

Distribution of Marks for the University Exams

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|--|----------|
| 1. Short answer type questions from poems only
(answer in about 2 to 3 sentences) (5/ 7) | 10 marks |
| 2. Long answer questions from prose only (1/2) | 14 marks |
| 3. CV with Cover letter (1/2) | 14 marks |
| 4. Review Writing (Film Review /Book Review) (1/2) | 12 marks |

TOTAL 50 marks

LANGUAGE THROUGH LITERATURE (L T L)

SEMESTER 3

Total credit- 03 : 03 hours per week

TEXT- *Symphony of Prose and Poetry* (Orient Blackswan)

***Prose :**

1. How Wealth Accumulates and Men Decay
2. Steve Jobs
3. The Diamond Necklace

*** Poetry :**

1. The Tiger
2. Brahma
3. Sonnet- To Science

*** Grammar**

1. Parts of Speech

*** Professional Communication**

1. Interviews
2. Soft Skills (Adaptability , Stress Management, Problem Solving)
Students are supposed to refer to these skills for essay writing.

❖ **The teachers and question- setters are instructed to strictly adhere to the paper style and the distribution of marks.**

Distribution of Marks for the University Exams

1. Short answer type questions from poems only (answer in about 2 to 3 sentences) (5/ 7)	10MARKS
2. Long Answer Questions (1/2) from Prose Only	12MARKS
3. A. Interview (Questions and Answers)	10MARKS
(1/2) B. An Essay on Soft Skills (1/2)	10MARKS
4. Identify the Parts of Speech of the underlined words in the following sentences:(08/10)	08MARKS
Underline two words in each sentence.	
TOTAL	50 MARKS

LANGUAGE THROUGH LITERATURE (L T L)

SEMESTER 4

Total credit- 03 : 03 hours per week

TEXT- *Symphony of Prose and Poetry* (Orient Blackswan)

***Prose :**

1. On Forgetting
2. The Last Leaf
3. Muhammad Yunus

*** Poetry**

1. The Toys
2. Success is Counted Sweetest
3. The Golden Pitcher

*** Grammar**

1. Tenses

*** Professional Communication**

1. Group Discussions *

Writing Skills

1. Report Writing (Newspaper report / Official report)

❖ The teachers and question- setters are instructed to strictly adhere to the paper style and the distribution of marks.

Distribution of Marks for the University Exams

1. Short Answer Questions (5/7) from Poetry Only (answer in about 2 to 3 sentences)	10 MARKS
2. Long Answer Questions (1/2) from Prose Only	12 MARKS
3. A. Report Writing (Newspaper report / Official report) (1/2)	10 MARKS
B.Group Discussion (1/2)	10 MARKS
4.Fill in the blanks using the correct forms of the verbs in brackets (to be asked from the exercises of the prescribed chapter) (08/10)	08 MARKS -----

TOTAL 50 MARKS