

SYLLABUS

ENGLISH-T.D.C. PART-I

[SEMESTER-FIRST]

Session 2014-15

Text Prescribed - *Literature and Language I*

Edited by : Loveleen Mohan, Randeep Rana, Jaibir Singh Hooda

Publishers : Orient Blackswan

SCHEME OF EXAMINATION

Total	: 100 marks
Theory	: 80
Int. Assessment	: 20
Time	: 3 hrs

Instructions to the Paper Setter and the Students :

Note : All questions are compulsory. Marks have been indicated after each question.

- Q.1. This question will be based on phonetic transcription given in the chapters in the text book. The students shall transcribe eight words out of the given twelve. (08)
- Q.2. This question will be short answer type questions based on the chapters in the text book. The students shall answer any four out of the given six short questions (in about 30 words each). (08)
- Q.3. This question will be designed to assess the understanding of the text by the students. The students shall answer any five out of the given eight questions based on the chapters (in about 75-100 words each). (20)
- Q.4. This question will be based on a comprehension passage from the text followed by four questions. (04)

Q.5. This question will be based on vocabulary from the exercises following the chapters. The students shall attempt questions on vocabulary as directed. (e.g. framing sentences of their own or giving various forms of the given words, synonyms, antonyms, one word substitutes). The students shall answer any eight out of the given twelve words. (08)

Q.6. This question will be based on grammar from the text book. It will consist of two parts :

(a) This part will be based on the use of tenses. The students shall attempt 12 out of 15 questions. (12)

(b) This part will be based on parts of the speech. The students shall attempt 12 out of 15 questions. (12)

Note : Questions will be based on the exercises but not from the exercises as such.

Q.7. The students shall write one paragraph (in about 200 words) on any one of the four topics given. (08)

**B.A. Part I
English (Compulsory)
Semester II
Session 2014-15**

Scheme of Examination

Total Marks: 100
Theory: 80
Int. Assessment: 20
Time: 3 hrs

Prescribed Text:

Literature and Language II edited by: Jaibir S. Hooda, Randeep Rana and Loveleen Mohan.

Workload: 8 periods of 45 minutes' duration per week for Text. 2 periods of 45 minutes duration per week for Grammar and Composition for a group of 20 students.

Instructions to the Paper-setter and Students:

Note: All questions are compulsory.

- Q.No.1** (a) Transcription of one/two syllabic words only from the words given in the exercises at the end of the chapters. Students will be required to transcribe any four out of the given eight words.
(For blind candidates only):- Word meaning of the words in glossary given at the end of the chapters. Students will be required to give meaning of any four words out of given six words.
4 Mark
- (b) Students will be required to give antonyms as well as synonyms of any four out of the given six words.
4 Marks
- Q.No.2** (a) Very short answer type text-based questions: Students will be required to answer any four out of the given eight questions in a word/phrase/sentence.
4 Marks
- (b) Students will be required to attempt any six out of the given nine questions based on the text in 50 words each. Short answer type questions also may not be the same as given in the exercises.
12 Marks
- Q.No.3** Long answer type questions based on the text: Students will be required to attempt in about 150-200 words each on any three out of the given six questions.
21 Marks
- Q.No.4** (a) Grammar: This question will be based on the grammar exercises given in the text book. The sentences will not necessarily be the same as given in exercises. Students will be required to attempt any twenty out of the given twenty-five.
20 Marks
- (b) Do as directed (Topics based on the following grammar topics covered in Semester-I : Articles, Prepositions, Adverbs, Adjectives & Conjunctions). Students will be required to attempt any seven out of the given ten.
7 Marks
- Q.No.5** Composition: Students will be required to write a paragraph in about 200 words on any one of the four given topics of general nature.
8 Marks

B.A. Part II
English (Compulsory)
Semester III
Session 2015-16

Scheme of Examination

Total Marks: 100
Theory: 80
Int. Assessment: 20
Time: 3 hrs

Prescribed Text:

Fragrances: edited by Dinesh Kumar, Sunita Siroha and S.S. Rehal, and published by Orient Blackswan, New Delhi.

Workload: 8 periods of 45 minutes' duration per week for Text. 2 periods of 45 minutes' duration per week for Grammar and Composition for a group of 20 students.

Instructions to the Paper-setter and Students:

Note: All questions are compulsory.

- Q.No.1 (a) Explanation of one stanza out of the given two with reference to the context. 8 Marks
- Q.No.2 (a) Very short answer type text-based questions: Students will be required to answer any six out of the given eight questions in a word/phrase/sentence. 6 Marks
- (b) Students will be required to attempt any two out of the given three questions based on the text in 100 words each. Short answer type questions also may not be the same as given in the exercises. 6+6=12 Marks
- Q.No.3 Long answer type question based on the text, to be answered in about 200 words on any one of the given two questions. The questions will be designed to test the candidate's critical understanding of the text. 12 Marks
- Q.No.4 (a) Grammar: This question will be based on the grammar topics discussed in the text book. The sentences will not necessarily be the same as given in exercises. Students will be required to attempt any fifteen out of the given twenty. 15 Marks
- (b) One question on poetic forms/devices. The student will be required to attempt one out of the given two. The candidates may be asked to identify devices/forms on the basis of extracts from poems. 6 Marks
- (c) Transcription of any five words out of the given eight.
(For blind candidates only) There will be a question based on vocabulary. 5 Marks
- (d) Vocabulary exercise (any four out of the given six). 4 Marks
- Q.No.5 Composition: Students will be required to write an essay in about 300 words on any one of the four given topics of general nature. 12 Marks

B.A. Part II
English (Compulsory)
Semester IV
Session 2015-16

Scheme of Examination

Total Marks: 100
Theory: 80
Int. Assessment: 20
Time: 3 hrs

Prescribed Text:

Centre Stage edited by Sunita Siroha, S.S. Rehal and Dinesh Kumar and published by Orient Blackswan, New Delhi.

Workload: 8 periods of 45 minutes' duration per week for Text. 2 periods of 45 minutes' duration per week for Grammar and Composition for a group of 20 students.

Instructions to the Paper-setter and Students:

Note: All questions are compulsory.

Q.No.1 Explanation of one extract out of the given two with reference to the context. 8 Marks

Q.No.2(a) Very short answer type text-based questions: Students will be required to answer any six out of the given eight questions in a word/phrase/sentence. 6 Marks

(b) Students will be required to attempt any two out of the given three questions based on the text in 100 words each. Short answer type questions also may not be the same as given in the exercises. 6+6=12 Marks

Q.No.3 Long answer type question based on the text, to be answered in about 300 words on any one of the given two questions. The questions will be designed to test the candidate's critical understanding of the text. 12 Marks

Q.No.4 (a) **Writing Skills:** This question, with internal choice, will be based on the topics discussed in the text-book under the title "Extended Language Skills" except "Translation". 15 Marks

(b) Students will be required to transcribe and mark primary stress on any ten words out of the given fifteen words. 10 Marks
(For blind candidates only) There will be a question based on vocabulary.

(c) Vocabulary exercise (any five out of the given eight). 5 Marks

Q.No.5 Translation:

(a) Students will be required to translate one short passage from Hindi into English. 6 Marks

(b) Students will be required to translate one short passage from English into Hindi. 6 Marks

(In lieu of translation in Q.No. 5. for non-Hindi speaking candidates only)

Writing a paragraph of about 300 words on any one of the three given topics.

B.A. Part-III
English Compulsory
Semester-Vth
Session 2016-17

Scheme of Examination

Total Marks: 100
Theory : 80
Internal Assessment: 20
Time : 3 hrs.

Prescribed Text:

Reading a Novel: Kanthapura & An Exercise in Language Use edited by Umed Singh, Pankaj Sharma, Deepti Dharmani.

Workload: 8 periods of 45 minutes' duration per week for text. 2 periods of 45 minutes' duration per week for Grammar and Composition for a group of 20 students.

Instructions to the Paper-setter and Students:

Note: All questions are compulsory.

- Q1. Explanation of one extract out of the given two with reference to context. 10
- Q2. One comprehension passage from the text followed by five questions. 5x2=10
- Q3. **Short answer type text based questions:** Students will be required to answer any five out of the given seven questions in about 30 words each. 5x3=15
- Q4. Based on the text, one long answer type question out of the given two to be answered in about 300 words. The questions will be designed to test the candidate's critical understanding of the text. 10
- Q5. (a) Students will be required to transcribe and mark primary stress on any five words out of the given seven. 5
- (b) Students will be required to mark Intonation (falling and rising tones) in any five sentences out of the given seven. 5
- (for blind candidates only)** There will be 15 idioms/ pairs of words out of which the candidates will be required to attempt any ten.
- Q6. (a) Students will be required to fill the blanks with appropriate transitional words/ phrases in any five sentences out of the given seven. The sentences should not be the same as given in the text. 5
- (b) Students will be required to identify and transform the seven sentences (from one type to another, i.e. simple, compound and complex) out of the given ten. 7
- (c) There will be one question with internal choice based on "Novel and Its forms" and "Glossary" given in the text book. 5
- Q7. Students will be required to write a paragraph of about 200 words on any one of the four given topics. 8

B.A. Part-III
English Compulsory
Semester-VIth
Session 2016-17

Scheme of Examination

Total Marks: 100
Theory : 80
Internal Assessment: 20
Time : 3 hrs.

Prescribed Text:

Interpreting A Play: The Merchant of Venice and Developing Composition Skills by Deepthi Dharmani, Pankaj Sharma and Umed Singh.

Publisher: Macmillan

Workload: 8 periods of 45 minutes' duration per week for text. 2 periods of 45 minutes' duration per week for Grammar and Composition for a group of 20 students.

Instructions for the Paper-setter and Students:

Note: All questions are compulsory.

- Q1. Explanation of one extract out of the given two with reference to context. 10
- Q2. This question will be based on the section of the text: "Introduction to Drama and Types of Drama" given in the text. Students will be required to answer any two out of the given four items. $2\frac{1}{2} \times 2 = 5$
- Q3. Short answer type question based on intensive reading of the text: Students will be required to answer any three out of the given five questions in about 30 words each. $5 \times 3 = 15$
- Q4. Based on the text, two long answer type questions out of the given three to be answered in about 250 words. The questions will be designed to test the candidate's critical understanding of the text. $7\frac{1}{2} \times 2 = 15$
- Q5. Students will be required to write a business/ official letter out of the given two. 10
- Q6. Students will be required to write a précis of the given passage of about 300 words. 10
- Q7. Students will be required to write one word substitution of any eight expressions out of the given ten. 8
- Q8. Students will be required to attempt one question on Email/Memo/Circular/RTI out of the given two questions. The question intends to test the understanding of the basic modes of communication. 7

Department of English
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PATTERN OF TESTING

KURUKSHETRA UNIVERSITY, KURUKSHETRA B.A. PART—III (Semester VI) English (Compulsory)

Scheme of Examination :

Time : 3 hrs.

Total Marks : 100

Theory : 80

Int. Assessment : 20

- Q1. Explanation of one extract out of the given two with reference to context. 10
- Q2. This question will be based on the section of the text : "Introduction to Drama and Types of Drama" given in the text. Students will be required to answer any two out of the given four items. $2\frac{1}{2} \times 2 = 5$
- Q3. Short answer type question based on intensive reading of the text : Students will be required to answer any three out of the given five questions in about 30 words each. $5 \times 3 = 15$
- Q4. Based on the text, two long answer type questions out of the given three to be answered in about 250 words. The questions will be designed to test the candidate's critical understanding of the text. $7\frac{1}{2} \times 2 = 15$
- Q5. Students will be required to write a business/official letter out of the given two. 10
- Q6. Students will be required to write a precis of the given passage of about 300 words. 10
- Q7. Students will be required to write one word substitution of any eight expressions out of the given ten. 8
- Q8. Students will be required to attempt one question of Email/Memo/Circular/RTI out of the given two questions. The question intends to test the understanding of the basic modes of communication. 7

SYLLABUS

B.SC. SEMESTER — I

General English

Max. Marks : 50

Time : 3 Hours

PART — A (TEXTBOOK)

The following text is prescribed for intensive study :

The following poems from *The Chronicles of Time* edited by Asha Kadyan (Oxford University Press) have been prescribed for intensive study :

1. **Let Me Not to the Marriage of True Minds**
William Shakespeare
2. **Death Be Not Proud**
John Donne
3. **On His Blindness**
John Milton
4. **The Retreat**
Henry Vaughan
5. **Shadwell**
John Dryden
6. **Know Then Thyself**
Alexander Pope
7. **The Little Black Boy**
William Blake
8. **Three Years She Grew in Sun and Shower**
William Wordsworth
9. **England in 1819**
Percy Bysshe Shelley
10. **Crossing the Bar**
Alfred Lord Tennyson

PART — B (GRAMMAR, TRANSLATION & COMPOSITION)

1. Translation for Hindi to English
2. Paragraph Writing
3. Common Phrasal Verbs, Prepositions and Common Errors in English

Scheme of the Question Paper

The paper will have seven questions as per details given below

- Q.1. The candidate will be asked to answer comprehension questions based on an extract from the textbook. There will be internal choice. (1 × 5 = 5)

- Q.2. The candidate will be asked to explain with reference to the context an extract from the textbook. There will be internal choice. (5)
- Q.3. There will be five short-answer type questions based on the textbook. The candidate will be asked to give answer in about 30 words each. There will be internal choice. (2 × 5 = 10)
- Q.4. There will be one essay-type question based on the textbook with internal choice. (8)
- Q.5. Translation of a passage of about 10 sentences from Hindi to English. (5)
- Q.6. Paragraph Writing. The candidate will be required to write about 250 words on any one of the given five topics. (7)
- Q.7. There will be question with parts on the following items :
common phrasal verbs, prepositions and common errors in English. (10)

BCA-115 Communicative English

Maximum Marks: 100
Minimum Pass Marks: 35
Time: 3 hours

External: 80
Internal: 20

Note: Examiner will be required to set ten Questions in all, two questions from each unit. A candidate will be required to answer five questions in all, selecting exactly one question from each unit. All questions will carry equal marks.

UNIT-I

One essay type question (with internal choice) from the prescribed text.
Five short answer type questions (with internal choice) from the prescribed text.

UNIT-II

A comprehension passage from the prescribed text book (Reflection) with five questions at the end.
Faxes, e-mails, and text messages composing. This question will carry three parts A, B, and C with questions on all the three above mentioned items.

UNIT-III

Grammar questions on the following items: (i) Articles (ii) Preposition (iii) Tenses (iv) Subject verb agreement (v) Voice (vi) Tag questions (vii) Reported speech (viii) Comparatives and superlatives
A paragraph of about 150 words on any one of the given topics.

UNIT-IV

Official letters / applications (With internal choice)
English in situations (for example: greetings, in the post office, catching a train, at a bank, making a telephone call, buying vegetables, at the hospital, on the bus etc.

UNIT -V

Right to Information Act, 2005 : Definition, Meaning, Nature and Scope of Right to Information, Obligations and functioning of PIO's(Public Information Officers), Information, which cannot be disclosed, Functioning of Appellate Authorities(State Information Commission(s) and Central Information Commission), Terms and conditions of appointment of members in State Information Commission(s) and Central Information Commission.

TEXT BOOKS

1. Reflections by I. P. Anand & Dr. R. K. Malhotra
2. Remedial English Grammar by F. T. Wood.

RECOMMENDED BOOKS:

1. Business Letter Writing by Jasmin S. and S. Bright, Universal, New Delhi.
2. English In Situations by R. O. Neil (OUP)

Syllabus

Kurukshetra University, Kurukshetra

Business Communication-I

BBA-I, Semester-II

Time Allowed: 3 Hours

Max Marks: 100

[External Assessment: 80 Marks

Internal Assessment: 20 Marks]

Note: There will be eight questions in all. A candidate is required to attempt five questions including the question no. 1 which is compulsory. Question no. 1 will comprise of three parts. All questions shall carry equal marks

Business Communication: Meaning & importance. Barriers to effective communication, basic model of communication. Essentials of effective business communication.

Basic parts of speech: Noun, pronoun, verb, adjective, adverb, preposition, article and conjunction.

Active & passive voice, paragraph writing, précis, translation (from vernacular to English & English to vernacular).

Correct word usage: Homonyms, Antonyms and Synonyms.

Writing applications: Business applications (e.g. applying for a loan, salary advance, refund, etc.); job application, leave application.

Importance of non-verbal communication: Positive gestures, symbols and signs, physical appearance & the art of self-presentation & conduct.

B.A. (General)
FUNCTIONAL ENGLISH
SEMESTER-I
SESSION 2011-12
SCHEME OF EXAMINATION

Max. Marks 100

End Semester Exam 60

Practical 20

(Oral/Viva)

Internal Assessment 20

Time 3 Hours

Note: The question paper will carry a maximum of 60 marks.

Course-I : Phonetics and Remedial Grammar (30 Marks)

Section-A Phonetics:

Course Content:

Theory:

1. Definition and Scope of Linguistics.
2. Difference between Phonetics and Phonology.
3. The Speech Mechanism.
4. Basic Concepts: Phoneme, Allophone, Vowel, Consonant, Consonant Cluster and Syllable.
5. Description of the British R.P. Speech Sounds: Vowels and Consonants.

Section-B: Remedial Grammar: (30 Marks)

Objectives:

1. To introduce corrective measures to students.
2. To eradicate grammatical errors in speech.
3. To eradicate grammatical errors in writing.

Course Contents:

1. Articles
2. Parts of Speech
3. Nouns: Singular and Plural
4. Verbs: Linking Verbs, Transitive & Intransitive Verbs.
5. Agreement of Verbs and Subject.
6. Tenses & their Use.
7. Tag questions.
8. Transformation.
9. Confusion of Adjectives and Adverbs.
10. Adverbial use of **No**, **Not** and **None**.

Practical: Oral Exam/Viva

Intensive drilling in phonetic skills. **(20 Marks)**

Books Recommended:

1. *An Introduction to the Pronunciation of English*: A.C. Gimson.
2. *A Textbook of English Phonetics for Indian Student* by T. Balasubramanian (MacMillan India).
3. *English Phonetics for Indian Students (A workbook)* by T. Balasubramanian (Macmillan India).

4. A Remedial English Grammar for Foreign Students by F.T. Wood (Mac Millan India).

B.A. (General)

FUNCTIONAL ENGLISH

SEMESTER-II

SESSION 2011-12

SCHEME OF EXAMINATION

Max. Marks 100

End Semester Exam 60

Practical 20

Oral/Viva

Internal Assessment 20

Time 3 Hours

Note: The question paper will carry a maximum of 60 marks.

Course-II: Phonetics and Remedial Grammar

Section-A Phonetics (30 Marks)

Course Content:

Theory:

1. Word-Accent

2. Accent and Rhythm in Connected Speech

3. Intonation: Tune I & II (with reference to short and simple sentences only)

4. Phonemic Transcription Simple Words in Common Use in IPA symbols (as used in Oxford

Advanced Learner's Dictionary).

Section-B Remedial Grammar (30 Marks)

Objectives:

1. To introduce corrective measures to students

2. To eradicate grammatical errors in speech.

3. To eradicate grammatical errors in writing.

Course Contents:

1. Difficulties with Comparatives and Superlatives

2. Confusion of Participles Active and Passive Voice

3. The Prop. Word On

4. Prepositions.

5. Redundant Pronouns and Preposition.

6. The Use of Correlatives.

7. Use of Who, Whom, Much, Many, Still & Yet, So That, So As, Make and Do.

8. Errors in the use of individual words, the courtesy words: Please & Thank you, Dates and Time,

Greetings and Salutations.

Intensive practice exercises in all the above topics.

Practical: Oral Exam/Viva

Intensive drilling in phonetic skills. (20 Marks)

Books Recommended:

1. *An Introduction to the Pronunciation of English:* A.C. Gimson.

2. *A Textbook of English Phonetics for Indian Student* by T. Balasubramanian (MacMillan India).

3. *English Phonetics for Indian Student's (A workbook)* by T. Balasubramanian (Macmillan India).

4. *A Remedial English Grammar for Foreign Students* by F.T. Wood (Mac Millan India)

B.A. II

Semester III

2011-12

FUNCTIONAL ENGLISH
SCHEME OF EXAMINATION

Max.Marks : 100 marks

End Semester Exam : 80 marks

Internal Assessment/ 20 marks

Time : 3 hours

Communicative and Writing Skills:

Course Content:

1. Spotting the errors pertaining to nouns, pronouns, adjectives and adverbs, subject verb concord.
2. Lexis : Idioms and phrases, words often confused, one -word substitution, foreign words (A selected list), vocabulary development through synonyms, antonyms, formation of words with affixes.
3. Developing writing skills: Writing small paragraphs on general and current issues, events and slogan writing.
4. Technical Writing:
 - (a) Drafting memo and circular
 - (b) e-mail writing
 - (c) Resume writing, Press Report Writing
 - (d) Writing Notices, Agendas, Minutes
 - (e) Note taking
5. Editing Skills : Use of capital letters, punctuation , parentheses, square brackets , ellipsis, apostrophe and quotation marks

Note: The question paper will carry a maximum of 90 marks.

- The paper will have five questions as per details given below
1. Students will be required to spot errors in any *eighteen* out of the given *twenty* two sentences 18 marks
 2. This question will have sub -parts on all items with internal choice. The candidate will be required to attempt any *sixteen* out of the given *twenty* items. 16 marks
 3. (a) Students will be required to write *one* paragraph out of given *four* on general and current issues/events. 10 marks
(b) Students will be required to give a slogan to a paragraph. 10 marks
 4. Students will be asked to write on any two of the given four topics under technical writing. 20 marks
 5. Students shall be given a paragraph for editing. 16 marks

Suggested Reading

Communication Skills in English by S D Sharma

Written Communications In English by Sarah Freeman
Corridors to Communication by Ranu Vanikar
Grammar and Composition for Communication by Sagarmal Gupta, Alpana Gupta,
(Orient BlackSwan)
Synergy: Communication in English and Study Skills by Board of Editors
(Orient BlackSwan).

B.A.II

Semester-IV

2011-2012

FUNCTIONAL ENGLISH
SCHEME OF EXAMINATION

Max. Marks : 100 marks
End Semester Exam : 60 marks

Practical : 20 marks

(Field Work & Practical
Training and Viva)

Internal Assessment/ 20 marks

Time : 3 hours

Course Contents

Unit-I Introducing Communication:

i) Nature and objectives of communication

ii) Process of communication

iii) Principles of effective communication

iv) Barriers to communication: Wrong choice of medium, physical
barriers, semantic barriers, sociophysiological barriers

Unit- II Non-verbal Communication:

(i) Body language, appearance, voice, facial expression, posture and gestures

(ii) Functions of non-verbal communication

Unit-III Communication through mass media:
Basic understanding of role of information technology and media:

Newspapers, radio, television, computers, internet and multimedia.

Unit-IV English in Situations:

1. Greetings
2. Receiving and Seeing people off
3. Making complaints
4. Making an appointment
5. Buying at shops
6. Placing orders
7. Offering apologies
8. Consulting a Doctor
9. Making enquiries
10. Conversation on telephone
11. Asking the time : Time expression
12. In the post-office

13. At the bank
14. At the customs
15. At the airport
16. At the travel agency
17. Booking a room in a hotel
18. Buying guidebook
19. At the temple
20. At the police Station
21. At a dinner party
22. Hiring a taxi
23. At the stock exchange
24. At the chemist
25. At the Restaurant
26. Description of events

Students shall develop dialogue based paragraphs on the above mentioned situations)

Field Work & Practical Training

i) Visit to various places offering different situations and practicing conversation in actual situations

ii) Students should be asked to write dialogues relating to the situations.

Note: The question paper will carry a maximum of 70 marks.

There will be eight questions in all out of which students shall attempt any five selecting at least one question from every unit. All questions shall be of fourteen marks each

Books Recommended :

English in Situations by R.O.Neill (O.U.P.)

English Conversation Practice by Grant Taylor (Tata Mc Graw Hill Co.)

Developing Communication Skills by Krishna Mohan (Macmillan Indian Ltd.)

A Self Learning Guide to Conversation Practice (with cassettes) by

Sasikumar V. and P.V.Dhamija New Delhi: Tata Mg.Graw Hill Co.

Success with English : The Penguin Course Course Book I by Geoffry

Broughton(Peguin Books)

What To Say When Ed. Viola Huggins (BBC London).

Fifty Ways to Improve your Presentation Skills in English by Bob

Dignen(Orient Black Swan)

Television and Radio Announcing by Stuart Hyde (Kanishka)

Communication by Larry Barker (Prentice Hall)

Essential of Business Communication by Rajinder Pal and Korahlar

(Sultan Chand & Sons)

Deevloping Reading Skills by Francoise Grellar (Cambridge Uni. Press

BA-III

Semester-V

2013-14

Functional English

Paper-V

End Semester Exam. : 80

Internal Assessment : 20

Time : 3 hours

Course Content

Unit-I

The following poems from *Fifteen Poets* are prescribed:

"On His Blindness", "Alexander's Feast", "Epistle to Dr. Arbuthnot",
"Tintern Abbey", "Kubla Khan", "Ode to the West Wind",
"Stanzas Written in Dejection", "Ode on a Grecian Urn",
"Ode to a Nightingale", "Ulysses", "The Lotus Eaters", "Tears Idle Tears",
"My Last Duchess", "Rabbi Ben Ezra", "The Last Ride Together",
"The Scholar Gypsy", "Dover Beach".

Unit-II

Business letters and faxes:
different types of formats, address, opening and closing,
subject, heading, sub-heading, numbering, etc.

Unit-III

Scanning letters and faxes for specific information,
acquiring familiarity with abbreviations and phrases
commonly used in business correspondence.

Unit-IV

Writing letters of application with curriculum vitae/
Resume; letters of invitation, reply to invitation,
Enquiry, reference, arrangements, announcing forthcoming
Events, products, visits, making bookings and arrangements
for conferences, trade fairs, etc., complaints and replies to
complaints, apologies, thanks.

Instructions to the Paper-setters and the students:

1. In Question No. 1 (based on Unit-I), there will be three parts.

(i) The candidates will be required to attempt one reference to the context (with internal choice).

1x10=10

(ii) The candidates will be required to attempt two short answer type questions out of the four given.

2x7 ½ =15

(iii) Critical summary of a poem (with internal choice).

1x15=15

2. Question No. 2 will be based on Unit-II.

15

3. Question No. 3 (based on Unit-III) will consist of three parts.

10

4. In Question No. 4 (based on Unit-IV), the students will be required to attempt three questions out of the five given.

3x5=15

Suggested Reading:

Leo Jones and Richard Alexander: *International Business English*.

Rohini Aggarwal: *Executive Communication*.

Business Writing: The Modular Way, American Management Association, 135 West 50th Street, New York, 10020, 1992.

Jasmine S. and S. Bright: *Business Letter Writing*, Universal, New Delhi, 1984.

King, F.W. & Dannere: *Modern English Business Letters, Commercial*

Correspondence

for Foreign Students, Longman Group, London, 1993.

BA-III

Semester-VI

2013-14

Functional English

Paper-VI

Theory Marks : 60

Practical/Oral Exam. /Viva : 20

Internal Assessment : 20

Time : 3 hours

Course Content

Unit-I

Independent reading of reports from business and finances

Papers, reports on company performance, market surveys project

Reports, reports of achievements in the world of business by

Well-known business personalities, comparative progress of various

Enterprises, etc.

15

Unit-II

Summarization of main ideas of business reports;

using the vocabulary from business reports and consulting the

Business English Dictionary.

15

Unit-III

Essay (dealing with current affairs/business world/descriptive).

15

Unit-IV

Précis Writing

15

Instructions to the Paper-setters and the students:

(i) There will be four questions in all, one on each unit.
(ii) In Question No. 1 (based on Unit-I), the candidates will be required to attempt two questions out of the four given.
 $2 \times 7 \frac{1}{2} = 15$

(iii) Question No. 2 (based on Unit-II) will consist of two parts.
 $2 \times 7 \frac{1}{2} = 15$

(iv) In question No. 3 (based on Unit-III), the candidates will be given five topics out of which they will choose one.
 $1 \times 15 = 15$

(v) In question No. 4 (based on Unit-IV), a paragraph of about 300 words will be given. The candidates will be required to attempt a précis and give it a suitable title.
 $1 \times 15 = 15$

Suggested Reading:

Doherty, M., Knapp L. & Swift: *Write for Business skills for Effective Report Writing in English*, Longman, London, 1987.

Rohini Aggarwal: *Executive Communication*.

A. Srinivasan: *Contemporary Essays and Problems*.