



**Govt. Digvijay Auto. P.G. College**  
**Rajnandgaon, CG**

**Department Of English**

*Syllabus: 2024-25*

**UG LOCF SEC**

**SKILL ENHANCEMENT COURSES**

**GOVT. DIGVIJAY AUTONOMOUS P.G. COLLEGE, RAJNANDGAON (C.G.)**

**FYUGP (CBCS/LOCF Course)**

**Department: ENGLISH**

***Programme Specific Outcome:***

- The students will be able to communicate effectively in the second language i.e. English.
- It will improve their LSRW skills.
- Their intellectual, personal and professional abilities will be developed through effective communicative skills.
- They will be able to know about the process of beginning and growth of English language.
- To groom the personality of students by enabling them to speak and write effectively. script writing, drafting and motivating them in creative writing.
- Seek employment in various creative field.
- Make innovative use of their creative and critical thoughts.
- Communicate effectively(Verbal & nonverbal)
- Develop interview skill
- Develop leadership qualities and essentials.

**GOVT. DIGVIJAY AUTONOMOUS P.G. COLLEGE, RAJNANDGAON (C.G.)**  
**FYUGP (CBCS/LOCF Course)**  
**Department: ENGLISH**

Session: <b>2024-25</b>	Program: <b>BA</b>
Semester: <b>I</b>	Subject: <b>English</b>
Course Type: <b>SEC</b>	Course Code: <b>UBSEC102</b>
Course Title: <b>Communicative English-I</b>	
Credit: <b>2</b>	Lecture: <b>30</b>
M.M. <b>50 (50=40+10)</b>	Minimum Passing Marks: <b>40%</b>

Title	Communicative English-I
<b>Course Learning Outcome</b>	<ul style="list-style-type: none"> <li>• Students will be prepared for various competitive exams by developing their English language competence.</li> <li>• Their comprehension skills will be promoted by being exposed to a variety of texts and their interpretations.</li> <li>• Their vocabulary will be build and enhanced.</li> <li>• Their communication skills will be developed by strengthening grammar and usages.</li> <li>• Values will be inculcated to make them aware of national heritage and environmental issues and making them responsible citizens.</li> </ul>

Units	Lectures	Lectures (15 x 4 = 60)	Credits
<b>I</b>	11	<b>Unit-I Reading, Writing and Interpretation:</b> <ul style="list-style-type: none"> <li>• Where the Mind is Without Fear- Rabindranath Tagore (Keyword: Patriotism)</li> <li>• National Education-M. K. Gandhi (Keyword: Edification)</li> <li>• The Axe-R.K Narayan [Keyword: Environment]</li> <li>• Preface to the Mahabharata- C. Rajagopalachari (Keyword: Indian Mythology)</li> </ul> Question and Answer, Vocabulary from Lessons	$\frac{1}{2}$
<b>II</b>	3	<b>Comprehension Skill:</b> Unseen Passage followed by Multiple choice questions	$\frac{1}{2}$
<b>III</b>	11	<b>Basic Language Skills</b> <b>Parts of Speech:</b> Noun, Pronoun, Adjective, Verb, Adverb, Prepositions, Conjunction, Interjection.	$\frac{1}{2}$

		Articles & Determiners	
<b>IV</b>	<b>5</b>	<b>Letter writing</b> – Formal and informal	$\frac{1}{2}$
<b>Total</b>	<b>30</b>		<b>2</b>

#### Recommended Books

1. Where the Mind is Without Fear- Rabindranathn (Text)
2. National Education-M. K. Gandhi (Text)
3. The Axe-R.K Narayan (Text)
4. Preface to the Mahabharata- C.Rajagopalachari (Text)
5. Essential English Grammar, 2<sup>nd</sup> ed., Cambridge University Press.
6. English Grammar & Composition by Wren & Martin
7. Descriptive General English by S.P. Bakshi
8. A University Grammar of English by Randolph Quirk & Sidney Greenbaum, Pearson Edu.Ltd.
9. Living English Structure by Harold Byron Allen. Pearson India

#### DIRECTIVES FOR STUDENTS AND PAPER-SETTERS:

- 1- Candidates are expected to study the entire prescribed by syllabus thoroughly.
- 2- Two Questions (each of 8 marks) should be asked from each unit; total eight questions to be asked five to be attempted.
- 3- From unit 1 summary/essay type questions should be asked.
- 4- From unit 2, two unseen passages should be asked.
5. From unit 3, two questions, each having eight grammar exercises without any internal choice should be asked.
6. From unit 4, one formal and one informal question should be asked.

#### EVALUATION- SCHEME

Mid Term Test	Mid Term Test	End Term Test	Total
05	05	40	50

APPROVED BY THE BOARD OF STUDIES ON 11.05.2024

NAME	IN THE CAPACITY OF	SIGNATURE
Dr. Anita Shankar	Chairman	<i>Anita</i>
Dr. Rashmi Dubey	Subject Expert (V C Nominee)	
Dr. Rabinder Chhabra	Subject Expert (Principal Nominee)	<i>Rabinder</i>
Dr. Shiny Mendonce	Subject Expert (Principal Nominee)	<i>Shiny</i>
Mr. Darshan Bajaj	Advisor (Syllabus Committee)	
Ms Ranjana Ambade	Meritorious Ex Student	

**GOVT. DIGVIJAY AUTONOMOUS P.G. COLLEGE, RAJNANDGAON**  
**FYUGP (CBCS/LOCF Course**  
**Department: ENGLISH**

Session: 2024-25	Program: BA
Semester: II	Subject: English
Course Type: SEC	Course Code: UBSEC202
Course Title: <b>Communicative English- II</b>	
Credit: 2	Lecture: 30
M.M. 50 (50=40+10)	Minimum Passing Marks: 40%

Title	Communicative English- II
<b>Course Learning Outcome</b>	<ul style="list-style-type: none"> <li>• Students will be prepared for various competitive exams by developing their English language competence.</li> <li>• Their comprehension skills will be promoted by being exposed to a variety of texts and their interpretations.</li> <li>• Their vocabulary will be build and enhanced.</li> <li>• Their communication skills will be developed by strengthening grammar and usages.</li> <li>• Values will be inculcated to make them aware of national heritage and environmental issues and making them responsible citizens.</li> </ul>

Units	Lectures	Lectures (15 x 4 = 60)	Credits
I	10	<b>Unit-I Reading, Writing and Interpretation:</b> <ul style="list-style-type: none"> <li>• Tree – Tina Morris (Keyword: Environment)</li> <li>• The Gift of Magi- O. Henry (Keyword: Love &amp; Devotion)</li> <li>• The Happy Prince- Oscar Wilde(Keyword: Kindness &amp; Friendship)</li> <li>• How a Tribal Boy Became a King- Ruskin Bond (Keyword: )</li> </ul> Question and Answer, Vocabulary from Lessons	½
II	5	<b>Comprehension Skill:</b> Unseen Passage followed by Multiple choice questions	½
III	10	<b>Basic Language Skills</b> Tense, Voice, Narration, modal, non-finite verbs, Sentence , Clause, Phrase, Subject- Verb Agreement, Conditional Tense, Sentence Synthesis, suffix & prefix.	½
IV	5	<b>Paragraph writing</b>	½

Total	30		2
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### Recommended Books:

1. Tree – Tina Morris (Text)
2. The Gift of Magi- O. Henry (Text)
3. The Happy Prince- Oscar Wilde(Text)
4. How a Tribal Boy Became a King- Ruskin Bond(Text)
5. Essential English Grammar, 2<sup>nd</sup> ed., Cambridge University Press.
6. English Grammar & Composition by Wren & Martin
7. Descriptive General English by S.P. Bakshi.
8. A University Grammar of English by Randolph Quirk & Sidney Greenbaum, Pearson Edu.Ltd.
9. Living English Structure by Harold Byron Allen, Pearson India

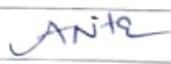


### DIRECTIVES FOR STUDENTS AND PAPER-SETTERS:

- 1- Candidates are expected to study the entire prescribed by syllabus thoroughly.
- 2- Two Questions (each of 8 marks) should be asked from each unit; total eight questions to be asked, five to be attempted.
- 3- From unit 1 summary/essay type questions should be asked.
- 4- From unit 2, two unseen passages should be asked.
5. From unit 3, two questions, each having eight grammar exercises without any internal choice should be asked.
6. From unit 4, two questions with internal choices on paragraph writing should be asked.

### EVALUATION- SCHEME

Mid Term Test	Mid Term Test	End Term Test	Total
05	05	40	50

APPROVED BY THE BOARD OF STUDIES ON 11.05.2024

NAME	IN THE CAPACITY OF	SIGNATURE
Dr. Anita Shankar	Chairman	
Dr. Rashmi Dubey	Subject Expert (V C Nominee)	
Dr. Rabinder Chhabra	Subject Expert (Principal Nominee)	
Dr. Shiny Mendonce	Subject Expert (Principal Nominee)	
Mr. Darshan Bajaj	Advisor (Syllabus Committee)	
Ms Ranjana Ambade	Meritorious Ex Student	

**GOVT. DIGVIJAY AUTONOMOUS P.G. COLLEGE, RAJNANDGAON (C.G.)**  
**FYUGP (CBCS/LOCF Course)**

Department: ENGLISH

Session: 2024-25	Program: BA/ BCom /BSc
Semester: III	Subject: English
Course Type: SEC	Course Code: UBSEC302
Course Title: <b>Communicative English -III</b>	
Credit: 2	Lecture: 30
M.M. 50 (50=40+10)	Minimum Passing Marks: 40%

Title	Communicative English -III
<b>Course Learning Outcome</b>	<ul style="list-style-type: none"> <li>• To develop the writing skill and different types of writing.</li> <li>• No knowledge is complete without creativity and course promote creative writing.</li> <li>• Students will be prepared for various competitive exams by developing their English language competence.</li> <li>• Their vocabulary will be build and enhanced.</li> </ul>

Units	Lectures	Lectures (15 x 4 = 60)	Credits
I	7	<b>General Principles of Writing:</b> Birth of writing, Types of writing	½
II	8	Substance of writing, Techniques to achieve lucidity and direction in writing	½
III	8	<b>Creative writing:</b> Meaning and Significance of creative writing, research for creative writing.	½
IV	7	<b>Mode of Creative Writing:</b> Poetry, Drama, Prose, Fiction, Short Stories, Writing for Media (Report writing, notice writing, email writing)	1 2
<b>Total</b>	30		2

**Recommended books:**

- Abrams, M.H. Glossary of Literary Terms. Boston: Wadsworth Publishing Company, 2005.
- Atwood, Margaret. Negotiating with the Dead: A Writer on Writing. Cambridge: CUP, 2002.
- Bell, James Scott. How to Write Dazzling Dialogue. CA: Compendium Press, 2014.
- Bell, Julia and Magrs, Paul. The Creative Writing Course-Book. London: Macmillan, 2001.
- Berg, Carly. Writing Flash Fiction: How to Write Very Short Stories and Get Them Published. \*Then Re-Publish Them All Together as a Book. Houston: Magic Lantern Press, 2015.




**DIRECTIVES FOR STUDENTS AND PAPER SETTERS:**

- 1. Candidates are expected to study the entire prescribed by syllabus thoroughly
- 2. Each unit is compulsory.
- 3. Two Questions (each of 8 marks) should be asked from each unit, total eight questions to be asked five to be attempted.

**EVALUATION SCHEME**

Mid Term Test 05	Mid Term Test 05	End Term Test 40	Total 50
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Dr. Rashmi Dubey	Subject Expert (V.C. Nominee)	
Dr. Rabinder Chhabra	Subject Expert (Principal Nominee)	
Dr. Shiny Mendonca	Subject Expert (Principal Nominee)	
Mr. Darshan Bajaj	Advisor (Syllabus Committee)	
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**FYUGP (CBCS/LOCF Course)**  
**Department: ENGLISH**

Session: 2024-25	Program: BA/ B Com /BSc
Semester: IV	Subject: English
Course Type: SEC	Course Code: UBSEC402
Course Title: <b>Communicative English - IV</b>	
Credit: 2	Lecture: 30
M.M. 50 (50=40+10)	Minimum Passing Marks: 40%

Title	
<b>Course Learning Outcome</b>	<p align="center"><b>Communicative English - IV</b></p> <ul style="list-style-type: none"> <li>• This course will prepare the young students to interact effectively.</li> <li>• Students will be prepared for various competitive exams by developing their English language competence.</li> <li>• Their vocabulary will be build and enhanced.</li> <li>• Their communication skills will get improved.</li> <li>• Their Presentation skills will be improved.</li> </ul>

Units	Lectures	Lectures (15 x 4 = 60)	Credits
I	7	<b>Oral Communication Skills:</b> Asking for and Giving Information, Congratulating People on Their Success, Expressing Condolences, Asking Questions and Responding Politely, Apologizing and Forgiving, Expressing Opinions (likes and dislikes), Agreeing and Disagreeing, Demanding Explanations	1/2
II	8	<b>Presentation Skills:</b> 4 Ps (Planning, Preparation, Practice, Presentation), Outlining, Effective use of A/V aids and Modes of delivery (Preparing a power point presentation, greeting and introducing, presenting a paper)	1/2
III	8	<b>Reading Skills:</b> Purpose Process, Methodologies, Skimming and Scanning, levels of Reading, Reading Comprehension, and Academic Reading Skills. <b>Business Communication:</b> Preparing agenda and minutes of meeting, Writing Notices and Memos, Drafting an e-mail, Press Release.	1/2

IV	7	<b>Telephone Skills:</b> Telephonic Communication (Dos and Don'ts ( Basics of Telephone Communication, How to handle calls- Telephone manners, leaving a message) <b>Comprehension Skills:</b> Listening Podcast/ YouTube Videos and preparing notes.	12
<b>Total</b>	<b>30</b>		<b>2</b>

### Recommended Books:

1. Communication skills, Sanjay Kumar, Pushpalata, 1<sup>st</sup> Edition, Oxford Press, 2011
2. Organizational Behaviour, Stephen .P. Robbins, 1<sup>st</sup> Edition, Pearson, 2013
3. Communication skills for professionals. Konar nira, 2<sup>nd</sup> Edition, New arrivals –PHI, 2011
4. Personality development and soft skills. Barun K Mitra, 1<sup>st</sup> Edition, Oxford Press, 2011
5. Soft skills and professional communication. Francis Peters SJ, 1<sup>st</sup> Edition, McGraw Hill Education, 2011
6. Effective communication, John Adair, 4<sup>th</sup> Edition, Pan Mac Millan, 2009
7. Bringing out the best in people, Aubrey Daniels, 2<sup>nd</sup> edition, Mc Graw Hill, 1999

### DIRECTIVES FOR STUDENTS AND PAPER-SETTERS:

- 1- Candidates are expected to study the entire prescribed by syllabus thoroughly.
- 2- Each unit is compulsory.
- 3- Two Questions (each of 8 marks) should be asked from each unit; total eight questions to be asked five to be attempted.

### EVALUATION- SCHEME

Mid Term Test	Mid Term Test	End Term Test	Total
05	05	40	50

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Dr. Anita Shankar	Chairman	<i>Anita</i>
Dr. Rashmi Dubey	Subject Expert (V C Nominee)	<i>for Student</i>
Dr. Rabinder Chhabra	Subject Expert (Principal Nominee)	
Dr. Shiny Mendonca	Subject Expert (Principal Nominee)	
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**GOVT. DIGVIJAY AUTONOMOUS P.G. COLLEGE, RAJNANDGAON (C.G.)**  
**FYUGP (CBCS/LOCF Course)**  
**Department: ENGLISH**

Session: <b>2024-25</b>	Program: <b>BA/ B Com /BSc</b>
Semester: <b>V</b>	Subject: <b>English</b>
Course Type: <b>SEC</b>	Course Code: <b>UBSEC502</b>
Course Title: <b>Communicative English - V</b>	
Credit: <b>2</b>	Lecture: <b>30</b>
M.M. <b>50 (50=40+10)</b>	Minimum Passing Marks: <b>40%</b>

Title	Communicative English - V
<b>Course Learning Outcome</b>	<ul style="list-style-type: none"> <li>• This course will prepare the young students to interact effectively.</li> <li>• Students will be prepared for various competitive exams by developing their English language competence.</li> <li>• Their vocabulary will be build and enhanced.</li> <li>• Their communication skills will get improved.</li> </ul>

Units	Lectures	Lectures (15 x 4 = 60)	Credits
<b>I</b>	7	<b>Vocabulary Building:</b> Synonyms, Antonyms	½
<b>II</b>	8	<b>Vocabulary Building:</b> Homonyms, Contronyms	½
<b>III</b>	8	<b>Vocabulary Building:</b> Palindromes, Pangrams	½
<b>IV</b>	7	<b>Vocabulary Building:</b> One word substitution, Idioms & Phrases	1/2
<b>Total</b>	30		2

**Recommended Books:**

1. Lawrence Venuti, *Essays in The Translation Studies Reader*, London: Routledge, 2000.
2. Andre Lefevere, *Translation/History/Culture: A Sourcebook*, London: Routledge, 1992.




### DIRECTIVES FOR STUDENTS AND PAPER-SETTERS:

1. Candidates are expected to study the entire prescribed by syllabus thoroughly.
2. Each unit is compulsory.
3. Two Questions (each of 8 marks) should be asked from each unit; total eight questions to be asked five to be attempted.
4. Match the following questions should be asked from unit 2 & 3.
5. From unit 1 & 4, two questions, each having eight vocabulary question without any internal choice should be asked.

### EVALUATION- SCHEME

Mid Term Test	Mid Term Test	End Term Test	Total
05	05	40	50

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**GOVT. DIGVIJAY AUTONOMOUS P.G. COLLEGE, RAJNANDGAON (C.G.)**  
**FYUGP (CBCS/LOCF Course)**  
**Department: ENGLISH**

Session: 2024-25	Program: BA/ B Com /BSc
Semester: VI	Subject: English
Course Type: SEC	Course Code: UBSEC602
Course Title: <b>Communicative English - VI</b>	
Credit: 2	Lecture: 30
M.M. 50 (50=40+10)	Minimum Passing Marks: 40%

Title	Communicative English - VI
Course Learning Outcome	<ul style="list-style-type: none"> <li>• This course will prepare the young students to interact effectively.</li> <li>• Students will be prepared for various competitive exams by developing their English language competence.</li> <li>• Their vocabulary will be build and enhanced.</li> <li>• Their communication skills will get improved.</li> <li>• Their understanding for the second language learning through primary language will get improved.</li> </ul>

Units	Lectures	Lectures (15 x 4 = 60)	Credits
I	7	Introducing Translation: a brief history and significance of translation in a multi-linguistic and multicultural society like India.	1/2
II	8	Basic concepts, terms and process of translation.	1/2
III	8	Translation from Hindi to English	1/2
IV	7	Translation From English to Hindi	1/2
Total	30		2




### DIRECTIVES FOR STUDENTS AND PAPER-SETTERS:

1. Candidates are expected to study the entire prescribed by syllabus thoroughly.
2. Each unit is compulsory.
3. Two Questions (each of 8 marks) should be asked from each unit; total eight questions to be asked, five to be attempted.
4. From unit 3 & 4, two questions, each having eight one line translation questions without any internal choice should be asked.

### EVALUATION- SCHEME

Mid Term Test	Mid Term Test	End Term Test	Total
05	05	40	50

### APPROVED BY THE BOARD OF STUDIES ON 11.05.2024

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Dr. Anita Shankar	Chairman	
Dr. Rashmi Dubey	Subject Expert (V C Nominee)	
Dr. Rabinder Chhabra	Subject Expert (Principal Nominee)	
Dr. Shiny Mendonce	Subject Expert (Principal Nominee)	
Mr. Darshan Bajaj	Advisor (Syllabus Committee)	
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