



RANI CHANNAMMA UNIVERSITY

BELAGAVI

THE COURSE STRUCTURE & SYLLABUS OF UNDER GRADUATE

BACHELOR OF ARTS

ENGLISH

1ST TO 6TH Semesters

w.e.f.

Academic Year 2020-21 and Onwards
Under

CHOICE BASED CREDIT SYSTEM (CBCS)

CHOICE BASED CREDIT SYSTEM
(w.e.f. 2020-21 onwards)

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1. Board of Studies: English (UG)

01	Prof. Vijay Nagannawar Department of Studies in English, Rani Chanamma University, Belagavi.	Chairman
02	Shri. M. C. Karabari Department of English, BLDEA's College, Jamkhandi.	Member
03	Shri. U. S. Aralimatti Department of English, RPD College, Belagavi.	Member
04	Shri. S. B. Khot Department of English, MES College, Mudalagi.	Subject Expert
05	Dr. M. M. Hurali Department of English, KLE's B. K. College, Chikodi.	Subject Expert
06	Dr. S. B. Biradar Department of English, SVM College, Ilkal.	Subject Expert

2. Abbreviation Used

Part 1: DSC - Discipline Specific Course (Optional English)

Part 2: DSE - Discipline Specific Elective (Optional English)

Part 3: AECC -Ability Enhancement Compulsory Course (Basic English)

Part 3: SEC - Skill Enhancement Course (Communicative English)

3. Course Objectives for BA/BSC/BCOM/BBA/BCA/BSW

- 1) To acquaint the students with communication skills
- 2) To inculcate life skills and human values
- 3) To improve the language competency
- 4) To enhance listening and speaking skills
- 5) To improve reading and writing skills
- 6) To encourage to think creatively and critically
- 7) To expand emotional intelligence
- 8) To develop gender sensitivity

4. Course Outcomes for BA

On successful completion of CBCS English courses, an undergraduate student will be able to:

- 1) Read, understand, and interpret a variety of written texts
- 2) Undertake guided and extended writing using appropriate vocabulary and correct grammar
- 3) Listen and speak with confidence in both formal and informal contexts with reasonable fluency and acceptable pronunciation
- 4) Become employable with requisite professional skills, ethics and values

5. Course wise Credit Structure

Choice Based Credit System (CBCS) for **BA Programme**

Part 1: DSC - Discipline Specific Course (Optional English)

Sem	Course Code	Title of the Paper	Teaching Hours/Week	Credits	Marks		Total	Duration of Exam
					Sem End Exam	IA		
I	DSC ENG105	Understanding Literature – I	5	3	80	20	100	3 Hrs
II	DSC ENG106	Understanding Literature – II	5	3	80	20	100	3 Hrs
III	DSC ENG107	Understanding Literature – III	5	3	80	20	100	3 Hrs
IV	DSC ENG108	Understanding Literature – IV	5	3	80	20	100	3 Hrs

Part 2: DSE - Discipline Specific Elective (Optional English)

Sem	Course Code	Title of the Paper	Teaching Hours/Week	Credits	Marks		Total	Duration of Exam
					Sem End Exam	IA		
V	DSE ENG109	Literary Criticism and Theory	4	4	80	20	100	3 Hrs
	DSE ENG110A	Linguistics and ELT	4	4	80	20	100	3 Hrs
	DSE ENG110B	OR Media and Communication						
VI	DSE ENG111	The English Language and Phonetics	4	4	80	20	100	3 Hrs
	DSE ENG112A	Indian English Literature	4	4	80	20	100	3 Hrs
	DSE ENG112B	OR Translation Studies						

Part 3: SEC - Skill Enhancement Course (Communicative English)

Sem	Course Code	Title of the Paper	Teaching Hours/Week	Credits	Marks		Total	Duration of Exam
					Sem End Exam	IA		
III	SEC ENG113	Soft Skills	2	2	40	10	50	2 Hrs
IV	SEC ENG114	Business Correspondence	2	2	40	10	50	2 Hrs
V	SEC ENG115	Media and Communication	2	2	40	10	50	2 Hrs
VI	SEC ENG116	Media Writing	2	2	40	10	50	2 Hrs

Part 1: DSC – Discipline Specific Course (Optional English)

Semester I: DSCENG105 – Understanding Literature I

(3 Credits; 5 Teaching hours; Theory 80 + IA 20 = 100; 3 hrs Exam)

Introduction: The courses introduce the students who have opted to study English as one of their major subjects a few literary gems from various parts of the globe. The selections are aimed at initiating students for a systematic study of literature. They read the representatives poems of the age alongside the concise meanings of 22 literary terms.

Internal Assessment consists of Tests and Tutorials ensure that the students are learning well and prepare them for Semester end exams. 20 marks of IA in every semester is part of the continuous evaluation process and help students in knowing their texts. The semester end exam for 80 marks tests the student's progress in the semester from multiple perspectives. One-mark, five-mark and ten-mark questions in the examination are designed to evaluate the textual understanding.

Unit I: History of English Literature (2 hrs, 30 Marks)

- 1) The Renaissance
- 2) Elizabethan Poetry
- 3) Elizabethan Drama
- 4) Metaphysical Poetry
- 5) Cavalier Poetry
- 6) Puritan Prose

Unit II: Introduction to Literature (1 hr, 10 Marks)

- 1) What is Literature?
- 2) Literature and society
- 3) Literature and Culture
- 4) Literature and Science

Unit III: Selected Poems (1 hr, 20 Marks)

- 1) And Wilt thou Leave me Thus? - Sir Thomas Wyatt
- 2) One day I wrote her name... - Edmund Spenser
- 3) To Celia - Ben Jonson
- 4) Sonnet 130 - William Shakespeare
- 5) To His Coy Mistress – Andrew Marvel

Unit IV: Literary Forms and Terms (1 hr, 20 Marks)

4.1) Literary Forms: Essay, Novel, Tales, Legends, Sonnet, Lyric, Epic, Comedy, Tragedy, Tragicomedy, and Farce

4.2) Literary Terms: Allegory, Simile, Metaphor, Metonymy, Personification, Pun, Soliloquy, Chorus, Climax and Euphemism

IA : 20 Marks (2 Internal Tests: 4 and 10 marks; Attendance 3 & Tutorials 3 marks each)

Theory: 80 Marks

Total : 100 Marks

Question Paper Pattern

I.	10 Objective questions on Unit I	10x1=10
II.	05 Short answer type questions on Unit IV Literary Terms (4.2)	5x02=10
III.	Essay type question on Unit I (1 out of 2)	1x10=10
IV.	Essay type question on Unit I (1 out of 2)	1x10=10
V.	Essay type question on Unit II (1 out of 2)	1x10=10
VI.	Essay type question on Unit III (1 out of 2)	1x10=10
VII.	Short notes on Unit III (2out of 4)	1x10=10
VIII.	Short notes on Unit IV Literary Forms (4.1)	2x05=10
Total		80

Reference Books

- Abrams, M. H. *A Glossary of Literary Terms*, Thomson Press (India) Ltd, 2019.
- Cuddon, J .A. *A Dictionary of Literary Terms*. Viva Books, 1998.
- Daiches, David. *A Critical History of English Literature*. Secker & Warburg, 1968.
- Gray, Martin. *A Dictionary of Literary Terms*. Pearson, 2008.
- Hudson, WH. *An Introduction to the Study of Literature*. Rupa, 2015.
- Jespersen, O . *Growth and Structure of the English Language*. Blackwell, 1991.
- Kreutzer, James. *Elements of Poetry*. Macmillan, 1971.
- Lemon, Lee T. *A Glossary for Study of English*. OUP, 1974.
- Wood, F. T. *An Outline History of the English Language*. Macmillan, 2000.

Semester II: DSCENG106 – Understanding Literature II

(3 Credits; 5 Teaching hours; Theory 80 + IA 20 = 100; 3 hrs Exam)

Unit I: History of English Literature 18th century (2 hrs, 30 Marks)

1. Features of Restoration Literature
2. Restoration Poetry
3. Restoration Comedy
4. Neo-classical Poetry
5. Periodical Essay
6. 18th Century Novel
7. Sentimental Comedy

Unit II: *The School for Scandal* – Richard Brinsley Sheridan (2 hrs, 30 Marks)

Unit III: Literary Forms and Terms (1 hr, 20 Marks)

3.1 Literary Forms: Biography, Autobiography, Memoir, Mock Epic, Ode, Novella, Dramatic Monologue, Elegy, Ballad, and Idyll.

3.2 Literary Terms: Hyperbole, Irony, Paradox, Atmosphere, Character, Imagery, Narrative technique, Plot, Setting and Symbolism

Question Paper Pattern

I.	10 Objective questions on Unit I	10x1=10
II.	05 Short answer type questions on Unit III (3.2)	5x02=10
III.	Essay type question on Unit I (1 out of 2)	1x10=10
IV.	Essay type question on Unit I (1 out of 2)	1x10=10
V.	Essay type question on Unit II (1 out of 2)	1x10=10
VI.	Essay type question Unit II (1 out of 2)	1x10=10
VII.	Short notes on Unit II (2 out of 4)	2x05=10
VIII.	Short notes on Unit III (3.1) (2 out of 4)	2x05=10
Total		80

Reference Books

1. Andrew Sanders: The Short Oxford History of English Literature
2. Edward Albert: History of English Literature
3. Michael Alexander: A History of English Literature
4. G.M. Trevelyan: English Social History
5. Bibhash Choudhury: English Social and Cultural History

Semester III: DSCENG107 – Understanding Literature III

(3 Credits; 5 Teaching hours; Theory 80 + IA 20 = 100; 3 hrs Exam)

Unit I: History of English Literature (2 hrs, 30 Marks)

1. Salient Features of Romanticism
2. Romantic Poetry
3. Romantic Prose
4. Features of Victorian Poetry
5. Victorian Poetry
6. Victorian Prose
7. Victorian Novel

Unit II: Poetry (1 hr, 20 Marks)

- 1) Three Years She Grew - William Wordsworth
- 2) Ode to a Nightingale - John Keats
- 3) Skylark - P. B. Shelley
- 4) Lotus Eaters – Lord Tennyson

Unit III: Essays (2 hrs, 30 Marks)

- 1) On Reading Old Books - William Hazlitt
- 2) The Londoner - Charles Lamb
- 3) Will Wimble - Joseph Addison
- 4) On Finding Things - E. V. Lucas
- 5) Man in Black (Meeting with Begger, Soldier and seller) – Oliver Goldsmith

IA : 20 Marks (2 Internal Tests: 4 and 10 marks; Attendance 3 & Tutorials 3 marks each)

Theory: 80 Marks

Total : 100 Marks

Question Paper Pattern

I.	10 Objective questions on Unit I	10x1=10
II.	Essay type question on Unit I (1 out of 2)	1x10=10
III.	Essay type question on Unit I (1out of 2)	1x10=10
IV.	Essay type question on Unit II (1out of 2)	1x10=10
V.	Essay type question Unit III (1out of 2)	1x10=10
VI.	Essay type question on Unit III (1 out of 2)	10x1=10
VII.	Short notes on Unit II (2 out of 4)	2x05=10
VIII.	Short notes on Unit III (2 out of 4)	2x05=10
Total		80

Reference Books

1. Andrew Sanders: The Short Oxford History of English Literature
2. Edward Albert: History of English Literature
3. Michael Alexander: A History of English Literature
4. G.M. Trevelyan: English Social History
5. Bibhash Choudhury: English Social and Cultural History

Semester IV: DSCENG108 – Understanding Literature IV

(3 Credits; 5 Teaching hours; Theory 80 + IA 20 = 100; 3 hrs Exam)

Unit I: History of English Literature 20th Century (1 hr, 20 Marks)

1. Introduction to 20th Century English Literature
2. 20th Century Drama – Poetic Drama & Irish Literary Movement
3. 20th Century Poetry – Georgian Poetry & War Poetry
4. 20th Century Novel – Stream of Consciousness Novel & Women Novelists

Unit II: Waiting for Godot – Samuel Becket(2 hrs, 30 Marks)

Unit III: Animal Farm – George Orwell (2 hrs, 30 Marks)

IA : 20 Marks (2 Internal Tests: 4 and 10 marks; Attendance 3 & Tutorials 3 marks each)**Theory: 80 Marks****Total : 100 Marks****Question Paper Pattern**

I.	10 Objective questions on Unit I		10x1=10
II.	Essay type question on Unit I (1 out of 2)		1x10=10
III.	Essay type question on Unit II (1 out of 2)		1x10=10
IV.	Essay type question on Unit II (1 out of 2)		1x10=10
V.	Short notes on Unit II (2 out of 4)		2x05=10
VI.	Essay type question on Unit III (1 out of 2)		1x10=10
VII.	Essay type question on Unit III (1 out of 2)		1x10=10
VIII.	Short notes on Unit III (2 out of 4)	2x05=10	
Total			80

Reference Books

1. Andrew Sanders: The Short Oxford History of English Literature
2. Edward Albert: History of English Literature
3. Michael Alexander: A History of English Literature
4. G.M. Trevelyan: English Social History
5. Bibhash Choudhury: English Social and Cultural History

Semester V: DSEENG109 – Literary Criticism and Theory

(4 Credits; 4 Teaching hours; Theory 80 + IA 20 = 100; 3 hrs Exam)

Unit I (1 hr, 20 Marks)

1. Criticism: Nature, Functions and Types
2. Aristotle and Plato: Mimesis
3. What is Poetry?
4. Longinus: Sublime

Unit II (1 hr, 20 Marks)

1. Classicism, Romanticism and Realism
2. Style
3. Matthew Arnold: Criticism and Creation and Touchstone Method
4. Allen Tate: The New Criticism

Unit III (1 hr, 20 Marks)

1. William Empson's Ambiguity
2. T. S. Eliot: Tradition and Individual Talent
3. Feminism
4. I. A. Richards: Principles of Criticism

Unit IV (1 hr, 20 Marks)

1. Eco criticism
2. Modernism
3. Postmodernism
4. Orientalism

IA : 20 Marks (2 Internal Tests: 4 and 10 marks; Attendance 3 & Tutorials 3 marks each)

Theory: 80 Marks

Total : 100 Marks

Question Paper Pattern

I.	10 Objective type questions based on all Units.	10x1=10
II.	Essay type question Unit I (One out of Two)	1x10=10
III.	Essay type question on Unit II (One out of Two)	1x10=10
IV.	Essay type question on Unit III (One out of Two)	1x10=10
V.	Essay type question on Unit IV (One out of Two)	1x10=10
VI.	Short Notes on all Units (6 out of 8)	6x05=30
Total		80

Reference Books

- Barry, Peter. *Beginning Theory: An Introduction to Literary and Cultural Theory*. Manchester and New York: Manchester University Press, 2002.
- Bennett, Andrew, and Nicholas Royle. *An Introduction to Literature, Criticism and Theory*.
- Biradar S. B. *Literary Criticism and Theory*. Scholar Space Pub, 2018
- Harlow: Pearson Education Limited, 2009.
- Culler, Jonathan. *Literary Theory: A Very Short Introduction*. Oxford: OUP, 2011.
- Eagleton, Terry. *Literary Theory: An Introduction*. Oxford: Blackwell, 2008.
- Preminger, Alex, Leon Golden et al, eds. *Classical Literary Criticism: Translations and Interpretations*. New York: Frederick Ungar Publishing, 1974.
- Rylance, Rick. *Debating Texts: A Reader in Twentieth-Century Literary Theory and Method*. Milton Keynes: Open University Press, 1987.
- Waugh, Patricia. *Literary Theory and Criticism: An Oxford Guide*. Oxford: OUP, 2006

Semester V: DSEENG110A – Linguistics and ELT

(4 Credits; 4 Teaching hours; Theory 80 + IA 20 = 100; 3 hrs Exam)

Unit I: (1 hr, 20 Marks)

- i) Definition and Nature of Linguistics
- ii) Branches of Linguistics
- iii) Properties of Human Language
- iv) Approaches to the Study of Linguistics: Synchronic- Diachronic, Langue and Parole, Competence and Performance

Unit II: (1 hr, 20 Marks)

- i) Sentence and its kinds
- ii) Sentences Processes (Patterns)
- iii) The Structure of Noun Phrase, Verb Phrase, Adjective Phrase, Adverb Phrase and Prepositional Phrase in English
- iv) Clauses, Subordination and coordination,

Unit III (1 hr, 20 Marks)

- i) What is ELT?
- ii) Importance of ELT
- iii) Knowing the Learner
- iv) LSRW

Unit IV (1 hr, 20 Marks)

- i) Methods of Teaching English Language and Literature
- ii) Materials for Language Teaching
- iii) Using Technology in Language Teaching
- iv) Assessing Language Skills

IA : 20 Marks (2 Internal Tests: 4 and 10 marks; Attendance 3 & Tutorials 3 marks each)**Theory: 80 Marks****Total : 100 Marks****Question Paper Pattern**

I.	10 Objective type questions on Unit I	10x1=10
II.	Short notes on Unit I (2 out of 4)	2x05=10
III.	Short notes on Unit II (4 out of 6)	4x05=20
IV.	Short notes on Unit III (4 out of 6)	4x05=20
V.	Short notes on Unit IV (4 out of 6)	4x05=20
Total		80

Or

Semester V: DSEENG110B - Media and Communication

(4 Credits; 4 Teaching hours; Theory 80 + IA 20 = 100; 3 hrs Exam)

Unit 1: (1 hr, 20 Marks)

1. Define Media
2. Types of Media
3. Role and Importance of Media Today
4. Advantages and Disadvantages of Media

Unit II (1 hr, 20 Marks)

1. Define Communication and its Types
2. Importance of Mass Communication
3. Forms of Mass Communication
4. Mass Communication and Globalization

Unit III: (1 hr, 20 Marks)

1. Digital Media: E-book, E-magazine, E-journal, E-newspaper
2. Use of English in Digital Media
3. Web Writing - Blogging.- Profile Writing – Caption Writing
4. News Writing : Inverted Pyramid, Headline, Blurb, Lead

Unit IV (1 hr, 20 Marks)

1. Advertisement in Different Media
2. Promotional Literature: Pamphlets, Brochures, Classifieds, Text, Logo.
3. Language in Commercials
4. Job opportunities in Media

IA : 20 Marks (2 Internal Tests: 4 and 10 marks; Attendance 3 & Tutorials 3 marks each)**Theory: 80 Marks****Total : 100 Marks****Question Paper Pattern**

I.	Short notes on Unit I (4 out of 6)	4X05=20
II.	Short notes on Unit II (4 out of 6)	4X05=20
III.	Short notes on Unit III (4 out of 6)	4X05=20
IV.	Short notes on Unit III (4 out of 6)	4X05=20
Total		80

Reference Books

1. Cambridge English for the Media - Elizabeth Lee and Nick Ceramella
2. Understanding Media - Marshall McLuhan
3. English for the Media – Latha Nair, Shelton Pinheiro, Priya K Nair, Vidhu Mary John

Semester VI: DSEENG111 – English Language and Phonetics

(4 Credits; 4 Teaching hours; Theory 80 + IA 20 = 100; 3 hrs Exam)

Unit I: The English Language (2 hrs, 20 Marks)

- 1) Characteristics of the English Language
- 2) Development of the English Language: Old English, Medieval English, Modern English
- 3) Vocabulary: Influences on the English Language: Greek, Latin, French
- 4) Makers of the English Language: the Bible Translations, Shakespeare and Milton
- 5) Development of Dictionaries
- 6) English as a Global Language

Unit II: Introduction to Phonetics (2 hrs, 30 Marks)

- 1) Organs of Speech and Speech Mechanism
- 2) Classification of Speech Sounds
- 3) Description Speech Sounds
- 4) Transcription of Words
- 5) Word stress

IA : 20 Marks (2 Internal Tests: 4 and 10 marks; Attendance 3 & Tutorials 3 marks each)**Theory: 80 Marks****Total : 100 Marks****Question Paper Pattern**

I.	10 Comprehension questions on Unit I	10x1=10
II.	Essay type question Unit I (1 out of 2)	1x10=10
III.	Essay type question Unit I 1 out of 2)	1x10=10
IV.	Essay type question Unit I 1out of 2)	1x10=10
V.	Essay type question Unit I (1 out of 2)	1x10=10
VI.	Short notes on Speech sounds (2 out of 4)	2x05=10
VII.	Word Transcription	10x1=10
VIII.	Word Stress	10x1=10
Total		80

Reference books

1. The English Language – C. L. Wren
2. An Outline History of the English Language. F. T. Wood
3. English Language and Phonetics – S. B. Biradar

Semester VI: DSEENG112A - Indian English Literature

(4 Credits; 4 Teaching hours; Theory 80 + IA 20 = 100; 3 hrs Exam)

Unit I: History of Indian English Literature (1 hr, 30 Marks)

1. Pre-Independence Indian English Poetry and Fiction
2. Post Independence Indian English Literature up to 2010: Poetry, Fiction and Drama

Unit II: Selected Poems (1 hr, 20 Marks)

- 1) Our Casuarina Tree - Toru Dutt
- 2) Let me not Forget - Rabindranth Tagore
- 3) Entertainment - Nissim Ezekiel
- 4) The Old Playhouse - Kamala Das
- 5) Obituary - A. K. Ramanujan

Unit III: The Vendor of Sweets - R. K. Narayan (2 hrs, 30 Marks)

IA : 20 Marks (2 Internal Tests: 4 and 10 marks; Attendance 3 & Tutorials 3 marks each)**Theory: 80 Marks****Total : 100 Marks****Question Paper Pattern**

I.	10 Objective questions Unit I	1X10=10
II.	Essay type question on Unit I (1out of 2)	1X10=10
III.	Essay type question on Unit I (1out of 2)	1X10=10
IV.	Essay type question on Unit II (1out of 2)	1X10=10
V.	Essay type question on Unit II (1out of 2)	1X10=10
VI.	Essay type question on Unit III (1 out of 2)	1X10=10
VII.	Essay type question on Unit III (1 out of 2)	1X10=10
VIII.	Short notes on Unit III (2 out of 4)	2X05=10
Total		80

Reference Books

1. History of Indian English Literature – M. K. Naik
2. Indian English Literature – Basavaraj Naikar
3. Indian English Literature – Srinivas Iyengar

OR

Semester VI: DSEENG112B - Translation Studies

(4 Credits; 4 Teaching hours; Theory 80 + IA 20 = 100; 3 hrs Exam)

Unit-I: Introduction to Translation (1 hr, 20 Marks)

1. Definition of Translation—Translating from source language to target language
2. Purpose of Translation: literary, cultural, knowledge bridge, self-other interaction
3. Importance of Translation
4. Types of Translation

Unit -II: Approaches to Translation (1 hr, 20 Marks)

1. Domestication: Readability in the target language
2. Foreignisation: Faithfulness to the source language

Unit-III: Methods of Translation (1 hr, 20 Marks)

1. Meta-phrase—sense translation based on difference
2. Paraphrase—word-to-word translation based on equivalence
3. Imitation—regulated transformation
4. Interpretation and Adaptation

Unit –IV: Problems of Translation (1 hr, 20 Marks)

1. Cultural Gap
2. Untranslatability
3. Translation as appropriation of indigenous languages by English
4. Translation of Kannada into English or vice versa or Paraphrasing of a poem

IA : 20 Marks (2 Internal Tests: 4 and 10 marks; Attendance 3 & Tutorials 3 marks each)

Theory: 80 Marks

Total : 100 Marks

Question Paper Pattern

I.	Short notes on Unit I (4 out of 6)	4X05=20
II.	Short notes on Unit II (4 out of 6)	4X05=20
III.	Short notes on Unit III (4 out of 6)	4X05=20
IV.	Short notes on Unit III (4 out of 6)	4X05=20
Total		80

Referance Books

- Angelelli, Claudia and Baer, James Brian (eds). 2016. *Researching Translation and Interpreting*. London: Routledge.
- Baker, Mona, and Gabriela Saldanha (eds). 2009. *Routledge Encyclopedia of Translation Studies*. Second edition. London: Routledge.
- Bermann, Sandra, and Catherine Porter (eds). 2014. *A Companion to Translation Studies*. Malden/Oxford: Wiley Blackwell. Oxford: Oxford University Press.
- Millan, Carmen and Bartrina, Francesca (eds). 2013. *The Routledge Handbook of Translation Studies*. London and New York: Routledge.

Part 3: SEC – Skill Enhancement Course (III to VI Semesters)

Introduction: The students of these courses have to deal with the challenges of life as well as occupation as soon as they finish their undergraduate programme. It is an advantage for them to learn Communicative English for precise and specific use in their future life and occupation. Suitable verbal communication skills give power to them to accomplish their scholastic and professional goals. It improves their societal associations. For this reason, these courses are designed to prepare students in essential communicative language skills.

Semester III: SECENG113 – Soft Skills

(2 Credits; 2 Teaching hours; 40 Theory + 10 IA = 50; 2 hrs Exam)

Unit I

1. Definition and Importance of Soft Skills
2. Leadership Skills. Companies want employees who can supervise and direct other workers.

Unit II

1. Teamwork
2. Communication Skills

Unit III

1. Problem Solving Skills
2. Work Ethics

Unit IV

1. Flexibility/Adaptability
2. Interpersonal Skills

IA : 10 Marks (1Internal Test: 05 marks; Attendance 2 marks & Language Activity 3 marks)

Theory: 40 Marks

Total : 50 Marks

Question Paper Pattern

I.	2 questions each on Unit 1	2X5=10
II.	2 questions each on Unit 2	2X5=10
III.	2 questions each on Unit 3	2X5=10
IV.	2 questions each on Unit 4	2X5=10
Total		50

Semester IV: SECENG114 - Business Correspondence

(2 Credits; 2 Teaching hours; 40 Theory + 10 IA = 50; 2 hrs Exam)

1. Enquiry and Reply Letters
2. Orders and Execution Letters / Cancellation Letters
3. Complaints and Settlements
4. Request for Loans / Overdrafts and Suitable Replies

IA : 10 Marks (Internal Test: 05 marks; Attendance 2 marks & Language Activity 3 marks)

Theory: 40 Marks

Total : 50 Marks

Question Paper Pattern

I.	2 questions each on Unit 1	2X5=10
II.	2 questions each on Unit 2	2X5=10
III.	2 questions each on Unit 3	2X5=10
IV.	2 questions each on Unit 4	2X5=10
Total		50

Semester V: SECENG115 - Media and Communication Skills

(2 Credits; 2 Teaching hours; 40 Theory + 10 IA = 50; 2 hrs Exam)

1. Mass Communication and Globalization
2. Forms of Mass Communication
3. Writing Pamphlets and Posters
4. Creating jingles and taglines

IA : 10 Marks (1Internal Test: 05 marks; Attendance 2 marks & Language Activity 3 marks)

Theory: 40 Marks

Total : 50 Marks

Question Paper Pattern

I.	2 questions each on Unit 1	2X5=10
II.	2 questions each on Unit 2	2X5=10
III.	2 questions each on Unit 3	2X5=10
IV.	2 questions each on Unit 4	2X5=10
Total		50

Semester VI: SECENG116 – Media Writing

(2 Credits; 2 Teaching hours; 40 Theory + 10 IA = 50; 2 hrs Exam)

1. Script writing for TV and Radio
2. Writing News Reports and Editorials
3. Editing for Print and Online Media
4. Writing an editorial on a burning issues

IA : 10 Marks (1Internal Test: 05 marks; Attendance 2 marks & Language Activity 3 marks)

Theory: 40 Marks

Total : 50 Marks

Question Paper Pattern

I.	2 questions each on Unit 1	2X5=10
II.	2 questions each on Unit 2	2X5=10
III.	2 questions each on Unit 3	2X5=10
IV.	2 questions each on Unit 4	2X5=10
Total		50