



**List of Courses Focus on Employability/ Entrepreneurship/
Skill Development**

Department : English and Foreign Language

Programme Name : B.A. English Hons.

Academic Year : 2018-19

List of Courses Focus on Employability/ Entrepreneurship/Skill Development

Sr. No.	Course Code	Name of the Course
01.	ENAECC101T	English Communication
02.	ENGE101T	Academic Writing and Composition

अध्यक्ष/HEAD
अंग्रेजी विभाग/Department of English
गुरु घासीदास विश्वविद्यालय
Guru Ghasidas Vishwavidyalaya
बिलासपुर (छ.ग.)/Bilaspur (C.G.)



Scheme and Syllabus

IV. Ability Enhancement Compulsory Course

English Communication Credits: 4

Course Level Learning Outcomes

The purpose of this course is to introduce students to the theory, fundamentals and tools of communication and to develop in them vital communication skills which should be integral to personal, social and professional interactions. One of the critical links among human beings and an important thread that binds society together is the ability to share thoughts, emotions and ideas through various means of communication: both verbal and non-verbal. In the context of rapid globalization and increasing recognition of social and cultural pluralities, the significance of clear and effective communication has substantially enhanced.

The present course hopes to address some of these aspects through an interactive mode of teaching-learning process and by focusing on various dimensions of communication skills. Some of these are:

Language of communication, various speaking skills such as personal communication, social interactions and communication in professional situations such as interviews, group discussions and office environments, important reading skills as well as writing skills such as report writing, note-taking etc.

While, to an extent, the art of communication is natural to all living beings, in today's world of complexities, it has also acquired some elements of science. It is hoped that after studying this course, students will find a difference in their personal and professional interactions.

The recommended readings given at the end are only suggestive; the students and teachers have the freedom to consult other materials on various units/topics given below. Similarly, the questions in the examination will be aimed towards assessing the skills learnt by the students rather than the textual content of the recommended books.

COURSE CONTENT

1. **Introduction:** Theory of Communication, Types and modes of Communication
2. **Language of Communication:**
Verbal and Non-verbal
(Spoken and Written)
Personal, Social and Business
Barriers and Strategies
Intra-personal, Inter-personal and Group communication
3. **Speaking Skills:**
Monologue
Dialogue
Group Discussion
Effective Communication/ Mis- Communication
Interview
Public Speech



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4. **Reading and Understanding**
Close Reading Comprehension
Summary Paraphrasing
Analysis and Interpretation
Translation (from Indian language to English and vice-versa) Literary/Knowledge Texts
5. **Writing Skills**
Documenting
Report Writing
Making Notes
Letter writing

Recommended Readings:

1. *Fluency in English* - Part II, Oxford University Press, 2006.
2. *Business English*, Pearson, 2008.
3. *Language, Literature and Creativity*, Orient Blackswan, 2013.
4. *Language through Literature* (forthcoming) ed. Dr. Gauri Mishra, Dr Ranjana Kaul, Dr Brati Biswas


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B.A. ENGLISH HONS.

B: Generic Electives

For the students from other departments of School of Studies in arts and Social sciences who will choose ENGLISH as Generic Elective

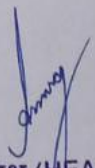
Semester	Code	Course Title	Remarks
I	G 101	Academic Writing and Composition	For the students from other departments who will choose ENGLISH as Generic Elective
II	G 202	Language, Literature and Culture	For the students from other departments who will choose ENGLISH as Generic Elective
III	G303	Media and Communication Skills	For the students from other departments who will choose ENGLISH as Generic Elective
IV	G404	Contemporary India: Women and Empowerment	For the students from other departments who will choose ENGLISH as Generic Elective

C. Generic Elective (Any four)

For the students from other departments of School of Studies in arts and Social sciences who will choose ENGLISH as Generic Elective

Paper Titles

1. Academic Writing and Composition
2. Media and Communication Skills
3. Text and Performance
4. Language and Linguistics
5. Contemporary India: Women and Empowerment
6. Gender and Human Rights
7. Language, Literature and Culture


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Note: Students of ENGLISH Honours can opt for GE course from among courses offered by departments of School of Studies in Arts and Social Sciences.



III Generic Elective (Any Four)

Paper 1: Academic Writing and Composition

Course Learning Outcomes

Some of the course learning outcomes that students of this course are required to demonstrate run thus:

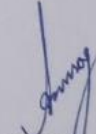
- convey their ideas in English using simple and acceptable English in writing
- understand to recognize and draft different types of writing – e.g. classroom notes, summaries, reports, exploratory and descriptive paragraphs, substantiating etc
- describe a diagram or elaborate information contained in a graph, chart, table etc
- write a review of a book or a movie
- write a report on an academic or cultural event that takes place in a college or university for a journal or a newspaper

COURSE CONTENT

1. Introduction to the Writing Process
2. Introduction to the Conventions of Academic Writing
3. Writing in one's own words: Summarizing and Paraphrasing
4. Critical Thinking: Syntheses, Analyses, and Evaluation
5. Structuring an Argument: Introduction, Interjection, and Conclusion
6. Citing Resources; Editing, Book and Media Review

Suggested Readings

1. Liz Hamp-Lyons and Ben Heasley, *Study writing: A Course in Writing Skills for Academic Purposes* (Cambridge: CUP, 2006).
2. Renu Gupta, *A Course in Academic Writing* (New Delhi: Orient BlackSwan, 2010).
3. Ilona Leki, *Academic Writing: Exploring Processes and Strategies* (New York: CUP, 2nd edn, 1998).
4. Gerald Graff and Cathy Birkenstein, *They Say/I Say: The Moves That Matter in Academic Writing* (New York: Norton, 2009).


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