

**RATHNAVEL SUBRAMANIAM COLLEGE OF ARTS AND SCIENCE
(AUTONOMOUS), SULUR, COIMBATORE
DEPARTMENT OF ENGLISH
ACADEMIC YEAR: 2017-2018**

Course Title : English I	Course Code : 12 E
Semester : I	Course Group : AECC-G1-I
Teaching scheme in Hrs(L:T:P) : 5:1:0	Credits : 4
Map Code : A	Total Contact Hours : 90
CIA : 25 Marks	SEE : 75 Marks
Programme : All I UG Programme	#-Semester End Exam

Course Outcomes: (Cos)

No.	Course Outcomes (Cos): After completion of this course, the students will be able to	PSOs	CL. Ses	CL
CO1	Recall the units of language, kinds of sentences and identify the parts of speech.	PSO1	18	R
CO2	Classify and apply the verbs and tenses.	PSO1	18	A
CO3	Change the sentences into negative and interrogative forms.	PSO1	18	U
CO4	Use tag questions, infinitives, gerunds and articles.	PSO1	18	A
CO5	Choose appropriate verb in agreement with the subject and change Direct Speech to Reported Speech.	PSO1	10	A
CO6	Construct sentences and use appropriate punctuation marks.	PSO1	8	A

Unit - I

Lecture Hours:18

Units of Language: Definitions - A Letter is any one of the symbols used in the alphabet a,b,c main clause and subordinate clause - A clause conveys complete meaning is called a main clause , if the meaning is incomplete it is called subordinate clause.

Kinds of Sentences: Definitions and kinds of simple sentences - An assertive sentence is a sentence in the form of the statement Definition and kinds of non simple sentences - compound double sentence, compound multiple sentence, complex sentence. A compound double sentence has two main clauses.

Parts of Speech: Definition of Noun, Pronoun, adjective- noun is a word used as the name of a person, place, thing etc, Definition of Verb and Adverbs - A verb is a word that denote an action.Definition of prepositon, conjunction and interjection - A preposition is a word that is used with a suffix.

Noun:Kinds-Definition and usage of proper noun and Common noun - A proper noun is a name given to a particular person or place .

Unit – II

Lecture Hours:18

Verb: Transitive and Intransitive verbs - A transitive verb is a verb that takes an object .Auxiliary and defective verbs - A verb which helps another verb to form its tense, voice or mood is called an Auxiliary verb. Forms of verb - verbs that relate to present and past participle Exercise - identify the different kinds of verbs in the given sentences .

Tenses: Definition of Tenses – 12 basic English tenses - Types of tenses – Rules for Tenses with Examples. Sentence Pattern: Definition and Examples – Five Essential Elements of sentence – Subject – Verb – Types of Verb – Object – Complement – Adjunct – Examples. Gerunds and Infinitives: Introduction about Gerunds and Infinitives - Basic Rules for Gerunds and Infinitives.

Voice: Definition on Passive voice - Passive voice is used when the doer of an action is unknown. Active voice - The object in the active voice becomes the subject in the passive voice. Passive voice with tenses - Simple present tense, simple past tense and simple future tense.

Unit – III

Lecture Hours:18

Negative and Interrogative Sentences: Negative sentences- an introduction - Negative sentences are formed by adding "NOT" after auxiliary verbs. Interrogative sentences : Definition and types - Types of interrogative sentences are with "BE" Verbs and with question words and without question words.

Tag Questions-An introduction to Tag questions - Tag questions are short questions added to statements asking for agreement or confirmation. Positive and negative tag questions - If a statement is positive the tag will be negative.

Infinitives and Gerunds: Definition to infinitives - An infinitive can be used as a subject of a verb. Definition to Gerunds - Gerund is one of the verbal nouns in English and can also be used as the subject of the verb.

The Articles: Introduction to Articles - Three adjectives " A", "AN", and "THE" are given the special names of articles. Types of Articles - Indefinite Articles, Definite Articles

Unit – IV

Lecture Hours:18

Agreement of the Verb with the Subject: Verb and Subject - Subject in person and number should agree with the verb in every sentence. Singular verbs - Singular subjects are plural and singular nouns must be singular. Plural Verbs - If there are two articles or possessives the verb must stand plural. Two or more singular subjects - Subjects connected by "OR", "NOR", "EITHER..OR", "EITHER..NOR" take a singular verb. Verbs with first person and second person - If one subject is of the first person the verb is also first person plural. Collective Nouns - For collective noun a singular noun is used.

Direct and Reported Speech: Introduction on direct speech - Quoting the actual words spoken by a person is called direct speech. Introduction to reported speech - reported speech are written in third person narrative.

Unit – V

Lecture Hours:18

Transformations Of Sentences-I: Introduction to Affirmative sentences into negative sentences - The antonym of an important word from a sentence is taken to form a negative affirmative sentence. Negative sentences to affirmative sentences - The synonym of an important word from a sentence is taken to form a affirmative sentence

Exclamatory sentences to Assertive sentences - To change exclamatory sentences into assertive sentences , we express their meanings and emotions in the statement form.

Punctuation: Definition on Punctuation. - Punctuation marks are used for the better understanding of the sentences.Full stop, commas, and semi colon - A full stop indicates the completion of a sentence .

Text Book:

T1. know your grammar | Edition:1 | RVS Group of Institution | HYACINTHPINK(2013).

Reference Book:

R1. High School English Grammar And Composition Book. Wren & Martin. 2017.

Course Title : English II COMMUNICATIVE ENGLISH	Course Code : 22 E
Semester : II	Course Group : AECC-G1-I
Teaching scheme in Hrs(L:T:P) : 5:1:0	Credits : 4
Map Code : A	Total Contact Hours : 90
CIA : 25 Marks	SEE : 75 Marks
Programme : All I UG Programme	#-Semester End Exam

Course Outcomes: (Cos)

No.	Course Outcomes (Cos): After completion of this course, the students will be able to	PSOs	CL. Ses	CL
CO1	Understand the factors that influence use of vocabulary in speech and writing.	PSO1	18	R
CO2	Develop positive attitudes towards learning English.	PSO1	18	A
CO3	Acquire Basic language skills (listening, speaking, reading and writing) in order to communication with speakers of English language.	PSO1	18	U
CO4	Know why email is used and how to send and receive messages.	PSO1	18	A
CO5	Read to develop critical thinking skills.	PSO1	10	A
CO6	Understand the functions of essays and reports.	PSO1	8	A

Unit - I

Lecture Hours:18

1. The Power of Words for Everyday Use : Words to Change your Life - Day-today vocabularies are discussed. Framing sentences for the given synonym. - 1. Captivate 2. Corpulent 3. Attrition 4. Bizare 5. Boorish

2. Divide and Conquer: Antidisestablishmentarianism, Pseudopseudohypoparathyrodism, Otorhinolaryngological, Immuno-electrophoretically, - The words you consider long are combination of short words or parts of words written together.

3. Words That Make Headlines: New words through contact and context (1-20) - When you see a new or familiar in a headline, read on. You are sure to have it explained in the first sentence of the news story.

4. Mistaken Identities : Confusing words (1-15) - In English there are many words that are similar in spelling or pronunciation and sometimes we mistakenly reach for a word because it seems to have the right sound or look.

5. The Right Word : Words (Aggravate- Discrete) - This chapter shows the value of using the right word in the right place. (Flair- Fulsome) - This chapter shows the value of using the right word in the right place.

Unit – II

Lecture Hours:18

1. A Tale of Seven Berries: Introduction - Coffee tales are the best told stories- discovery of the coffee plant- The dancing goat's legend. The Smuggled Seeds - Arab connection- Baba Budan Hills- Plantation of Coffee- The Mysore Durbar- Coffee cultivation from the locals to the colonial powers- Coffee estates in Mysore- Kants or Forest lands- Demand of Mysore coffee in Europe.

2. Championing peace : The world we live in. - The status of the current world - Violence and destruction- Hope for a better tomorrow - Championing peace. The Future is Now. - Predominant role of internet- Online people's movement for global peace - Common man across all nations to champion peace - Peace in the new world.

Unit – III

Lecture Hours:18

1. When words kill : Verbal abuse - Seema's marital life - Victim of verbal abuse - Traditional advice. A tool for control - Diane England's views on verbal abuse - Counselor Vikram Prabhu's view - How to handle marital issues? Importance of Counselling.

2. Human Behaviour Found in Animals: Researchers' observation. - Helping tendency among animals - Behaviour of howler monkey or Chimpanzees - Chimps' behaviour is a mirror of our own. Provide the opposite Gender - 1. Elephant 2. Dog 3. Fox 4. Horse 5. Lion etc...

Unit – IV

Lecture Hours:18

1. Descriptive writing : Definition and techniques - Creating picture in the reader's mind- Minute information and flamboyant language are used - Creating better picture of the subject- Adjectives and adverbs are used to explain in a better way.

2. Narrative writing : Definition, fundamentals and guidelines - Describing human being's imagination - sharing the imaginary stories - Help others to understand- Should be narrate in sequential order- Using dialogues and sensory details- Definite beginning, middle and end with reference to time.

Unit – V

Lecture Hours:18

1. Creative Writing : Slogan Writing and its use - Attractive word or a short phrase. It is used in the advertisement to create alertness of the subject- to emphasize a value. Caption Writing - Captions are a single sentence title. It is associated with a picture or a photograph. Creative captions - Style and expressions of the language are the necessary tools for creative captions. Creative Caption Writing - Pick a picture from Newspaper and provide creative captions.

2. Comprehensive Exercises : Introduction - Step 1. Read the passage fairly, quickly to get the general idea. Step 2. Read again, a little slowly, so as to know the detail. Step 3. Study the questions thoroughly. Same passage - Study the questions thoroughly, turn to the relevant portions of the passage, read them again, and then rewrite that in your own words, neatly and precisely

3. Precis Writing: How to Write a Precis - They are various steps that can be followed in order to write an effective précis. They are as follows: Read the article or book multiple times. Take notes on the key points of the reading and underline key sentences.

Text Book:

T1. Developing Reading Skills | Edition:1 | Bloomsbury | Dr. HyacinthPink(2015)

T2. Developing Writing Skills | Edition:1 | Bloomsbury | Dr.HyacinthPink(2015)

T3. The Power of Words | Edition:1 | Bloomsbury | Dr. HyacinthPink(2015)

Reference Book :

R1. Oxford Advanced Learner's Dictionary | Edition:1 | Oxford University Press | A SHornby(2010).

Course Title: COMMUNICATIVE SKILLS – II	Course Code : 34 C
Semester : III	Course Group : SEC -G1- II
Teaching scheme in Hrs(L:T:P) : 2:0:0	Credits : 2
Map Code : A	Total Contact Hours : 30
CIA : 50 Marks	SEE :
Programme : All II UG Programme	#-Semester End Exam

No.	Course Outcomes (Cos): After completion of this course, the students will be able to	Pos & PSOs	CL. Ses	CL
CO1	Encourage the students speak English.	PSO1	6	R
CO2	Enable students use English in day-to-day communication.	PSO1	6	A
CO3	Build up their confidence in the usage of Situational English.	PSO1	6	U
CO4	Prepare them for academic occasions.	PSO1	6	A
CO5	Express emotions, governments pass laws and businesses market their products and services.	PSO1	3	A
CO6	Express or understand a message.	PSO1	3	A

UNIT I

Lecture Hours: 6

Communication meaning, definition: Introduction - Language is one of the most prized possessions of man. It acts as a repository of wisdom, a propeller for the advancement of knowledge and a telescope to view the vision of the future. Importance of communication - Social advancement has to be matched with the development of efficient techniques of communication to sustain the tempo of growth.

Verbal and non-verbal communication- Linguistic communication - The word ‘Communication’ is derived from the Latin term ‘Communicare’ or ‘Communico’ , both of which mean ‘to share’. But, communication is not merely transmission of meaning from one person to another through symbols. It implies that the system of communication is commonly owned, accepted and recognized by the members of a community.

Non-verbal communication: Personal appearance, Posture and gestures. - The first impact on the audience is created by the personal appearance of the speaker. Posture also conveys a wealth of meaning in an economical way. Facial expressions, eye contact and space distancing. - Of all the parts of the body the face is the most expressive. Eye Contact: Eye Contact with the listener is perhaps the most important aspect of the body language. Each communicator maintains a personal territory around himself.

Barriers to Communication: Number of barriers - There are a number of barriers which produce noise and prevent achievement of the desired result.

UNIT II

Lecture Hours: 6

Answering the telephone and asking for someone: Basics of Telephone Communication.

- People prefer to transact business over phone today because of the shortage of time. When you are speaking to someone on the phone, all you can rely on for effective communication is your voice and its modulation. Telephone Communication. - A good telephone user should be ready to listen actively, keep the emotions totally under control, listen to the specific information looking for, and not to have any gaps in information.

Taking and Leaving Messages: Effective use of SMS - SMS is a Short Message Service which is a means of communication interchange between mobile phone users. It is widely used by people all over the world.

Making Inquiries on the phone: Telephone Courtesy - Just as in real life, it is important to be courteous when you are speaking on the phone. Cultivating the habit of giving accurate information is beneficial to the caller as well as the speaker.

Calling for Help in an Emergency: Different Kinds of Calls. - Attending social and personal calls will be done through the role play.

UNIT III

Lecture Hours: 6

At the library and book seller: Writing dialogues - When a two person talk each other, it is termed as a dialogue. The written dialogue should be so unruffled that it comes out to be natural or unplanted. Sample conversations - Conversation in the library and with the book seller.

At the Shopping Mall and Restaurant: Writing dialogues - Techniques in dialogue writing. Sample conversations - Students are given a task to perform as if they are in the Shopping Mall and Restaurant.

UNIT IV

Lecture Hours: 6

Asking for and giving permission: Seeking permission - Seeking permission involves the use of some specific expressions with a tinge of politeness on the part of the seeker. Sample dialogues and tasks - Students are trained to converse.

Requesting and responding to requests: Request and Respond - Various situations are given to the learners and make them familiar with how to request in an important situation.

UNIT V

Lecture Hours: 6

Essay Writing: Introduction - In order to get your thoughts in hand a good essay needs proper organizing. An essay must have an interesting introduction to enable the reader to

proceed through your essay enthusiastically. Techniques to write a good essay - A proper introduction, body and conclusion are needed for an essay. Nice quotations and messages can be included relevant to the topic of the essay.

Reading Comprehension: Comprehensive exercise. - Answer the questions after reading the given passages.

Text Books :

T1. Communication skills a multi-skill course | Edition:1 | Macmillan India Limited | Course TeamBharathiar University(2008)

T2. Communication Skills for Undergraduates | Edition:1 | RBA Publications | T.M.Farhathullah(2004)

Reference Book:

R1. Developing Communication Skills | Edition:1 | Macmillan India Ltd | Krishna Mohan & Meera Banerji(1990)

Course Title: COMMUNICATIVE SKILLS – II	Course Code : 44 C
Semester : IV	Course Group : SEC -G1- II
Teaching scheme in Hrs(L:T:P) : 2:0:0	Credits : 2
Map Code : A	Total Contact Hours : 30
CIA : 50 Marks	SEE :
Programme : All II UG Programme	#-Semester End Exam

Course Outcomes: (Cos)

No.	Course Outcomes (Cos): After completion of this course, the students will be able to	PSOs	CL. Ses	CL
CO1	Confidently select appropriate greetings according to the situation.	PSO1	6	R
CO2	Introduce themselves, others and topics in official and personal purposes.	PSO1	6	A
CO3	Ask permission, make requests, invite people for various scenario, express their gratitude wherever it required.	PSO1	6	U
CO4	Prepare a perfect agenda for any occasion, and become familiar of the major components of MOC.	PSO1	6	A
CO5	Get expertise in giving welcome address for various events, and giving Chief Guest introduction	PSO1	3	A
CO6	Know the components of felicitation address and vote of thanks.	PSO1	3	A

Unit - I

Lecture Hours:6

Meeting People and Exchanging Greetings - Common Greetings - Common Greetings are used in day to day life according to the situation. Some examples are, Hey, Hey man, or Hi. How's it going? What's up?, What's new?, or What's going on? How's everything ?, etc. Special Occasion Greetings - Learning Greetings that are used in special occasions such as, · Birthdays Happy birthday! Best wishes/Good luck on your thirtieth (age - use an ordinal number) birthday! Many happy returns! · Wedding/Anniversary Congratulations! Best wishes / good luck on your tenth (number - use an ordinal number) anniversary! Here's to many more happy years together (used when making a toast) · Special Holidays Merry Christmas! Happy New Year/ Easter/ Hanukkah/ Ramadan etc. Special Occasions Congratulations on your promotion! All the best for your ... I'm so proud of you!

Introducing one self - Basic Things to Remember - · Making Eye contact, Smile, Using Appropriate Body Language, Exchange Names, Offer a handshake or other culturally appropriate greeting, Ask Questions Close the conversation. Sample Introduction - Make the

learners to give an Introduction about them. Introducing people to others. Instructions to Introduce a Guest - Tips for introducing a guest speaker

Introducing a Topic - Introduction of a Topic - Advertising the topic, Starting a seed discussion, Using the arts, limit your topic, start with a story, write a few sentences about background and then start to talk about your topic. Using these simple steps should create a concise, clear and interesting introductory paragraph.

Unit – II

Lecture Hours:6

Seeking permission - Useful Phrases - May I (please)...? What do you say about...? What about...? Don't mind if I do! What would you say if I...? Fixation of the phrases, What about using digital magazines, books, and newspapers instead of print ones? · Taylor: I'm full already, so would you like to have the rest of my fries?

Inviting Someone - Useful Phrases and Sample Inviting Sentences - Do you feel like going for a walk? Do you want to go to the movies tonight? Would you like to play cards? Would you like a cup of coffee?

Expressing Gratitude - Useful Phrases and Sample Inviting Sentences - Thank you. / Thanks so much. / Thanks a lot. / Thanks a bunch. I really appreciate it. You're the best. / I owe you one. / You rock. What would I do without you? / To say thank you is not enough. / I can't thank you enough. Fixation of the Phrases - Allot the students with situations and make them to fix the appropriate phrases.

Unit – III

Lecture Hours:6

Agenda - Hints to make an Agenda - Create your agenda early Clearly define your meeting Objective Prioritize agenda items Break down agenda topics into key points Allow adequate time for each agenda item Indicate whether agenda items require a decision. Sample Agenda - Annual Day Celebration-Program Agenda Prayer Song Welcome Dance Welcome Address Honoring the Chief Guest Annual Report Presidential Address Distribution of Awards Chief Guest Address Distribution of Prizes Vote of Thanks

MOC - Points to Remember - Know your event Do your Research Stay Organized Prepare the opening of the event Introduce the speakers Bridge between Segments Be prepared for anything Close the event. Common mistakes to avoid - Opening with a joke. Diminish Expectations Reading the Script in Performance Freaking out if something goes wrong

Unit – IV

Lecture Hours:6

Welcome Address - Three steps to write welcome Address - Greeting the Audience Welcome the audience using serious language for a formal occasion Greet guests informally by using light-hearted language Add individual greetings for any special guests Introduce the

event itself Forming the body of speech Mention any parts of the event that are of special importance. Reiterate your welcoming line. Ending the speech - Keep your speech within a suitable time limit Sample-Welcome Address - Based on various situations, the learners are asked to give Welcome Address.

Introducing the Chief Guest - Points to Remember - The guest speaker's name and, if they have one, their title. For example; Judge, Sir, The Right Honorable....? The guest speaker's biography-Sometimes you'll be given what the guest speaker wants said about themselves.If that isn't provided select events, achievements and qualifications to support establishing him/her as an authority within the context of the occasion. Sample Chief Guest Introduction - Make the learners to give an Introduction about a Chief Guest in Given Occasions

Unit – V

Lecture Hours:6

Felicitation - 1. Sample Felicitation - Learners are asked to give a Felicitation Address to a School Annual Day Celebration . 2. SampleFelicitation - Students are assessed to select a particular occasion and create their felicitation Speech.

Vote of thanks - Phrases used in Vote of Thanks - I must mention our deep sense of appreciation for Mr/MrsXXX for her/his explanation of[speech topic]. Further, we are grateful to[speaker], for demonstrating her/his[speech topic]. I may like to express our sincere thanks to[name], for giving an excellent coverage to[her or his speech idea]. I also wish to express my gratitude to[name], for providing encouragement at [speech topics]. I am also very grateful to[name] for her/his analysis of [point that struck you most]. And, we also would like to acknowledge our gratitude to [name], for exposing her/his theory of [speech topic]. We are all inspired by your great words! Sample Vote of Thanks - Students are provided with Celebration Situations and asked to prepare Vote of Thanks .

Text Book:

- Communication Skills A Multi Skill Course | Edition:1 | Macmillan India Ltd | Course Team Bharathiar University, 2008.

Reference Book:

- Communication Skills For Under Graduates | Edition:1 | RBA Publications | T.M.Farthullah (2004)