

Department of English
Maulana Azad National Urdu University
PG Ability Enhancement and Generic Elective Courses

Semester: 1

Course Title: **Communicative English- I**

Course Code: **PGEN101AET**

Scheme of Instruction

Total Duration: 30 hrs.

Periods / Week: 2

Credits: 2

Instruction Mode: Lecture

Scheme of Examination

Maximum Marks: 50

Internal Evaluation: 15

End Semester: 35

Exam Duration: 2 hrs.

Course Objectives: To introduce students to various aspects of communication skills.

Course Outcomes: Upon the completion of the course students are expected to understand various forms of communication, and also comprehend English with ease.

Unit	Course Content	Instruction Hours
I	Reading and Writing Skills 1. Reading comprehension 2. Stages in the writing process 3. Letter and email writing 4. Essay writing	15
II	Listening and Speaking Skills 1. Listening comprehension 2. Types of communication 3. Conversational skills and etiquette 4. Speaking practice	15

Examination and Evaluation Pattern: 05 Objective type questions
03 Short questions essay- 5 m each
01 Essay type questions- 10 marks

Recommended Reading:

- 1) Eastwood, J. (2000). *Oxford Practice Grammar*. OUP.
- 2) Habeeb, G. (2013) *English for Speakers of Urdu: A Proficiency Course*: Orient Blackswan
- 3) Kumar, S. & P. Lata (2015). *Communication Skills*. New Delhi: OUP.
- 4) O'Brien, T. (2011). *Effective Speaking Skills*. New Delhi: Rupa
- 5) Richardson, Jan. (2016). *The Next Step Forward in Guided Reading*. Scholastic.
- 6) Taylor, G. (2009). *English Conversation Practice*. Tata McGraw-Hill.

Semester: 3Course Title: **Communicative English- II**Course Code: **PGEN301AET****Scheme of Instruction**

Total Duration: 30 hrs.

Periods / Week: 2

Credits: 2

Instruction Mode: Lecture

Scheme of Examination

Maximum Marks: 50

Internal Evaluation: 15

End Semester: 35

Exam Duration: 2 hrs.

Course Objectives: To prepare students in various formats of academic writing skills and public speaking skills

Course Outcomes: Upon the completion of the course, students are expected to learn the basic skills of academic writing and public speaking.

Unit	Course Content	Instruction Hours
I	Academic Writing Skills 1. Report writing 2. Paraphrasing 3. Summarising 4. Basic quoting, citing and referencing skills	P
II	Public Speaking Skills 1. Persuasive speech 2. Group discussion skills 3. Interview practice 4. Presentation practice	15

Examination and Evaluation Pattern: 05 Objective type questions
03 Short questions essay- 5 m each
01 Essay type questions- 10 marks

Recommended Reading:

- 1) German, K. M. (2017). *The Principles of Public Speaking*. NY: Routledge.
- 2) Knight, D. (1997). *Creating Short Fiction: The Classic Guide to Writing Short Fiction*, 3rd edition. NY: St. Martin's Press.
- 3) Koneru, A. (2015) *Professional Speaking Skills*. OUP.
- 4) O'Brien, T. (2011). *Modern Writing Skills*. New Delhi: Rupa
- 5) Raymond, M. (2013). *English Grammar in Use*. Cambridge: CUP.
- 6) Ruetten, Mary. K. (2012) *Developing Compositional Skills: Academic Writing and Grammar*, 3rd edition. National Geographic Learning.
- 7) Zinsser, W. (2006). *On Writing Well: The Classic Guide to Writing Nonfiction*. NY: HarperCollins.

Semester-2Course Title: **Short Fiction: An Introduction to World Literature**Course Code: **PGEN201GET****Generic Elective****Scheme of Instruction**

Total Duration: 60 hrs.

Periods / Week: 4

Credits: 4

Instruction Mode: Lecture

Scheme of Examination

Maximum Marks: 100

Internal Evaluation: 30

End Semester: 70

Exam Duration: 3 hrs.

Course Objectives: To introduce students to the forms, functions and canons of literature.**Course Outcomes:** Upon the completion of the course students learn about World Literature through the examples of short stories.

Unit	Course Content	Instruction Hours
I	World Literature: Key Concepts Stephen Leacock: 'With the Photographer' Leo Tolstoy: 'The Three Questions'	15
II	Pearl S. Buck: 'Once Upon a Christmas' Brooker T. Washington: 'My Struggle for an Education'	15
III	Chinua Achebe: 'Marriage is a Private Affair' Bessie Head: 'Prisoner Who Wore Glasses'	15
IV	Qurratul Ain Haider: 'The Sound of Falling Leaves' Prem Chand: 'A Road to Salvation'	15

Examination and Evaluation Pattern: 10 Objective type questions

05 Short questions essay of 6 marks

each 03 Essay type questions of 10

marks each Internals: 30 Marks

Recommended Readings:

- 1) Brooks, C., & Robert P. W. (1959). *Understanding Fiction*. NY: Appleton-Century-Croft
- 2) Chesterton, G.K. (1994). *Father Brown Stories*. London: Penguin.
- 3) Daiches, D. (2003). *Critical Approaches to Literature*. Kolkata: Orient Longman.
- 4) Prasad, B. (1965). *A Background to the Study of English Literature*. New Delhi: Macmillan.
- 6) Ramanan, M. G. & P. Sailaja (Eds). (2000). *English and the Indian Short Story*. New Delhi: Orient Longman
- 5) Rees, R.J. (1973). *English Literature: An Introduction for Foreign Readers*. New Delhi: Macmillan.

Semester: 4

Course Title: Academic Writing, Research and Communication

Course Code: PGEN401GET

Scheme of Instruction

Total Duration: 60 hrs.

Periods / Week: 4

Credits: 4

Instruction Mode: Lecture

Scheme of Examination

Maximum Marks: 100

Internal Evaluation: 30

End Semester: 70

Exam Duration: 3 hrs.

Course Objectives: To introduce students to the essentials of academic writing, research and communication

Course Outcomes: Upon the completion of the course, students are expected to improve their academic writing, research and communication skills.

Unit	Course Content	Instruction Hours
I	Introduction to the Course a) Types of academic writing b) Types of research c) Types of communication d) Plagiarism	15
II	Academic Writing a) The writing process b) Features of academic writing c) Essay writing practice d) Evaluation of sources	15
III	Research Writing a) Sections of a research paper b) Quoting, summarizing and paraphrasing c) MLA Basics: In-text Citations and Works Cited d) APA Basics: In-text Citations and References	15
IV	Communication Skills a) Public speaking b) Powerpoint presentation c) Group discussion and debate d) Viva voce and interview	15

Examination and Evaluation Pattern: 10 Objective Type Questions

05 Short Questions Essay of 6 Marks each

03 Essay Type Questions of 10 Marks each

Internals: 30 Marks

Course Code	Course Title	Lecture	
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Recommended Readings:

1. American Psychological Association. (2020). Publication Manual of the American Psychological Association, seventh edition.
2. Bailey, Stephen. (2011). Academic Writing: A Handbook for International Students, third edition, New York: Routledge.

PGCS131GET	ENGLISH FOR RESEARCH PAPER WRITING	L	T	P
For MTech and MCA	Semester: I	4	0	0
Scheme of Instruction		Scheme of Examination		
No. of Periods	: 60 Hrs.	Maximum Score	:	100
Periods/ Week	: 4	Internal Evaluation	:	30
Credits	: 4	End Semester	:	70
Instruction Mode	: Lecture	Exam Duration	:	3 Hrs.
Course Objectives:				
Understand that how to improve your writing skills and level of readability Learn about what to write in each section				
Understand the skills needed when writing a Title Ensure the good quality of paper at very first-time submission				
Course Outcomes:				
Understand the English for Writing Research Papers, Thesis.				

Detailed Contents:	
Unit: 1	Planning and Preparation, Word Order, Breaking up long sentences, Structuring Paragraphs and Sentences, Being Concise and Removing Redundancy, Avoiding Ambiguity and Vagueness
Unit: 2	Clarifying Who Did What, Highlighting Your Findings, Hedging and Criticizing, Paraphrasing and Plagiarism, Sections of a Paper, Abstracts. Introduction
Unit: 3	Review of the Literature, Methods, Results, Discussion, Conclusions, The Final Check.
Unit: 4	Key skills are needed when writing a Title, key skills are needed when writing an Abstract, key skills are needed when writing an Introduction, skills needed when writing a Review of the Literature
Unit: 5	Skills are needed when writing the Methods, skills needed when writing the Results, skills are needed when writing the Discussion, skills are needed when writing the Conclusions. useful phrases, how to ensure paper is as good as it could possibly be the first- time submission
Examination and Evaluation Pattern: It include both internal evaluation (30 marks) comprising two class sessional exams/ assignments/ quiz/ seminar presentation etc. and external evaluation (70 marks) which is mainly end semester examination.	

Text Books:	
1	Goldbort R (2006) Writing for Science, Yale University Press (available on Google Books)
2	Day R (2006) How to Write and Publish a Scientific Paper, Cambridge University Press
Reference Books:	
1	Highman N (1998), Handbook of Writing for the Mathematical Sciences, SIAM. Highman's book.

2	Adrian Wallwork, English for Writing Research Papers, Springer New York Dordrecht Heidelberg London, 2011.
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Course Code		Course Title		Lecture			Semester: I	
MMCA160AEP		English Language & Communication Lab		L	T	P		
For MCA				0	0	4		
Scheme of Instruction				Scheme of Examination				
No. of Periods		:	60 Hrs.	Maximum Score			:	100
Periods/ Week		:	4	Internal Evaluation			:	50
Credits		:	2	End Semester			:	50
Instruction Mode		:	Practical	Exam Duration			:	3 Hrs.
Course Objectives:								
To achieve the perfection of understanding in English language.								
To understand the spoken English.								
To understand the written English.								
Course Outcomes:								
Student will be able to understand, comprehend and analyse the professional and soft communication skills								
Learn the perfection of understanding in English language.								
Can read, write and communicate effectively in English.								

Detailed Contents:	
Unit: 1	Introduction to Phonetics – Speech Sounds – Vowels & Consonants
Unit: 2	Structure of Syllables – weak forms & strong forms
Unit: 3	Minimal pairs – word accent and stress shifts
Unit: 4	Intonation and common errors in pronunciation
Unit: 5	Conversation practice – oral presentation skills Greeting and leave taking, introducing oneself and others Apologizing, interrupting, requesting and making polite conversation Giving instructions and directions: speaking of hypothetical situations Narrating, expressing opinions and telephone interactions
Examination and Evaluation Pattern: It includes both internal evaluation (50 marks) comprising two class sessional exams/assignments/ quiz/ seminar presentation etc. and external evaluation (50 marks) which is mainly end semester examination.	

Text Books:	
1	“Enjoying Every day English”, Published by Sangam Books, Hyderabad
2	Innovate with English: A Course in English for Engineering Students, edited by T Samson, Foundation Books.
Reference Books:	
1	English Grammar Practice, Raj N Bakshi, Orient Longman
2	Technical Communication by Daniel Riordan. 2011. Cengage Publications. New Delhi