

**Teaching and Examination Scheme:**

Teaching Scheme			Credits	Examination Marks				Total Marks
L	P	OJT		Theory		Tutorial/ Practical		
			University exams (ESE)	Progressive Assessment (PA)	External Practical /viva Exam (ESE)	Internal evaluation Practical /viva Exam (PA)		
3	-	-	3	50	-	-	-	50

L- Lectures; P- Practical; OJT- On Job Training; C- Credit; ESE- End Semester Examination; PA- Progressive Assessment

**Course Content**

Unit No.	Content	Hours
1.	<p><b>Module – 3: Listening and speaking skills</b></p> <p>In this module the learners will be exposed to a variety of listening activities recorded on audiotapes. These will be samples of good spoken English, which the learners can use as models. Work sheets will accompany the listening material. This module will include the following:</p> <ol style="list-style-type: none"> <li>1. Introducing yourself/friends in formal and informal situations.</li> <li>2. Inviting people (over the phone and face to face) giving details of occasion, time place and date. Acceptance and refusal of invitation – formal and informal.</li> <li>3. Seeking and supplying information (example opening an account in a bank, applying for loans etc.)</li> <li>4. Talking and conveying messages (over the phone and face to face).</li> <li>5. Giving directions / instruction.</li> <li>6. Discussing contemporary issues related to environment, child labour, gender bias etc.</li> <li>7. Listening to excerpts form television and radio.</li> <li>8. Listening to poems/plays (prescribed).</li> <li>9. Listening to speeches / talks.</li> <li>10. Listening to songs like “We shall overcome”.</li> </ol>	21
	<p><b>Module – 4 to 6 (English for specific purposes) (opt any one)</b></p> <p>There modules are being offered. A learner has to opt for any one. The first is for academic purposes and the next two are for vocational purposes. The focus is not on the teaching of the subject matter like science and literature but on the way in which language is used in the deferent subjects.</p>	
2.	<p><b>Module 4: English for Science</b></p> <p>This course will introduce learners to some interesting pieces of popular science</p> <ol style="list-style-type: none"> <li>1. Health and hygiene</li> <li>2. Conservation of (nearly extinct) animals.</li> <li>3. Plant life.</li> <li>4. Bio gas / solar energy.</li> </ol> <p>These pieces illustrate the use of English in scientific writing: giving information factually, logically and objectively.</p>	21



2.	<b>Module 5: English for Receptionist</b> This module will introduce the learners to a variety of exercises, tasks and meaningful activities related to the receptionist's use of English. The printed course materials will be supported by tapes. The following competencies be developed: 1. Receiving messages, making request etc. 2. Supplying information 3. Giving advice and making suggestions 4. Dealing with complaints 5. Making entries in an appointment book, register etc.	
2.	<b>Module 6: English for Office Use</b> This course will help the learner to use English effectively and appropriately in the office environment. The competencies will be developed. 1. Using the telephone taking and passing messages. 2. Receiving messages 3. Marking noting on files and circular. 4. Writing office notes, memos, notices, agendas for meetings. 5. Telegrams and fax messages. 6. Writing business letters, application enquires, complaints. 7. Filling in forms, cheques, pay in slips etc.	
<b>Total Hours</b>		<b>42</b>

**Suggested Specification table with Marks (Theory):**

<b>Distribution of Theory Marks</b>				
R Level	U Level	A Level	N Level	E Level
5	20	15	5	5

Legends: R: Remembrance; U: Understanding; A: Application, N: Analyze and E: Evaluate and above Levels (Bloom's Taxonomy)

**Reference Books:**

1. Effective Communication Skills, Kulbhushan Kumar, Khanna Publishing House
2. Business Communications, Varinder Bhatia, Khanna Publishing House