

**Scheme of Examinations of  
B.A – I Communicative English (Elective)  
I & II Semester  
Session 2011-12**

**Semester I**

<b>Sr.No.</b>	<b>Name of Paper</b>	<b>Max. Marks.</b>	<b>Theory</b>	<b>Int. Ass</b>	<b>Practical</b>	<b>Time</b>
1.	Phonetics and Remedial Grammar	100	60	20	20	3 Hrs.

**Semester II**

<b>Sr.No.</b>	<b>Name of Paper</b>	<b>Max. Marks.</b>	<b>Theory</b>	<b>Int. Ass</b>	<b>Practical</b>	<b>Time</b>
1.	Phonetics and Remedial Grammar	100	60	20	20	3 Hrs.

**Scheme of Examinations of  
B.A. II Communicative English (Elective)  
III& IV Semester  
Session 2011-12**

**Semester III**

<b>Sr.No.</b>	<b>Name of Paper</b>	<b>Max. Marks.</b>	<b>Theory</b>	<b>Int. Ass</b>	<b>Time</b>
1.	Communicative English (Elective) )	100	90	10	3 Hrs.

**Semester IV**

<b>Sr.No.</b>	<b>Name of Paper</b>	<b>Max. Marks.</b>	<b>Theory</b>	<b>Int. Ass</b>	<b>Practical</b>	<b>Time</b>
1.	Communicative English (Elective) )	100	70	10	20	3 Hrs.

**B.A.-I COMMUNICATIVE ENGLISH (ELECTIVE)**

**SEMESTER-I  
SESSION 2011-12**

**Scheme of Examination**

Max. Marks: 100  
Theory: 60  
Practical: 20  
Internal Assessment: 20  
Time: 3 Hours

**Course-I Phonetics and Remedial Grammar**

**Section-A Phonetics:**

**Course Content:**

**Theory:**

1. Definition and Scope of Linguistics.
2. Difference between Phonetics and Phonology.
3. The Speech Mechanism.
4. Basic Concepts: Phoneme, Allophone, Vowel, Consonant, Consonant Cluster and Syllable.
5. Description of the British R.P. Speech Sounds: Vowels and Consonants.

**Practical:**

Intensive drilling in phonetic skills.

**Section-B: Remedial Grammar:**

**Objectives:**

1. To introduce corrective measures to students,.
2. To eradicate grammatical errors in speech.
3. To eradicate grammatical errors in writing.

**Course Contents:**

1. Articles
2. Parts of Speech
3. Nouns: Singular and Plural
4. Verbs: Linking Verbs, Transitive & Intransitive Verbs.
5. Agreement of Verbs and Subject.
6. Tenses & their Use.

7. Tag questions.
8. Transformation.
9. Confusion of Adjectives and Adverbs.
10. Adverbial use of **No**, **Not** and **None**.

**Books Recommended:**

1. *An Introduction to the Pronunciation of English*: A.C. Gimson.
2. *A Textbook of English Phonetics for Indian Student* by T.Balasubramanian (MacMillan India).
3. *English Phonetics for Indian Students (A workbook)* by T. Balasubramanian (Macmillan India).
4. *A Remedial English Grammar for Foreign Students* by F.T. Wood (Mac Millan India).

## **B.A.-I COMMUNICATIVE ENGLISH (ELECTIVE)**

### **SEMESTER-II SESSION 2011-12**

#### **Scheme of Examination**

Max. Marks:00  
Theory:60  
Practical:20  
Internal Assessment:20  
Time:3 Hours

#### **Course-II Phonetics and Remedial Grammar**

##### **Section-A Phonetics**

##### **Course Content:**

##### **Theory:**

1. Word-Accent
2. Accent and Rhythm in Connected Speech
3. Intonation: Tune I & II (with reference to short and simple sentences only)
4. Phonemic Transcription Simple Words in Common Use in IPA symbols (as used in Oxford Advanced Learner's Dictionary).

##### **Practical:**

Intensive drilling in Accent, Intonation and Transcription

##### **Section-B Remedial Grammar**

##### **Objectives:**

1. To introduce corrective measures to students,.
2. To eradicate grammatical errors in speech.
3. To eradicate grammatical errors in writing.

##### **Course Contents:**

1. Difficulties with Comparatives and Superlatives.
2. Confusion of Participles Active and Passive Voice.
3. The Prop. Word **On**.
4. Prepositions.
5. Redundant Pronouns and Preposition.
6. The Use of Correlatives.
7. Use of **Who, Whom, Much, Many, Still & Yet, So That, So As, Make and Do**.
8. Errors in the use of individual words, the courtesy words: Please & Thank you, Dates and Time, Greetings and Salutations.  
Intensive practice exercises in all the above topics.

**Books Recommended:**

1. *An Introduction to the Pronunciation of English:* A.C. Gimson.
2. *A Textbook of English Phonetics for Indian Student* by T.Balasubramanian (MacMillan India).
3. *English Phonetics for Indian Student's (A workbook)* by T. Balasubramanian (Macmillan India).
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**B.A.II Communicative English (Elective)**  
**Semester III**  
**2011-12**

**Scheme of Examination**

Max. Marks :100 marks  
Theory : 90 marks  
Internal Assessment:10 marks  
Time : 3 hours

**Communicative and Writing Skills:**  
**Course Content:**

1. Spotting the errors pertaining to nouns, pronouns, adjectives and adverbs, subject verb concord.
2. Lexis : Idioms and phrases, words often confused, one -word substitution,foreign words (A selected list), vocabulary development through synonyms, antonyms,formation of words with affixes .
3. Developing writing skills: Writing small paragraphs on general and current issues, events and slogan writing.
4. Technical Writing :
  - (a) Drafting memo and circular
  - (b) e-mail writing
  - (c) Resume writing,Press Report Writing
  - (d) Writing Notices, Agendas, Minutes
  - (e) Note taking
5. Editing Skills : Use of capital letters, punctuation , parentheses, square brackets , ellipsis, apostrophe and quotation marks

Instructions to the Paper Setter and Students:

1. Students will be required to spot errors in any *sixteen* out of the given *twenty* sentences  
16 marks
2. This question will have sub -parts on all items with internal choice. The candidate will be required to attempt any *sixteen* out of the given *twenty* items.  
16 marks
3. (a) Students will be required to write *one* paragraph out of given *four* on general and current issues/events.  
8 marks
- (b) Students will be required to give a slogan to a paragraph. There will be internal choice.  
8 marks
4. Students will be asked to write on any topic under technical writing. There will be internal choice.

16 marks

5. Students shall be given a paragraph for editing.

16 marks

### **Suggested Reading**

*Communication Skills in English* by S D Sharma

*Written Communications In English* by Sarah Freeman

*Corridors to Communication* by Ranu Vanikar

*Grammar and Composition for Communication* by Sagarmal Gupta, Alpana Gupta, (Orient BlackSwan )

*Synergy: Communication in English and Study Skills* by Board of Editors  
(Orient BlackSwan).

**B.A.II Communicative English (Elective)**  
**Semester IV**  
**2011-2012**

**Scheme of Examination**

Max. Marks :100 marks  
Theory :70 marks  
Practical: 20 marks  
Internal Assessment/ 10 marks  
Oral Exam./Viva  
Time : 3 hours

**Course Contents**

**Unit-I : Introducing Communication:**

- i) Nature and objectives of communication
- ii) Process of communication
- iii) Principles of effective communication
- iv) Barriers to communication: Wrong choice of medium, physical barriers, semantic barriers, sociophysiological barriers

**Unit- II: Non-verbal Communication:**

- (i) Body language, appearance , voice, facial expression, posture and gestures
- (ii) Functions of non-verbal communication

**Unit-III: Communication through mass media:**

Basic understanding of role of information technology and media:  
Newspapers, radio, television, computers, internet and multimedia.

**Unit-IV: English in Situations:**

- 1. Greetings
- 2. Receiving and Seeing people off
- 3. Making complaints
- 4. Making an appointment
- 5. Buying at shops
- 6. Placing orders
- 7. Offering apologies
- 8. Consulting a Doctor
- 9. Making enquiries
- 10. Conversation on telephone
- 11. Asking the time : Time expression
- 12. In the post-office



13. At the bank
14. At the customs
15. At the airport
16. At the travel agency
17. Booking a room in a hotel
18. Buying guidebook
19. At the temple
20. At the police Station
21. At a dinner party
22. Hiring a taxi
23. At the stock exchange
24. At the chemist
25. At the Restaurant
26. Description of events

(Students shall develop dialogue based paragraphs on the above mentioned situations)

#### Field Work & Practical Training

- i) Visit to various places offering different situations and practicing conversation in actual situations
- ii) Students should be asked to write dialogues relating to the situations.

#### **Instructions to the Paper-Setter and Students:**

There will be *eight* questions in all out of which students shall attempt any *five* selecting at least *one* question from every unit. All questions shall be of *sixteen* marks each

#### **Books Recommended :**

*English in Situations* by R.O.Neill (O.U.P.)

*English Conversation Practice* by Grant Taylor(Tata Mc Graw Hill Co.)

*Developing Communication Skills* by Krishna Mohan (Macmillan Indian Ltd.)

*A Self Learning Guide to Conversation Practice* (with cassettes ) by Sasikumar V. and

P.V.Dhamija New Delhi: Tata Mg.Graw Hill Co.

*Success with English : The Penguin Course Course Book I* by Geoffrey Bronghton(Peguin Books)

*What To Say When* Ed. Viola Huggins (BBC London).

*Fifty Ways to Improve your Presentation Skills in English* by Bob Dignen(Orient Black Swan)

*Television and Radio Announcing* by Stuart Hyde (Kanishka )

*Communication* by Larry Barker (Prentice Hall)

*Essential of Business Communication* by Rajinder Pal and Korahlar

(Sultan Chand & Sons)

*Deevloping Reading Skills* by Francoise Grellar (Cambridge Uni. Press).