



At the Restaurant.  
An Invitation to Tea.  
At the Bank.  
At the Hotel.

### **ADVANCED READING**

Processes in Reading: Lower level Processes- Word recognition, Orthographic, Phonological, Morphological, Semantic and Syntactic Processing; Higher level Processes-Text Model and Situation Model

Reading and Vocabulary: Components of Word Knowledge, Word Learning Strategies: Direct Instruction, Learning from Context

Developing Reading Ability: Strategic reading; Multiple strategy Instruction, Directed Reading and Thinking Activities, Collaborative Strategic Reading, Transactional Strategies Instruction

### **READING SKILLS**

Nature, Purpose and Types of Reading; Methods of Reading: Phonic Method & Word Method.

Approaches to Reading: Bottom-Up, Top-Down and Interactive; Sub skills of Reading; Reading Strategies

Comprehension Training: Comprehending different kinds of texts: Political, Scientific, Legal, etc.

### **WRITING SKILL**

Essentials of Writing; Graphic Structure; Graphic Conventions (Mechanics & Usage); Effective techniques and process of writing, Difference between speech and writing.

Writing in the Early Stages.

Sentence Building Activities.

Sentence Linking Activities.

Paragraph Writing: Guided and Free (Communication activities).

Developing Skills in Writings:

Writing Notes: Developing content from Notes

Revision and Editing.

Summary Writing & Paraphrasing.

Letter-Writing: Formal Letters.

Writing Notices & Advertisements.

Writing Short Reports for Journals and Newspapers.

### **BASIC CONCEPTS OF GRAMMAR**

Definition of Grammar; Types of Grammar: Traditional and Modern Grammar;

Approaches to the teaching of Grammar: Descriptive and Prescriptive Grammar.

(Exercises to be practised on the basis of the above approaches)

Spoken Vs Written Grammar: Grammaticality vs. Appropriateness; Use and Usage;

Spoken Intelligibility. (Spoken/Written grammar to be practiced)

Introduction to the Discourse Markers: Cohesive Devices: Conjunctions, Referencing,

Anaphora, Cataphora; Ellipsis; Substitution; Grammatical & Lexical Cohesion;

Punctuations

### **ADVANCED WRITING**

Nature and Purpose of Writing; Writing as Communication.

Approaches to Writing; Stages in Writing.

Modes of Writing: Narrative, Descriptive, Expository, Argumentative.

Figurative Language and Literary Devices.

Creative Writing; Short Story, Newspaper Article.

### **FUNCTIONS AND SITUATIONS**

Form and Function; Language Functions as enumerated by Firth, Halliday and Jacobson; Communication Activities based on Selected Language Functions and Situations.

Language Functions in Written Communication Skills: Arguing, Description and Narration.

Functions and Situations in Oral Communication Skills:

Functions: Greeting and Introducing; Making Requests; Asking for and Giving Permissions;

Offering Help; Giving Instructions or Directions.  
Situations: At the Doctor's; At the Market; A Visit to the Library; At the Railway Station; Buying Products; Hiring a Taxi; At the Restaurant; An Invitation to Tea; At the Bank; At the Hotel.  
Telephoning Skills: Handling Calls; Leaving a Message; Making Requests; Asking for and Giving Information; Giving Instructions.  
Presentation Skills: Debates, Interview and Discussion Skills.

### **ENGLISH FOR ACADEMIC PURPOSES**

Definition and Scope of English for Academic Purposes/ Study Skills; Characteristics of Academic English; Changing Formal and Academic Language into Informal and Non-Academic Language and vice-versa.  
Reading Academic Texts; Surveying a Textbook; Surveying a Chapter; Signposts; Inferencing; Critical Reading; Using Reference Sources.  
Academic Writing Skills: Note-Taking and Note-Making; Abstracting and Summarizing; Paraphrasing; Writing Examination Answers; Writing Long Papers and Academic Reports; Preparing a Bibliography.

### **ENGLISH FOR BUSINESS**

Business Communication: Language of Business: Tone, Style, Jargon, Clichés, Ambiguity (Use of Extracts), Glossary of Business Terms.  
Business Correspondence: Basic Principles, Format and Types; Employment Letters; Placing Orders; Enquiry and Response Letters; Letters of Complaint and Apology; Persuasive Letters; Curriculum Vitae.  
Report Writing: Periodic Reports and Market Survey Reports.  
External Communication: Press Releases; Notice Inviting Tenders; E-mails.  
Oral Communication: Telephonic Conversation; Reception of Visitors; Holding Meetings; Attending Job Interviews; Organizing Business; Conferences; Seminars; Presentation and Workshops.

### **LANGUAGE AND SOCIETY**

Sociolinguistics: Language in Relation to Society  
Language and Culture  
Sociology of Language  
Speech Community  
Language and Dialect  
Varieties of Language  
Language Contact: Bilingualism and Multilingualism  
Borrowing: Types of Borrowing  
Code Switching and Code-Mixing; Types of Code Switching

### **ENGLISH IN PRINT MEDIA**

Definition of News; Difference Between News and Information; News and Ideas; Types of News; Hard/Soft News. Reporting: Techniques; Chronological Order/Logical Order; Inverted Pyramid; Components of a News Story; Language and Style; Suppliers of News.  
Types and Trends in Reporting: Objective Reporting, Interpretative Reporting; Investigative Reporting; Entertainment Reporting; Development Reporting.  
Writing News; Writing Interviews; Writing Features (Cartoons, Photo Features, etc.); Writing Headlines; Writing Leads; Writing Editorials. Make-up of the Newspaper: Types and Procedures; Language and Style used in Print Media.

### **ENGLISH IN ELECTRONIC MEDIA**

Introduction to Mass Communication and Broadcasting / Telecasting;  
Difference between Radio and Television as Modes of Mass Communication.  
Writing for the Broadcast Media: News Writing and Editing; Radio/TV: News Reading, Announcing.  
P.S.A. (Public Services Announcements), Advertisements  
Language for Media and Style; Qualities of Good Speech: Stress, Rhythm, Tone and Body Language etc.  
Careers in Radio / TV, News Reading; Announcing; Interviewing.

Contexts; Elements of Redundancy; Barriers to Communication.  
Documentaries; Features and Interview.  
Practical Work: Evaluation of the English Language used in the Indian  
Broadcast Media Writing / Editing Exercises.  
Comparison, Contrast and Critique of Select Broadcast Items.  
Scripting/story board for TY and Radio

**SOFT SKILLS**

Interpersonal and affective skills: Types, elements and constituents of communication, interpersonal skills, body language, management of stress and conflict, time management, motivation, negotiation skills, corporate etiquette.  
Listening and Speaking: Enhancing listening skills, effective presentation skills, effective group discussion, interview skills.  
Effective writing skills: Stages in writing, writing proposals, statement of purpose, writing a resume, job application

**Introducing the Use of Multimedia**

Multimedia and its categories; Characteristics of Multimedia; Application of Multimedia in Education

Developing Language skills through technology: Radio, Audio -Video, Language Laboratory, Computer Assisted Language Learning, Blogs

Use of Audio-Visual aids in English pronunciation; Activities like story completion, Comprehension exercises.

Learning Outcomes:

At the completion of the course, students will be able to use multimedia aids in completing their assignments and making use of e-resources. Besides they will be able to improve their language skills in and outside the classroom setting.

Note: Students have to submit one assignment from each unit.