

# FACULTY OF ARTS

## MA(English Language Teaching)

Outline Syllabus of (1) B.A. (Hons.) English and Communicative English (ii)  
The Language Component (Undergraduate level) taught in the Department of English

### B.A. (HONS.) COMMUNICATIVE ENGLISH

#### AIMs:

1. To make the students proficient in Listening, Speaking, Reading and Writing Skills, Grammar, Vocabulary, Usage and various Interactive and Communicative Skills.
2. To train the students in various professional fields, e.g. Print Media, Electronic Media, T.V./Radio, etc.

#### SEMESTER I

#### PAPER I

#### PHONETICS AND APPLIED PHONETICS

Course Code: CEB 101

Credits: 4

End Semester Exam =

Theory : 60+Lab cum Viva Voce : 20 = 80 marks

Unit I:	Phonetics and Phonology: Definition and Relationship; Speech Mechanism: Air Stream Mechanism and Organs of Speech. (20 Marks)
Unit II:	Speech Sounds: Vowels and Consonants; Phonemic and Allophonic Variations; Consonant Clusters in English; Relationship between Letters and Sounds; IPA Symbols; Phonemic Transcription. (20 Marks)
Unit III:	The Syllable; Word Stress, Sentence Stress, Weak Forms and Rhythm in Connected Speech; Intonation: Accentual and Attitudinal Functions. (20 Marks)

Lab cum Viva Voce (based on Units II & III)

(20 Marks)

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Sessional Test:

(15 marks)

Viva Voce:

(05 marks)

#### Books Recommended:

1. Abercrombie, D. (1967). *Elements of General Phonetics*, Edinburgh University Press.
2. Allen, W.S. (1974). *Living English Speech*, Orient Longman Limited.
3. Arnold, G.F. and Gimson, A.C. (1970) *English Pronunciation Practice*, University of London Press Limited.
4. Balasubramanian, T. (1981), *A Textbook of English Phonetics for Indian Students*, Macmillan Publishers India Limited. (Reprinted 1985 – 2009).
5. Gimson, A.C. (1962). *An Introduction to the Pronunciation of English*, London, Edward Arnold.
6. Jones, Daniel (1917;ELBS, 1968). *An English Pronouncing Dictionary*, London, Dent.
7. O'Connor, J.D. (1970). *Better English Pronunciation*, Cambridge University Press.

**SEMESTER-II**  
**PAPER II**  
**CONVERSATIONAL ENGLISH**

Course Code: CEB 201

Credits: 4	End Semester Exam = Theory : 60+Lab cum Viva Voce : 20 = 80 marks
Unit I	Features of Spoken Language: Speaking Processes and Skills; Fluency, Accuracy and Complexity in Speaking. <b>(20 marks)</b>
Unit II:	Core Speaking Skills: Pronunciation Skills; Speech Functions; Skills and Communication Strategies; Communicative Activities Based on Selected Language Functions and Situations; Formal and Informal Situations: <b>(20 marks)</b> 2.1 Starting a Conversation. 2.2 Greeting and Talking about Yourself. 2.3 Making Requests, Expressing Thanks. 2.4 Giving Directions and Commands. 2.5 Asking for Information. 2.6 Questioning and Answering Techniques. 2.7 Getting more Information. 2.8 Expressing Likes and Dislikes.
Unit III:	Communication Activities in Different Language Situations: <b>(20 marks)</b> 3.1 At the Doctor's. 3.2 At the Market. 3.3 A Visit to the Library. 3.4 At the Railway Station. 3.5 Buying Products. 3.6 Hiring a Taxi. 3.7 At the Restaurant. 3.8 An Invitation to Tea. 3.9 At the Bank. 4. At the Hotel. <b>(20 marks)</b>
Lab cum Viva Voce: based on Unit III:	<b>20 marks</b>
Sessional Test:	15 marks
Viva Voce:	05 marks

**Books Recommended:**

1. Sasikumar & Dhamija. 1993. Spoken English: A Self-Learning Conversation Practice, Tata McGraw-Hill. New Delhi. Audio Cassette included.
2. V. Sasikumar, P. Kiranmai Dutt & Geeta Rajeevan. 2005. A Courses in Listening and Speaking Skills, Book 1&2. [CD ROM included] Foundation Books. Delhi.
3. Earl W. Stevick. 1982. Teaching and Learning Languages, Cambridge University Press.

## SEMESTER III

### PAPER III REMEDIAL GRAMMAR

Course Code: CEB-301

Credits: 4

End Semester Exam: 80

Unit I: Verbs: Auxiliary and Modal Verbs; Transitive and Intransitive Verbs.  
(25 marks)

Unit II: Time, Tense and Aspect: Present, Past and Future. (25 marks)

Unit III: (a) Basic Sentence Types; Reported Speech. (15 marks)  
(b) Voice, Determiners, Prepositions and Conjunctions. (15 marks)

Common Errors in the Use of all the items in Units I, II & III

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Sessional Test:

15 marks

Viva Voce:

05 marks

#### **Books Recommended:**

1. Talmy Givon: *On Understanding Grammar*, Academic Press, 1987.
2. F. T. Wood: *A Remedial English Grammar for Foreign Students*
3. W. S. Allen: *Living English Structures*

## SEMESTER-III

### PAPER IV LISTENING AND SPEAKING SKILLS

Course Code: CEB-302

Credits: 4

End Semester Exam =

Theory : 60+Lab cum Viva Voce : 20 = 80 marks

Unit I: Difference between Listening and Hearing; Types of Listening: Casual and Focused Listening; Barriers to Listening; Top Down and Bottom up Approaches to Listening. (20 marks)

Unit II: Speech: Features, Grammar and Pronunciation; Fluent Speech: Use of Juncture, Liaison, Assimilation and Elision. (20 marks)

Unit III: Turn-taking: Topic of Interaction Management; Openings and Closings; Feedback; Transaction and Interaction; Chats and Chunks. (20 marks)

Lab cum Viva Voce: 20 marks

Listening Tasks: Listen and Respond; Listen for Details Using Key Words to Extract Specific Meaning; Listen and Respond to Request for Personal Information; Listen to a Simple Exchange in Everyday Context.

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Sessional: 15 marks

Viva voce: 05 marks

Books recommended:

1. Anderson, Anne and Tony Lynch. 1988. *Listening*. Oxford: OUP
2. Malay, Alan and Sandra Moulding. 1981. *Learning to Listen: Tasks for Developing Listening Skills*, CUP.
3. Kenneth, Anderson et. al. 2004. *Study Speaking*, CUP
4. Sasikumar, et al : *A Course in Listening and Speaking I*, Foundation Books, Delhi, 2005. CD included.

## SEMESTER-IV

### PAPER V ADVANCED READING

Course Code: CEB-401

Credits: 4

End Semester Exam : 80

Unit I: Nature and Purpose of Reading; Components of Reading;  
Phonics, Phonemic Awareness; Approaches to Reading: Top-Down,  
Bottom-UP and Interactive.

**(30 marks)**

Unit II: Subskills of Reading; Reading Strategies: Cognitive and Meta Cognitive. **(25 marks)**

Unit III: Comprehension and Reading; Vocabulary and Reading **(25 marks)**

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Sessional Test:

15 marks

Viva Voce:

05 marks

#### **Books Recommended:**

1. William Grabe: *Reading in a Second Language*
2. Ronald Carter and Michael Mc Carthy: *Vocabulary and Language Teaching*
3. Enid Nolan Woods and David Foll: *Penguin Advanced Reading Skills*

## SEMESTER-IV

### PAPER VI READING SKILLS

Course Code: CEB-402

Credits: 4

End Semester Exam = 80

Unit I: Reading: Types of Reading; Previewing, Prediction, Close Reading, Inference. (25 marks)

Unit II: Vocabulary Learning: Word learning Strategies; Learning from Context;

Use of Dictionary. (25 marks)

Unit III: Comprehension Training: Comprehending Different Kinds of Texts, Political,

Scientific, Legal, etc. (30 marks)

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Sessional Test:

15 marks

Viva Voce:

05 marks

#### Books Recommended:

1. William Grabe: *Reading in a Second Language*.
2. Ronald Carter and Michael Mc Carthy: *Vocabulary and Language Teaching*.
3. Enid Nolan Woods and David Foll: *Penguin Advanced Reading Skills*.

## SEMESTER-V

### PAPER VII ADVANCED WRITING

Course Code: CEB-501

Credits: 4

End Semester Exam = 80

Unit I: Nature and Purpose of Writing; Writing as Communication. (25 marks)

Unit II: Approaches to Writing; Stages in Writing. (25 marks)

Unit III: a. Modes of Writing: Narrative, Descriptive, Expository, Argumentative. (10 marks)  
b. Figurative Language and Literary Devices. (10 marks)  
c. Creative Writing; Short Story, Newspaper Article. (10 marks)

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Sessional Test: 15 marks

Viva Voce: 05 marks

#### Books Recommended:

1. Sarah Freeman: *Written Communication in English*. Orient Longman, Delhi, 1977.
2. Donn Byrne. 1998. *Teaching Writing Skills*. Longman Handbook for English Teachers.
3. O'Dell, Felicity: *CAE Writing Skills*, CUP, Cambridge. 1996 (for Unit 2).

## SEMESTER V

### PAPER VIII WRITING SKILL

Course Code: CEB-502

Credits: 4

End Semester Exam = 80

Unit I: Essentials of Writing; Graphic Conventions; Difference between Speech and Writing. **(25 marks)**

Unit II: Writing in the Early Stages. **(25 marks)**

1. Sentence Building Activities.
2. Sentence Linking Activities: Inter-Sentential, Intra Sentential Linkers.
3. Paragraph Writings: Guided and Free (Communication activities).

Unit III: Developing Skills in Writings: **(30 marks)**

1. Writing Notes; Developing Content from Notes.
2. Summary Writing.
3. Letter-Writing: Formal/Informal Letters.
4. Writing Messages; Notices.
5. Writing Short Reports for Magazines and Newspapers.
6. Correcting and Improving Drafts.
7. Revision and Editing.

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Sessional Test:

15 marks

Viva Voce:

05 marks

Books Recommended:

1. Donn Byrne: *Teaching Writing Skills. Longman Handbook for English Teachers, 1998.*
2. Sarah Freeman: *Written Communication in English.*



## SEMESTER V

### PAPER IX BASIC CONCEPTS OF GRAMMAR Course Code: CEB-503

Credits: 4

End Semester Exam = 80

Unit I: Definition of Grammar; Types of Grammar: Descriptive and Prescriptive Grammar; Traditional and Modern Grammar. (30 marks)

Unit II: Concepts of Grammar: Grammaticality vs Appropriateness; Spoken Intelligibility; Written Appropriacy. (25 marks)

Unit III: Use and Usage; Accuracy vs Fluency; Grammar and Language (25 marks)

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Sessional Test: 15 marks

Viva Voce: 05 marks

#### **Books Recommended:**

1. Rodney Huddleston and Geoffrey K. Pullum: *The Cambridge Grammar of the English Language*. Cambridge University Press, 2002.
2. Vladimir Grigor'evich Admoni: *Principles of Grammar Theory*. Peter Lang, 1995.
3. Talmy Givon: *On Understanding Grammar*. Academic Press, 1987.
4. Howard Jacson: *Discovering Grammar*. Pergamon Press, 1985.
5. Rodney Huddleston: *Introduction to the Grammar of English*. Cambridge University Press, 1984.
6. Frank Robert Palmer: *Grammar*. Penguin, 1971.

## SEMESTER V

### PAPER - X Functions and Situations

Course Code: CEB-504

Credits: 4

End Semester Exam =

Theory : 60+Lab cum Viva Voce : 20 = 80 marks

Unit I: Form and Function; Language Functions as enumerated by Firth, Halliday and Jacobson; Communication Activities based on Selected Language Functions and Situations. **(20 marks)**

Unit II: Language Functions in Written Communication Skills: Arguing, Description and Narration. **(20 marks)**

Unit III: Functions and Situations in Oral Communication Skills: **(20 marks)**  
(a) Functions: Greeting and Introducing; Making Requests; Asking for and Giving Permissions; Offering Help; Giving Instructions or Directions.  
(b) 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.  
(c) Telephoning Skills: Handling Calls; Leaving a Message; Making Requests; Asking for and Giving Information; Giving Instructions.  
(d) Presentation Skills: Debates, Interview and Discussion Skills.

Lab cum Viva Voce:

20 marks

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Sessional Test:

15 marks

Viva Voce:

05 marks

#### Books Recommended:

1. Freeman, S: *Written Communication in English*. Orient Longman, Delhi, 1977, (for Unit 2).
2. O'Dell, Felicity: *CAE Writing Skills*, CUP, Cambridge. 1996 (for Unit 2).
3. Sasikumar & Dhamija : *Spoken English: A Self-Learning Conversation Practice*, Tata McGraw-Hill, New Delhi, 1993. Cassette included
4. Sasikumar, et al: *A Course in Listening and Speaking I*, Foundation Books, Delhi, 2005. CD included.
5. Bruce Tillit & Mary Newton Bruder : *Speaking Naturally : Communication Skills in American English*, Student's Book Cassettes, ISBN 271304, 250072.
6. Jean Naterop & Rod Revell : *Telephoning in English*, Student's Book, Audio CD 2, Audio Cassettes, ISBN 539110, 539137, 539129.
7. Pamela Rogerson & Judy B. Gilbert : *Speaking Clearly*, Student's Book, Teacher's Book, Audio Cassettes 2, ISBN 312876, 312957, 321875.
8. Sasikumar : *A Course in Listening and Speaking I*, ISBN 8175962917.

## SEMESTER V

### PAPER XI ENGLISH FOR BUSINESS

Course Code: CEB-505

Credits: 4

End Semester Exam =

Theory : 60+Lab cum Viva Voce : 20 = 80 marks

Unit I: (a) Business Communication: Language of Business: Tone, Style, Jargon, (20 marks)

Clichés, Ambiguity (Use of Extracts), Glossary of Business Terms.

(b) Business Correspondence: Basic Principles, Format and Types; Employment Letters; Placing Orders; Enquiry and Response Letters; Letters of Complaint and Apology; Persuasive Letters; Curriculum Vitae.

Unit II: (a) Report Writing: Periodic Reports and Market Survey Reports. (20 marks)

(b) External Communication: Press Releases; Notice Inviting Tenders; E-mails.

Unit III: Oral Communication: Telephonic Conversation; Reception of Visitors; (20 marks)

Holding Meetings; Attending Job Interviews; Organizing Business; Conferences; Seminars; Presentation and Workshops.

**Lab cum Viva voce (based on Unit III) : 20 marks**

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**Sessional Test: 15 marks**

**Viva Voce: 05 marks**

#### **Books Recommended:**

1. Davis Cotton , *World of Business*, (With Audio Cassette).
2. Andrew Little John, *Company to Company*, (Business Correspondence).
3. Pearsall and Cunningham, *How to Write for the World of Work*.
4. Michael Paine, *English Commercial Correspondence*.
5. B. Elizabeth Pryse, *The Perfect Secretary*.
6. David Kessidge, *Basic Business Role Plays*.

## SEMESTER VI

### **PAPER XII** **ENGLISH IN PRINT MEDIA**

Course Code: CEB-601

Credits: 4

End Semester Exam = 80

Unit I: 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. **(30 marks)**

Unit II: Types and Trends in Reporting: Objective Reporting, Interpretative Reporting; Investigative Reporting; Entertainment Reporting; Development Reporting. **(25 marks)**

Unit III: 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. **(25 marks)**

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**Sessional Test:**

**15 marks**

**Viva Voce:**

**05 marks**

**Books Recommended:**

1. R. Parthasarthy : *Basic Journalism.*
2. R. J. Hall : *Basic Training in Journalism.*
3. D. Wainwright : *Journalism Made Simple.*

## SEMESTER VI

### Paper XIII English in Electronic Media

Course Code: CEB-602

Credits: 4

End Semester Exam =

Theory : 60+Lab cum Viva Voce : 20 = 80 marks

- Unit I: (a) Introduction to Mass Communication and Broadcasting / Telecasting; (20 marks)  
Difference between Radio and Television as Modes of Mass Communication.  
(b) Writing for the Broadcast Media: News Writing and Editing; Radio/TV:  
News Reading, Announcing.
- Unit II: (a) Language for Media and Style; Qualities of Good Speech: Stress, Rhythm, (20 marks)  
Tone and Body Language etc.  
(b) Courses in Radio / TV: News Reading; Announcing; Interviewing.  
(c) Contexts; Elements of Redundancy; Barriers to Communication.
- Unit III: (a) Documentaries; Features and Interview. (20 marks)  
(b) Practical Work: Evaluation of the English Language used in the Indian  
Broadcast Media Writing / Editing Exercises.  
(c) Comparison, Contrast and Critique of Select Broadcast Items.

**Lab cum Viva Voce:**

**20 marks**

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**Sessional Test:**

**marks**

**15**

**Viva Voce:**

**marks**

**05**

#### **Books Recommended:**

1. S. P. Jain : *The Art of Broadcasting.*
2. C. Warren : *Radio News Writing and Editing.*
3. G. Millewrsen : *The Techniques of TV Production.*
4. Andrew Boyd : *Broadcasting Journalism.*
5. Rober Mcleish : *The Technique of Radio Productions.*
6. Weston and Holt : *Writing TV and Radio Programmes.*

## SEMESTER VI

### PAPER XIV ENGLISH FOR ACADEMIC PURPOSES

Course Code: CEB-603

Credits: 4

End Semester Exam = 80

Unit I: 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.

**(30 marks)**

Unit II Reading Academic Texts; Surveying a Textbook; Surveying a Chapter; Signposts; Inferencing; Critical Reading; Using Reference Sources.

**(25 marks)**

Unit III: Academic Writing Skills: Note-Taking and Note-Making; Abstracting and Summarizing; Paraphrasing; Writing Examination Answers; Writing Long Papers and Academic Reports; Preparing a Bibliography.

**(25 marks)**

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**Sessional Test:**

**15 marks**

**Viva Voce:**

**05 marks**

**Books Recommended:**

1. Glandinning and Holmstrom: *Study Reading*.
2. Nolan - Uoods and Fall: *Penguin Advanced Reading Skills*.
3. Arthur Brooks and Peter Grundy: *Writing for Academic Purposes*.
4. J. A. Discoll: *Penguin Advanced Writing Skills*.

## SEMESTER VI

### PAPER XV

#### TRANSLATION AND INTERPRETATION SKILLS

Course Code: CEB-604

Credits: 4

End Semester Exam = 80

- Unit I : Defining Translation : Intra-Lingual and Inter-Lingual Translation; Product and Process Oriented Translation; Translatability and Untranslatability; Loss and Gain in Translation; Translating Culture; Types of Translation: Word for Word vs. Sense for Sense Translation; Literal Translation; Faithful Translation; Communicative Translation. **(30 marks)**
- Unit II: Literary Translation: Nature and Problems; Transcreation; Auto-Translation; Idiomatic Translation; Free Translation/Creating Rewriting; Translator's Notes and Prefaces; Adaptations; Translation from One Genre into another; **(25 marks)**
- Unit III: (a) Translation and Interpretation of Different Texts : Scientific, Journalistic, Legal and Scriptural; Consecutive Interpretation; Simultaneous Interpretation; Sight Interpretations.  
(b) Study and Analysis of Some Actual Translations like Brochures, Essays, Articles and Literary Texts (Stories, Poems, Extracts from Plays/Novels).  
(c) Practical Exercises in Translation Practice (from Hindi/Urdu into English and Vice Versa); Back Translation. **(25 marks)**

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**Sessional Test:**

**15 marks**

**Viva Voce:**

**05 marks**

#### **Books Recommended:**

1. Baker M. (ed.) 1998. *Routledge Encyclopedia of Translation Studies*, London and New York : Routledge.
2. Catford, I. C. 1965. *A Linguistic Theory of Translation* London: OUP.
3. Nida, E. A. and C. R. Taber, 1969. *The Theory and Practice of Translation* Leiden : E. J. Brill.
4. Bassnett-Mc Guire, S. 1991. *Translation Studies* London and New York : Routledge.
5. Newmark, P. 1988. *A Textbook of Translation*, London : Prentice Hall.
6. Sastry, J. V. 1993. *The Art of Translation*. Hyderabad : Booklings Corporation.
7. Lakshmi, H. 1993. *Problems of Translation*. Hyderabad : Booklings Corporation.
8. Nirpama Rastogi – Vasandani (eds.) 2000. *The Translation Initiative* Hyderabad : CIEFL.
9. Toury Gideon, 1987. *Translation Across Cultures*, New Delhi : Bahri Publications Private Limited.
10. House, Juliana, 1977. *A Model for Translation Quality Assessment*. Tübingen : Gunter Narr.