

**DEPARTMENT OF ENGLISH
JAMIA MILLIA ISLAMIA**

**ABILITY ENHANCEMENT COURSE
(GENERAL ENGLISH)
FOUR YEAR UNDERGRADUATE PROGRAMME
(as per NEP 2020)**

The General English language paper shall consist of 4 papers (one each in the 1st, 2nd, 3rd & 4th semesters). Each paper shall be of 2 credits each. The evaluation shall consist of an End-semester Examination of 75 marks and Internal Assessment of 25 marks i.e., a total of 100 marks for each paper.

SEMESTER 1

2 CREDITS

(100 Marks)

End Semester: 75 Marks

IA: 25 Marks

UNIT I:

40 Marks

GRAMMAR

(a) Articles

Wren & Martin's High School English Grammar & Composition. N.D.V. Prasada Rao. Blackie ELT Books, 2022. pp.42-48.

(b) Prepositions

Wren & Martin's High School English Grammar & Composition. N.D.V. Prasada Rao. Blackie ELT Books, 2022. pp.119-126.

(c) Verbs

Wren & Martin's High School English Grammar & Composition. N.D.V. Prasada Rao. Blackie ELT Books, 2022. pp.66-75.

(d) Adverbs

Wren & Martin's High School English Grammar & Composition. N.D.V. Prasada Rao. Blackie ELT Books, 2022. pp.110-119.

(e) Adjectives

Wren & Martin's High School English Grammar & Composition. N.D.V. Prasada Rao. Blackie ELT Books, 2022. pp.26-42.

UNIT II:

35 Marks

COMPOSITION

15 Marks

(a) Expansion/Paragraph Writing

Wren & Martin's High School English Grammar & Composition N.D.V. Prasada Rao. Blackie ELT Books, 2022. pp.317-320.

(b) Precis Writing

Wren & Martin's High School English Grammar & Composition. N.D.V. Prasada Rao. Blackie ELT Books, 2022. pp. 362-376.

PROSE READING & COMPREHENSION

20 Marks

(a) Shoshee Chunder Dutt, "Street Music of Calcutta", *The Book of Indian Essays: Two Hundred Years of English Prose*. Ed. Arvind Krishna Mehrotra. Black Kite and Hachette India, 2020. pp. 43-54.

(b) Sara Rai, "On Not Writing", *The Book of Indian Essays: Two Hundred Years of English Prose*. Ed. Arvind Krishna Mehrotra. Black Kite and Hachette India, 2020. pp. 370-384.

Recommended Readings:

1. Kumar, Sanjay & Pushp Lata. *Communication Skills*. Oxford University Press, 2011.
2. Mehrotra, Arvind Krishna. Ed. *The Book of Indian Essays: Two Hundred Years of English Prose*. Black Kite and Hachette India, 2020.
3. Thomson, A.J. & A.V. Martinet. *A Practical English Grammar*. Oxford University Press, 2021.
4. Wren, P.C & H. Martin. *High School English Grammar & Composition*. Revised Edition by N.D.V. Prasada Rao. Blackie ELT Books, 2022.

SEMESTER II

2 CREDITS

(100 Marks)

End Semester: 75 Marks

IA: 25 Marks

UNIT I:

40 Marks

GRAMMAR

- (a) Tenses
Wren & Martin's High School English Grammar & Composition. N.D.V. Prasada Rao. Blackie ELT Books, 2022. pp.77-86.
- (b) Voice
Wren & Martin's High School English Grammar & Composition. N.D.V. Prasada Rao. Blackie ELT Books, 2022. pp.71-77.
- (c) Direct & Indirect Speech
Wren & Martin's High School English Grammar & Composition. N.D.V. Prasada Rao. Blackie ELT Books, 2022. pp. 232-239.
- (d) Sentences - Simple, Compound and Complex
Wren & Martin's High School English Grammar & Composition. N.D.V. Prasada Rao. Blackie ELT Books, 2022. pp.10-12, 157-165, 177-190.
- (e) Synthesis of Sentences
Wren & Martin's High School English Grammar & Composition. N.D.V. Prasada Rao. Blackie ELT Books, 2022. pp. 196-230.

UNIT II:

35 Marks

POETRY READING & COMPREHENSION

15 Marks

- (a) A. K. Ramanujan, "Self-Portrait" and "On the Death of a Poem", *The Oxford India Anthology of Twelve Modern Indian Poets*. Ed. Arvind Krishna Mehrotra. Oxford University Press, 1997. pp. 40 and 45.
- (b) Jayanta Mahapatra, "A Rain of Rites" and "Hunger", *The Oxford India Anthology of Twelve Modern Indian Poets*. Ed. Arvind Krishna Mehrotra. Oxford University Press, 1997. pp. 23-24.

PROSE READING & COMPREHENSION

20 Marks

- (a) G.V. Desani, "The Benares that Was", *The Book of Indian Essays: Two Hundred Years of English Prose*. Ed. Arvind Krishna Mehrotra. Black Kite and Hachette India, 2020. pp. 142-151.
- (b) Jawahar Lal Nehru, "The Tribal Folk", *The Book of Indian Essays: Two Hundred Years of English Prose*. Ed. Arvind Krishna Mehrotra. Black Kite and Hachette India, 2020. pp. 62-69.

Recommended Readings:

1. Kumar, Sanjay & Pushp Lata. *Communication Skills*. Oxford University Press, 2011.
2. Mehrotra, Arvind Krishna. Ed. *The Book of Indian Essays: Two Hundred Years of English Prose*. Black Kite and Hachette India, 2020.
3. Mehrotra, Arvind Krishna. Ed. *The Oxford India Anthology of Twelve Modern Indian Poets*. Oxford University Press, 1997.
4. Pant, Deepika & Prashasti Joshi. Ed. *Cambridge Foundation Course in English Language*. Cambridge University Press, 2019.
5. Thomson, A.J. & A.V. Martinet. *A Practical English Grammar*. Oxford University Press, 2021.
6. Wren, P.C & H. Martin. *High School English Grammar & Composition*. Revised Edition by N.D.V. Prasada Rao. Blackie ELT Books, 2022.

SEMESTER III

2 CREDITS

(100 Marks)

End Semester: 75 Marks

IA: 25 Marks

UNIT I:

40 Marks

WRITTEN BUSINESS COMMUNICATION SKILLS

(a) Official Letter/Formal Letter

- (i) Job Application Letters (along with CV/Resume)
- (ii) Letter to the Editor
- (iii) Letter of Complaint
- (iv) Leave Application Letter

Cambridge Foundation Course in English Language. Deepika Pant & Prashasti Joshi. Cambridge University Press, 2019. pp.173-191.

(b) Writing the Agenda & Minutes of a Meeting

Cambridge Foundation Course in English Language. Deepika Pant & Prashasti Joshi. Cambridge University Press, 2019. pp.192-205.

UNIT II:

35 Marks

COMPOSITION

- (a) Essay Writing (Descriptive/Narrative/Expository/Argumentative)
- (b) Report Writing

Recommended Readings:

1. Kumar, Sanjay & Pushp Lata. Ed. *Communication Skills*. Oxford University Press, 2011.
2. Kumar, Sanjay & Pushp Lata. Ed. *Communication Skills: A Workbook*. Oxford University Press, 2011.
3. Pant, Deepika & Prashasti Joshi. Ed. *Cambridge Foundation Course in English Language*. Cambridge University Press, 2019.

SEMESTER IV

2 CREDITS

(100 Marks)

End Semester: 75 Marks

IA: 25 Marks

UNIT I:

PRONUNCIATION & VOCABULARY

40 Marks

- (a) IPA symbols; Basics of Phonetics
- (b) Vocabulary building – learning through speeches, word-formation, synonyms, antonyms, learning words through situations, homonyms and homophones, one word substitution, phrasal verbs, idiomatic expressions

Communication Skills. Ed. Kumar, Sanjay & Pushp Lata. Oxford University Press, 2011. pp. 189-240.

UNIT II:

CONVERSATIONS, DIALOGUES & PUBLIC SPEAKING

35 Marks

- (a) Group Discussion (speaking skills)
- (b) Interviews
- (c) Individual and Group Presentations
- (d) Dialogue

Communication Skills. Ed. Kumar, Sanjay & Pushp Lata. Oxford University Press, 2011. pp. 261-352.

Recommended Readings:

1. Bansal, R.K. & J.B. Harrison. *Spoken English: A Manual of Speech & Phonetics*. Orient Blackswan, 2013.
2. Kumar, Sanjay & Pushp Lata. Ed. *Communication Skills*. Oxford University Press, 2011.
3. Kumar, Sanjay & Pushp Lata. Ed. *Communication Skills: A Workbook*. Oxford University Press, 2011.