

**MAHENDRA ARTS & SCIENCE COLLEGE
(AUTONOMOUS)**

(Affiliated to Periyar University)

[Accredited by NAAC "A" Grade & Recognized u/s 2(f) and 12(B) of the UGC act 1956]

KALIPPATTI-637501.



BACHELOR OF ARTS

SYLLABUS FOR B.A ENGLISH

OUTCOME BASED EDUCATION - CHOICE BASED CREDIT SYSTEM

**FOR THE STUDENTS ADMITTED FROM THE
ACADEMIC YEAR 2016– 2017 ONWARDS**

B.A. ENGLISH LITERATURE

OBJECTIVES OF THE PROGRAMME:

The twin components of the programme are language and literature. The literature component fulfils the need for enhancing moral values in a social environment where these values are fast deteriorating. The language component with a practical paper in communication skills takes care of present day job requirements.

CONDITION FOR ADMISSION:

A candidate who has passed Higher Secondary Examination (HSC) in the subject of English under Higher Secondary Board Of Examination, Tamil Nadu or as per set by the Government of Tamil Nadu or an examination accepted as equivalent thereto by the Syndicate subject to such conditions as may be prescribed thereto is permitted to appear and qualify for the B.A., English Degree examination of this university after a course of study of three academic years.

DURATION OF THE PROGRAMME:

The duration of the programme is three years consisting of two semesters each in one academic year. Semester pattern with Internal Assessment will be followed. Totally there will be six semesters in all the three years.

PROGRAMME OF STUDY:

The Programme of Study shall comprise instruction in the following subjects according to the syllabus and books prescribed from time to time.

Examinations:

At the end of each Semester there will be examinations in each paper for three hours.

PASSING MINIMUM:

A candidate shall be declared to have passed the examination if the candidate secures not less than 10 marks in CIA and 30 marks in the Semester exam in each theory paper.

For the Practical paper, a minimum of 40 marks out of 100 marks is required to pass the programme.

CLASSIFICATION OF SUCCESSFUL CANDIDATES:

Each paper carries a maximum of	100 Marks
The passing minimum is	40 Marks
40% and above but below 50%	Third Class
50% and above but below 60%	Second Class
60% and above but below 75%	First Class
75% and above	FIRST CLASS with DISTINCTION

MAXIMUM DURATION FOR THE COMPLETION OF THE UG PROGRAMME: The maximum duration for the completion of the UG Programme shall not exceed twelve semesters.



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DEPARTMENT OF ENGLISH

UG SYLLABUS (2016-2017 ONWARDS)

SEM	PAPER	COURSE CODE	COURSE TITLE	Hrs/ Wk	Credit	Marks		Total marks
						IA	EA	
I	I	M16UFTA01	TAMIL –I	5	3	25	75	100
	II	M16UFEN01	ENGLISH-I	5	3	25	75	100
	III	M16UEN01	FICTION	5	5	25	75	100
	III	M16UEN02	POETRY	5	4	25	75	100
	III	M16UENA01	ALLIED- I SOCIAL HISTORY OF ENGLAND	6	4	25	75	100
	IV	M16UVN01	VALUE EDUCATION – YOGA	2	2	25	75	100
	V	M16UENVA01	VALUE ADDED - PRESENTATION SKILLS	2	1	-	100	100
TOTAL				30	22			700

SEM	PAPER	COURSE CODE	COURSE TITLE	Hrs/ Wk	Credit	Marks		Total marks	
						IA	EA		
II	I	M16UFTA02	TAMIL-II	5	3	25	75	100	
	II	M16UFEN02	ENGLISH-II	5	3	25	75	100	
	III	M16UEN03	PROSE	5	5	25	75	100	
	III		M16UENE01	ELECTIVE-I INDIAN WRITING IN ENGLISH	5	4	25	75	100
			M16UENE02	ELECTIVE- I AFRICAN AMERICAN LITERATURE					
			M16UENE03	ELECTIVE-I CONTEMPORARY AMERICAN LITERATURE					
	III	M16UENA02	ALLIED-II HISTORY OF ENGLISH LITERATURE	6	4	25	75	100	
	IV	M16UVE02	ENVIRONMENTAL STUDIES	2	2	25	75	100	
V	M16UENVA02	VALUE ADDED - COMMUNICATIVE ENGLISH	2	1	-	100	100		
TOTAL				30	22			700	

SEM	PAPER	COURSE CODE	COURSE TITLE	Hrs/ Wk	Credit	Marks		Total marks
						IA	EA	
III	I	M16UFTA03	TAMIL-III	5	3	25	75	100
	II	M16UFEN03	ENGLISH -III	5	3	25	75	100
	III	M16UEN04	SHORT STORIES	6	5	25	75	100
	III	M16UENA03	ALLIED-III LITERARY FORMS AND TERMS	6	4	25	75	100
	IV	M16UENS01	SBEC - I- PHONETICS & TRANSCRIPTION	2	2	25	75	100
	IV	M16UENS02	SBEC- II - PERSONALITY DEVELOPMENT	2	2	25	75	100
	IV	M16UENS03	SBEC- III - INTERPERSONAL SOFT SKILLS	2	2	25	75	100
	IV	M16UCSN02	COM PUTER SKILLS-I NMEC	2	2	25	75	100
		TOTAL		30	23	-	-	800

SEM	PAPER	COURSE CODE	COURSE TITLE	Hrs/ Wk	Credit	Marks		Total marks
						IA	EA	
IV	I	M16UFTA04	TAMIL-IV	5	3	25	75	100
	II	M16UFEN04	ENGLISH -IV	5	3	25	75	100
	III	M16UEN05	BRITISH LITERATURE	6	5	25	75	100
	III	M16UENA04	ALLIED PAPER-IV LANGUAGE AND LINGUISTICS	6	4	25	75	100
	IV	M16UENS04	SBEC- IV- CREATIVE WRITING	2	2	25	75	100
	IV	M16UENS05	SBEC -V COMMUNICATION FOR PLACEMENT	2	2	25	75	100
	IV	M16UENS06	SBEC -VI- SOFT SKILLS	2	2	25	75	100
	IV	M16UCSN04	NMEC-II COMPUTER SKILLS	2	2	25	75	100
		TOTAL		30	23	-	-	800

SEM	PAPER	COURSE CODE	COURSE TITLE	Hrs/Wk	Credit	Marks		Total marks	
						IA	EA		
V	III	M16UEN06	DRAMA	5	4	25	75	100	
	III	M16UEN07	LITERARY CRITICISM	5	4	25	75	100	
	III	M16UEN08	ENGLISH LANGUAGE TEACHING	5	5	25	75	100	
	III	M16UEN09	NEW LITERATURE IN ENGLISH	5	4	25	75	100	
	III	M16UEN10	ENGLISH FOR COMPETITIVE EXAMINATIONS	5	5	25	75	100	
	III	M16UENE04	ELECTIVE II - AMERICAN LITERATURE	5	4	25	75	100	
		M16UENE05	ELECTIVE II- MEDIA ETHICS						
M16UENE06		ELECTIVE II - ONE ACT PLAYS							
		TOTAL			30	26	-	-	600

SEM	PAPER	COURSE CODE	COURSE TITLE	Hrs/Wk	Credit	Marks		Total marks	
						IA	EA		
VI	III	M16UEN11	SHAKESPEARE	5	4	25	75	100	
	III	M16UEN12	COMMONWEALTH LITERATURE	5	4	25	75	100	
	III	M16UEN13	CLASSICS IN TRANSLATION	5	5	25	75	100	
	III	M16UEN14	WOMEN'S WRITING IN ENGLISH	5	5	25	75	100	
	III	M16UEN15	ENGLISH LITERATURE FOR COMPETITIVE EXAMINATIONS	5	5	25	75	100	
	III	M16UENP01	PRACTICALS - COMMUNICATION SKILLS- PRACTICAL	5	4	25	75	100	
	V	M16UEX01	EXTENSION ACTIVITIES*		1				
		TOTAL			30	28	-	-	600
TOTAL CREDITS				180	144			3900	

ALLIED

SEM	PAPER	COURSE CODE	COURSE TITLE	Hrs/Wk	Credit	Marks		Total marks
I	III	M16UENA01	ALLIED- I SOCIAL HISTORY OF ENGLAND	6	4	25	75	100
II	III	M16UENA02	ALLIED-II HISTORY OF ENGLISH LITERATURE	6	4	25	75	100
III	III	M16UENA03	ALLIED-III LITERARY FORMS AND TERMS	6	4	25	75	100
IV	III	M16UENA04	ALLIED PAPER-IV LANGUAGE AND LINGUISTICS	6	4	25	75	100

ELECTIVE

SEM	PAPER	COURSE CODE	COURSE TITLE	Hrs/Wk	Credit	Marks		Total marks
II	III	M16UENE01	ELECTIVE-I INDIAN WRITING IN ENGLISH	5	4	25	75	100
		M16UENE02	ELECTIVE- I AFRICAN AMERICAN LITERATURE	5	4	25	75	100
		M16UENE03	ELECTIVE-I CONTEMPORARY AMERICAN LITERATURE	5	4	25	75	100
V	III	M16UENE04	ELECTIVE II - AMERICAN LITERATURE	5	4	25	75	100
		M16UENE05	ELECTIVE II- MEDIA ETHICS	5	4	25	75	100
		M16UENE06	ELECTIVE II - ONE ACT PLAYS	5	4	25	75	100

VAC

SEM	PAPER	COURSE CODE	COURSE TITLE	Hrs/Wk	Credit	Marks	Total marks
I	V	M16UENVA01	VALUE ADDED - PRESENTATION SKILLS	2	1	100	100
I	V	M16UENVA01	VALUE ADDED - COMMUNICATIVE ENGLISH-I	2	1	100	100
II	V	M16UENVA02	VALUE ADDED - COMMUNICATIVE ENGLISH	2	1	100	100
II	V	M16UENVA02	VALUE ADDED - COMMUNICATIVE ENGLISH-II	2	1	100	100

NMEC

SEM	PAPER	COURSE CODE	COURSE TITLE	Hrs/ Wk	Credit	Marks		Total marks
III	IV	M16UENN01	SKILLS FOR EMPLOYMENT-I	2	2	25	75	100
III	IV	M16UENN02	CONTENT WRITING	2	2	25	75	100
IV	IV	M16UENN03	SKILLS FOR EMPLOYMENT-II	2	2	25	75	100
IV	IV	M16UENN04	NEW WRITING SPACES AND POETICS OF THE NEW MEDIA	2	2	25	75	100

SBEC

SEM	PAPER	COURSE CODE	COURSE TITLE	Hrs/ Wk	Credit	Marks		Total marks
III	IV	M16UENS01	SBEC - I- PHONETICS & TRANSCRIPTION	2	2	25	75	100
	IV	M16UENS02	SBEC- II - PERSONALITY DEVELOPMENT	2	2	25	75	100
	IV	M16UENS03	SBEC- III - INTERPERSONAL SOFT SKILLS	2	2	25	75	100
IV	IV	M16UENS04	SBEC- IV- CREATIVE WRITING	2	2	25	75	100
	IV	M16UENS05	SBEC -V COMMUNICATION FOR PLACEMENT	2	2	25	75	100
	IV	M16UENS06	SBEC -VI- SOFT SKILLS	2	2	25	75	100

Part- II	B.A. English	2016-17
M16UFEN01	ENGLISH - I	
Credit:3		

UNIT I Prose

1. How to be a doctor – Stephen leacock
2. Fifteen years – R. K. Narayanan
3. Kiran Bedi – Parmesh Dangwal

UNIT II Poetry

1. Toru Dutt - The lotus
2. Alexander pope - Solitude
3. Robert frost - Mending wall

UNIT III Short stories

1. Oscar wilde - The Model Millionaire
2. Saki - Mrs. Packletide's Tiger
3. Sir Arthur Conan Doyle - The Dying Detective

UNIT IV Grammar:

1. Parts of Speech
2. Kinds of sentence
3. Present Tense
4. Question Tag

UNIT V Language and communication

1. One word substitute
2. Foreign words and phrases
3. Jumbled sentences
4. Reading comprehensions

Prescribed Text

1. Lime light -1 (An Anthology of Prose, Biography, poetry, short story and one act plays)
Board of editors, SSK publishers & Distributors, Chennai.
2. Grammar galaxy, Department of English, Mahendra Arts & science college, Namakkal.

Core - I	B.A. English	2016-17
M16UEN01	FICTION	
Credit:5		

UNIT I

Charlotte Bronte - Jane Eyre

UNIT II

Charles Dickens - The Great Expectations

UNIT III

Thomas Hardy - The Mayor of Caster Bridge

UNIT IV

Walter Scott - Kenilworth

UNIT V

Aldous Huxley - Brave New World

Core - II	B.A. English	2016-17
M16UEN02	POETRY	
Credit:4		

UNIT I

Edmund Spenser: The Bridal Beauty (But if ye saw ... and paired – 19 lines... from Epithalamion)

William Shakespeare: All the world's a stage

UNIT II

Milton - On His Blindness

Robert Burns - A Red, Red Rose

UNIT III

William Words Worth - Lines written in Early Spring

Samuel Taylor Coleridge - Kubla Khan

UNIT IV

P.B. Shelley - Ode to the West Wind

John Keats - Ode to the Nightingale

UNIT V

Tennyson - Ulysses

W. B. Yeats - A prayer for My Daughter

Books Recommended:

Poetry Down the Ages, Orient Blackswan

Allied I	B.A. English	2016-17
M16UENA01	SOCIAL HISTORY OF ENGLAND	
Credit : 4		

UNIT I

The Reformation and the Counter Reformation
 The Stuart Age
 Puritanism
 Colonial Expansion
 Restoration Age: Social Life

UNIT II

The Age of Queen Anne
 Hanoverian England
 The Industrial Revolution
 The Agrarian Revolution
 The Rise of Methodism
 The American War of Independence

UNIT III

The Effects of French Revolution
 The Victorian Age
 The Reform Bill
 The Development of Transport and Communication
 The Development of Education in 19th Century

UNIT IV

The Dawn of 20th Twentieth Century
 Life between two World Wars
 The Effects of World War II
 Social Security and the welfare state
 The Effects of Cold War
 Life in the Sixties and Seventies

UNIT V

Life in the Eighties

Trade Unionism

The Origin and Growth of Political Parties

Contemporary Life in England

Books Recommended:

G.M. Trevelyan: English Social History, Longman, London

A.G.Xavier: An Introduction to the Social History of England

Padmaja Ashok: The social History of England, Orient Blackswan

MASC

2016-17 onwards

VAC I	B.A. English	2016-17
M16UVA01	PRESENTATION SKILLS	
Credit : 1		

UNIT I

Powerful Presentation (1-15)

UNIT II

Reinforcement (16-30)

UNIT III

Using visual aids (31-46)

UNIT IV

Types and Methods of Presentations (47-59)

UNIT V

Obstacles to Presentation (61-75)

Prescribed Book :

Roz Townsend : Presentation Skills for the Upwardly Mobile, Emerald Chennai

Part- II	B.A. English	2016-17
M16UFEN02	ENGLISH-II	
Credit : 3		

UNIT I Prose

1. A.P.J. Abdul kalam- My visions for India
2. A.J. Cronin - The Best Investment I Ever Made
3. Colin Swatridge - Marie curie

UNIT II Poetry

1. Rabindranath Tagore- Where the Mind is without Fear
2. George Herbert -The Pulley
3. Emily Dickinson- Wait till the Majesty of Death

UNIT III Short story

1. Guy de Maupassant - The Necklace
2. Leo Tolstoy - Little Girls wiser than men
3. R. K. Narayan - An Astrologer's Day

UNIT IV Grammar

1. Articles
2. Active voice and Passive voice
3. Degrees of comparison
4. Clause

UNIT V Language study & Communication

Speech writing

Advertisement writing

Responding to Advertisements

Report writing

Prescribed books:

Lime light -2 (An Anthology of Prose, Biography, poetry, short story and one act plays) Board of editors, ssk publishers & Distributors, Chennai.

Grammar galaxy, Department of English Mahendra Arts & Science College, Namakkal

Core III	B.A. English	2016-17
M16UEN03	PROSE	
Credit : 5		

UNIT I

Francis Bacon - 1. Of Parents

2. Of Truth

UNIT II

Joseph and Richard Steel - 1. Sir Roger at Church

2. His Account of His Disappointment In Love

UNIT III

Charles Lamb - 1. A Dissertation upon The Roast Pig

2. New Year's Eve

UNIT IV

E. V. Lucas - Tight Corners

J. B. Priestly - On Getting Off To Sleep

UNIT V

Khushwant Singh - The Portrait of a Lady

N. Kalyani - Fall of a Sparrow

Books Recommended:

M.G. Nayar (Ed): A Galaxy of English Essayist: From Bacon to Beerbohm, Macmillan.

ELECTIVE I	B.A. English	2016-17
M16UENE01	INDIAN WRITING IN ENGLISH	
Credit : 4		

UNIT I

Jayanta Mahapatra - In a Night of Rain

A. K. Ramanujan - Small Scale Reflections on a Great House

Arun Kolatkar - An Old Woman

UNIT II

Dr. A.P.J. Abdul Kalam - The Power of Prayer

Amitav Ghosh - The Town by the Sea

UNIT III

Girish Karnad -The Dreams of Tipu Sultan

UNIT IV

R.K.Narayan - The Financial Expert

UNIT V

Sathyajit Ray - The Guest

Manohar Malgonkar - Upper division love

Sudha Moorthy - The Old Man and his God; discovering the spirit of India

Books Recommended:

1. Poetry Down the ages Orient Blackswan Revised Edition

2. Saleem Peeradina (ed.): *Contemporary Indian Poetry in English*, Macmillan Publishers India Ltd.

MASC

2016-17 onwards

ELECTIVE II	B.A. English	2016-17
M16UENE02 Credit : 4	AFRICAN AMERICAN LITERATURE	

UNIT I Poetry

Claude McKay- If We Must Die

Countee Cullen- Yet Do I Marvel

Jean Toomer- Reapers

Maya Angelou- Alone

Gwendolyn Brooks- The Ballad of Rudolph Reed

UNIT II Prose

W.E.B. Du Bois - Criteria of Negro Art

UNIT III Drama

Langston Hughes's - Mullato

UNIT IV Fiction

Richard Wright - Black Boy

UNIT V Criticism

Ann Petry - The Novel As Social Criticism

ELECTIVE III	B.A. English	2016-17
M16UENE03	CONTEMPORARY AMERICAN LITERATURE	
Credit : 4		

UNIT I Poetry Detailed

E. E. Cummings - All in green went my love riding

Robinson Jeffers - Shine, Republic

Theodore Roethke - I Knew a Woman

POETRY Non-Detailed

Allen Ginsberg - A Supermarket in California

Marianne Moore -The Mind is an Enchanting Thing

UNIT II

Edward Albee - Who's Afraid of Virginia Woolf?

UNIT III Drama

Woody Allen - Death Knocks

UNIT IV Prose

Malcolm x - Nightmare in the Autobiography of Malcolm x

Eldridge Cleaver - The Muhammad Ali Patterson Fight

UNIT V Fiction

Toni Morrison - Jazz

ALLIED II	B.A. English	2016-17
M16UENA02	HISTORY OF ENGLISH LITERATURE	
Credit : 4		

UNIT I CHAUCER AND ELIZABETHAN AGE**POETRY:**

1. Chaucer
2. Wyatt and Surrey

PROSE:

Bacon and his Essays

DRAMA:

1. University Wits
2. Shakespeare
3. Ben Jonson

UNIT II THE AGE OF MILTON

1. Milton
2. The Metaphysical Poets-Donne and his followers
3. Dryden and Pope

UNIT III THE RESTORATION AGE

1. Prose-Addison, Steele, Dr.Johnson
2. Fiction-Swift, Fielding
3. Drama-Congreve, Sheridan

UNIT IV THE ROMANTIC AGE AND THE VICTORIAN AGE

1. Romantic Poets-Wordsworth, Coleridge, Shelley &Keats
2. Romantic Novelists-Scott, Jane Austen
3. Romantic Prose Writers-Charles Lamb, Hazlitt
4. Victorian Poets-Tennyson, Browning
5. Victorian Novelists- Charles Dickens, Thomas Hardy
6. Victorian Prose Writers-John Ruskin, Arnold

UNIT V TWENTIETH CENTURY LITERATURE

1. Twentieth Century Poetry-G.M. Hopkins, T.S. Eliot
2. Twentieth Century Prose-A.G. Gardiner, Chesterton

3. Twentieth Century Drama-Oscar Wilde, G.B.Shaw
4. Twentieth Century Fiction-Virginia Woolf, D.H.Lawrence

Books Recommended:

W.H. Hudson. : *An Outline History of English Literature*

Edward Albert: *History of English Literature*

Crompton & Rickett: *History of English Literature*

K R Ramachandran Nair: *Essays on the History of English literature, Emerald Publishers*

VAC II	B.A. English	2016-17
M16UVA02	COMMUNICATIVE ENGLISH	
Credit : 1		

UNIT I

Communication oral- Seeking permission, Offering suggestion and giving advice, apologizing

UNIT II

Writing skills- E-Mail, Advertisement

UNIT III

Group discussions, Resume

UNIT IV

Writing skills professional- Report writing, Minutes writing

UNIT V

Interview handling techniques

Books Recommended:

1. Communication skills for Undergraduates by T.M. Farhahulla, R&A Publications.

Part- II	B.A. English	2016-17
M16UFEN03	ENGLISH-III	
Credit : 3		

UNIT I Prose

1. Dr. S. Radhakrishnan - Indian Women
2. Pearl S. Buck - India through a Traveller's Eyes
3. Sarojini Naidu – Padmini Sengupta

UNIT II Poetry

1. Sir Walter Scott - Lochinvar
2. John Milton - On His Blindness
3. William Shakespeare - Time and Love

UNIT III Short story

1. O'Henry - After Twenty years
2. Ruskin Bond - The Tiger in the Tunnel
3. Kuswant Singh - Karma

UNIT IV Grammar

1. Punctuation
2. Direct and Indirect speech
3. Simple, compound and complex sentences

UNIT V Language study & Communication:

1. Interviewing
2. resume Writing
3. E-Mail writing

Prescribed books:

Lime light -3 (An Anthology of Prose, Biography, poetry, short story and one act plays) Board of editors, ssk publishers & Distributors, Chennai.

English Grammar galaxy, Mahendra Arts and Science College, Kalippatti.

Core IV	B.A. English	2016-17
M16UEN04	SHORT STORIES	
Credit : 5		

UNIT I

V. Sevolod M.Garshin - The Signal

W. Somerset Maugham - The man with the Scar

UNIT II

H.G. Wells - The Stolen Bacillus

O. Henry - One Thousand Dollars

UNIT III

M. G. Vassanji - Leaving

Leo Tolstoy - How much land does a man Need?

UNIT IV

Tagore 1) The Cabuliwallah

2) The postmaster

Unit V

Guy de Maupassant - The Blind man

Anton Chekov - The Murder

ALLIED - III	B.A. English	2016-17
M16UENA03	LITERARY FORMS AND TERMS	
Credit : 4		

UNIT I Poetry

The Lyric, Ode, Sonnet, Epic, Elegy, The Heroic Couplet TERMS: Allegory, Onomatopoeia, Oxymoron, Blank Verse, Epic Simile, Metaphysical Conceit, Poetic License

UNIT II Drama

Dramatic Monologue, The One Act Play, Tragedy, Comedy, The Masque TERMS: Soliloquy, Dramatic Irony, Aside, Climax, Melodrama, Absurd Theatre

UNIT III Prose

The Essay, Short Story, Biography, Autobiography, Epigrams

UNIT IV Criticism

Biography, Auto-biography, Epigram, Criticism, Psychoanalytical Criticism, Feminist Criticism

UNIT V Fiction

Elements of Novel, Historical Novel, Detective Novel, Social Novel, Science Fiction TERMS: Anti Climax, Stream of Consciousness, Characterization

Prescribed Books: 1. B. Prasad: *A Background to the Study of English Literature*, Macmillan
2. M.H. Abrams: *A Glossary of Literary Terms*, Macmillan

SBEC I	B.A. English	2016-17
M16UENS01	PHONETICS & TRANSCRIPTION	
Credit : 2		

UNIT I

Speech Mechanism and Organs of Speech

UNIT II

Classification and Description of Vowel Sounds in English

UNIT III

Classification and Description of Consonant Sounds in English

UNIT IV

Word accent: Certain Guidelines

UNIT V

Transcription of Words (not exceeding three syllables)

Prescribed Book:

T. Balasubramanian : *A Text book of English Phonetics for Indian Students*, Macmillan

SBEC II	B.A. English	2016-17
M16UENS02	PERSONALITY DEVELOPMENT	
Credit : 2		

UNIT I

INTRODUCTION TO PERSONALITY DEVELOPMENT: Definition of Personality - Theories of Personality - Eastern Western Outlook - Determinants of Personality

UNIT II

SELF ESTEEM AND SELF EVALUATION: Self Motivation Need for Goal Setting

UNIT III

HOW TO IMPROVE PERSONALITY: Attitude and Aptitude Confidence

UNIT IV

LEADERSHIP QUALITIES TQL (Total Quality Leadership) Problem Solving

UNIT V

PERSONALITY ORIENTED JOB SKILLS: Conflict Management Negotiation Skills Emotional Intelligence

Reference Books:

Harish Kumar: *All about Personality Development - Become a Better person- New Delhi Good Will Publishing House, 2004.*

Shiv Kera : *You Can Win*

M.R. Kopmeyer - *You can Get Wherever You Want*

SBEC III	B.A. English	2016-17
M16UENS03	INTERPERSONAL SOFTSKILLS	
Credit : 2		

UNIT I

Enhanced listening skills (Emphatic, Active, Passive Listening, Attitude of Listener to speaker, facilitating speaking)

UNIT II

Negotiation Skills, Conflict Management.

UNIT III

Time Management, Motivation.

UNIT IV

Preparation of a Resume.
Types of Interviews.
Do's and Don'ts before, during and after the interview.

UNIT V

Different stages in Group Dynamics.
Roles of individuals in a Group Dynamics.

Text Book

1. Ravindran G, S.P.B.Elango and Arockiyam. *Success Through Softskills*. Trichy: IFCOT,2007.

References and Websites

1. Alex K. Soft Skills. *Know Yourself and Know the World*. New Delhi: S.Chand and Company,2009.
2. Khera, Shiv. *You Can Win*. London: New Dawn Press, 2004.
3. Ray, Joseph. *How to Gain an Extra Hour Every day*. New York: E.P.Dutton and Co, 1994.
4. Fontana. David. *Managing Stress*. Leicester, 1989.

Part- II	B.A. English	2016-17
M16UFEN04	ENGLISH IV	
Credit : 3		

UNIT I Prose

1. Character is Destiny - Dr. S. Radhakrishnan
2. Why the Sea is Salt - Great legends
3. Sri Sarada Devi - Swami Nirvedananda

UNIT II Poetry

1. La Belle Dame sans Merci - John Keats
2. The last Ride Together - Robert Browning
3. Goodbye Party for Miss Pushpa T.S - Nissim Ezekiel

UNIT III Short Story

1. The selfish Giant - Oscar Wilde
2. Valiant Vicky - Flora Annie Steel
3. The Conjuror's Revenge - Stephen Leacock

UNIT IV Grammar

Subject-verb, concord argument

Tense-Past and Future

Sentence Pattern

Homophones

UNIT V Language study & Communication

1. Minutes writing
2. Book Review
3. Essay Writing

Prescribed books:

Lime light -4 (An Anthology of Prose, Biography, poetry, short story and one act plays) Board of editors, ssk publishers & Distributors, Chennai.

English Grammar galaxy, Mahendra Arts and Science College, Kalippatti.

Core V	B.A. English	2016-17
M16UEN05	BRITISH LITERATURE	
Credit : 5		

UNIT I

Shakespeare - Sonnet 60

Wyatt and Surrey - I find no peace

UNIT II

T.S. Eliot - The Waste land (section V)

Words worth – The World is too much with us

UNIT III

Rudyard Kipling - The Jungle book

UNIT IV

Jonathan Swift - Gulliver's travel Part I & II

UNIT V

William Golding - Lord of the Flies

Prescribed book:

Poetry Down the Ages, Orient Blackswan

Allied - IV	B.A. English	2016-17
M16UENA04	LANGUAGE AND LINGUISTICS	
Credit : 4		

UNIT I

Definition of Language, characteristics of Language, Human communication and Animal communication, Need to study language.

UNIT II

Definition of Linguistics, linguistics as a science, Scope of Linguistics

UNIT III

Levels of Linguistics Analysis, Branches of Linguistics

UNIT IV

Some Major Linguistics Concepts, Language/parole: Competence Vs performance,

The nature of Linguistic sign

UNIT V

Syntagmatic and paradigmatic Relationship, substance and Form, Diachronic and synchronic Approaches

Prescribed Book:

D.V. Jindal Pushpinder Syal : An Introduction to Linguistic Language, Grammar, and semantics prentice Hall of India.

SBEC IV	B.A. English	2016-17
M16UENS04	CREATIVE WRITING	
Credit : 2		

UNIT I

Rhymes, Free Verse Jokes and Think pieces Article Writing

UNIT II

Descriptive Passages Short Stories

UNIT III

Report Writing Review Writing for books and films

UNIT IV

Writing for T.V Radio and Magazine Freelance Writing

UNIT V

Preparation of Web Content Advertisement Writing Types of advertising and advertising media Writing techniques in effective advertisement Code of ethics for advertisement Advertising and marketing.

Prescribed Book:

1. Creative Writing, Log swan

SBEC V	B.A. English	2016-17
M16UENS05	COMMUNICATION FOR PLACEMENT	
Credit : 2		

UNIT I

Language and Communication Non-verbal Communication Communication in Organizations

UNIT II

Dyadic Communication Meetings Seminars and conferences Group Discussion Audio- visual Aids

UNIT III

Formal Reports Style Technical Proposals

UNIT IV

Business Correspondence Notices, Agenda, Minutes Hand Books and Manuals

UNIT V

Research papers & Articles Advertising Job Description Graphic Aids

Prescribed Book:

Krishna Mohan & Meera Banerjee - *Developing Communication Skills*, Macmillan

SBEC VI	B.A. English	2016-17
M16UENS06	SOFT SKILLS	
Credit : 2		

UNIT I

Introduction Listening and Speaking Reading Skills

UNIT II

Exit Errors Word Power

UNIT III

Career Concerns Pleasing Personality

UNIT IV

Think Tank Management Magic

UNIT V

Leading Light Enhance and Empower

Prescribed Book:

Dr V. Saraswathi and Dr. Revathi Viswanathan: *Soft Skills for Career Communication*, Preesat Publications

J.K.Gangal : *Competitive English for Professional Courses*, S.Chand Publication (Sections D, E & F)

Core VI	B.A. English	2016-17
M16UEN06	DRAMA	
Credit : 4		

UNIT I & II

Marlowe - Dr. Faustus

UNIT III & IV

Sheridan - The Rivals

UNIT V

G.B. Shaw - Arms & The man

Core VII	B.A. English	2016-17
M16UEN07	LITERARY CRITICISM	
Credit : 5		

UNIT I

The contributions of Philip Sidney and Ben Johnson in literary criticism

UNIT II

Contributions of Dryden and Pope

UNIT III

Contributions of words worth and S.T. Coleridge

UNIT IV

Contributions of Arnold and Patter

UNIT V

Contributions of T.S. Eliot and F.R. leavis

Prescribed Text

1. "English Literary Criticism and Theory: An Introductory History"– M.S. Nagarajan. Orient Blackswan

Core VIII	B.A. English	2016-17
M16UEN08	ENGLISH LANGUAGE TEACHING	
Credit : 4		

UNIT I

The English language Teaching situation in India

Language Acquisition Theories

Approaches, methods and Techniques

UNIT II

Curriculum and syllabus Design

Classroom Management

The Teaching of Prose Text

UNIT III

The Teaching of language skills

The Teaching of Grammar

Remedial Teaching

UNIT IV

Language games

Lesson Planning and Classroom observation

UNIT V

Language Testing and Evaluation

Constructing a Language test

ELT and source Disciplines

Prescribed Book:

Dr. M.N. K. Bose: A text book of English language Teaching, New century Book House (p)Ltd.

Reference books: 1. C. Paul Varghese: Teaching English as a Secondary language, sterling publishers

2. J.A. Bright & G.P. Mc Gregor : Teaching English as a second language, Longman publisher

3. Ghosh, satri, Das: Introduction to English Language Teaching, CIEFL (OUP)

Core IX	B.A. English	2016-17
M16UEN09	NEW LITERATURE IN ENGLISH	
Credit : 5		

UNIT I

Parthasarathy : Under another sky

Wole Soyinka: Telephone Conversation

Margaret Atwood: A Close look at the journey to the Interior

Judith Wright: The harp and the king

UNIT II

Kamala Das – The freaks

P. K. Page – First Neighbours

Derek Walcott – For cry from Africa

A. D. Hope – standardisation

Jayantha mahapatra : Life signs

UNIT III

George Orwell: Politics and the English Language

Chinua Achebe: Novelist as a Teacher

UNIT IV

Girish Karnad – Hayavadana

Henrik Ibsen – A Doll’s House

UNIT V

R.k. Narayan – The English Teacher

Chinua Achebe – Things fall apart

Core X	B.A. English	2016-17
M16UEN10	ENGLISH FOR COMPETITIVE EXAMINATIONS	
Credit : 4		

UNIT I

DETECTING USAGE ERRORS

Nouns, Pronouns, Articles, Preposition, Adverbs and Linking words

UNIT II

DETECTING USAGE ERRORS

Exclamation, Punctuation, Phrasal Verbs, Subject- verb agreement, Homonyms, Time and Tense, Reported Speech, Active and Passive

UNIT III

Paragraph - Minutes writing

UNIT IV

Report writing - Essay

UNIT V

CV writing, Attending Interview, Group Discussion

Prescribed Book : J.K.Gangal : Competitive English for Professional Courses, S.Chand Publication (Sections D, E & F)

Core X	B.A. English	2016-17
M16UENE04	AMERICAN LITERATURE	
Credit : 5		

UNIT I Poetry

Robert frost - After apple picking

Emily Dickinson - Because I could not stop for death

Walt Whitman - Out of the cradle endlessly rocking

UNIT II Prose

Emerson's - Self Reliance

UNIT III Drama

Arthur Miller - All My sons

UNIT IV Novel

Mark Twain - The Adventures of Tom Sawyer

UNIT V Short story

Edgar Allan Poe - The Black Cat

O' Henry -The Romance of a Busy Broke

ELECTIVE II	B.A. English	2016-17
M16UENE05	MEDIA ETHICS ANS LAWS	
Credit : 4		

UNIT I

Press Laws, Society & Democracy
 Constitutional Safeguards to Freedom of Press
 Press Commissions & their recommendations

UNIT II

Press & Registration of Books Act, 1867
 Working Journalist Act
 Defamation

UNIT III

Contempt of Court
 Press Council Act
 Official Secret Act
 Parliamentary Privileges

UNIT IV

Right to Information
 Copyright,
 Intellectual Property Right

UNIT V

Social Responsibility of Press
 Ethics, Self-Regulation & Freedom of Expression

PRESCRIBED BOOKS

1. Mass Media Laws & Regulations C S Rayudu, S B Nageshwar Rao
2. Press in the Indian Constitution R K Ravindran
3. Principles & Ethics of Journalism Dr. Jan R Hakemuldar, Dr. Fay AC de Jouge, P P Singh

ELECTIVE III	B.A. English	2016-17
M16UENE06	ONE-ACT PLAYS	
Credit : 4		

UNIT I British

J. M. Synge - Riders to the Sea

UNIT II Russian

Anton Chekov - The Swan Song

UNIT III American

Tennessee Williams - Lord Byron's Love Letter

UNIT IV Indian

Asif Currimbhoy - The Refugee

UNIT V African

Erisa Kironde - The Trick

Books for Reference:

Elias, M., *Plays in One Act*. Chennai: Orient BlackSwan, 2013.

Sujatha K., ed. *On the Stage: One-Act Plays*. New Delhi: Orient BlackSwan, 2011.

Core XI	B.A. English	2016-17
M16UEN11	SHAKESPEARE	
Credit : 4		

UNIT I & II

Othello

UNIT III & IV

A midsummer's Night dream

UNIT V

Henry IV part I

Core XII	B.A. English	2016-17
M16UEN12	COMMON WEALTH LITERATURE	
Credit : 4		

UNIT I

E.J. Pratt - The Dying Eagle

Wole Soyinka-The Telephone conversation

A.D. Hope - Australia

UNIT II

Judith Wright - Fire in the murderidng hut, The Cedars

Abioseh Nicoll -The meaning of Africa

UNIT III

Chinua Achebe - The novelist as Teacher

UNIT IV

Wole Soyinka - The lion and The Jewel

UNIT V

Alan Paten - Cry, The Beloved Country

V.S. Naipaul - A House for Mr Biswas

Core XIII	B.A. English	2016-17
M16UEN13	CLASSICS IN TRANSLATION	
Credit : 5		

UNIT I

Epic – Ramayana (sundara kanda)

UNIT II

Virgil - Aeneid

Thiruvalluvar - Thirukural (1 to 10) Education

UNIT III Drama

Kalidas - Sakuntalam

UNIT IV Prose

The book of job (from Bible)

UNIT V Fiction

Kalki - Parthiban kanavu

Core XIV	B.A. English	2016-17
M16UEN14	WOMEN'S WRITING IN ENGLISH	
Credit : 5		

UNIT I

Kamala Das - The old play house

Maya Angelou - Still I Rise

Toru Dutt - My Vocation

UNIT II

Sarojini Naidu - Coromandel Fishers

Christiana Georgina Rossetti - Uphill

Sylvia Plath - Daddy

UNIT III

Ambai's - The Kitchen in the corner of the house

Alice walker - Am I Blue?

UNIT IV

Alice Walker - The color purple

UNIT V

Bharathi Mukherjee - The Middleman

Virginia Woolf - Kew Gardens

Core XV	B.A. English	2016-17
M16UEN15	ENGLISH LITERATURE FOR COMPETITIVE EXAMINATIONS	
Credit : 5		

UNIT I

1. Modern Literature (1370- 1600) Poetry
2. Modern Literature (1370- 1600) Prose
3. Modern Literature (1370 - 1600) Drama
4. The Age of Chaucer (1340-1400)
5. From Chaucer to the Renaissance (1400- 1520)

UNIT II

1. Renaissance (1520-1590)
2. Age of Shakespeare (1590-1616)
3. Shakespeare's Contemporaries and the Successors (1580-1625)
4. Milton and Dryden (1625-1700) Puritanism & Restoration
5. Restoration Prose (1660-1700)

UNIT III

1. Classicism (1700-1740)
2. Classicism (1740-1770)
3. The Pre- Romantic Period (1770-1798)
4. Wordsworth & Coleridge (1798-1832) Romanticism
5. Walter Scott (1798-1832) Romantic Period

UNIT IV

1. The Romantic Period (1798-1832) Second Generation of Poets
2. Victorian Era (1832-1875) Carlyle, Dickens, Bronte, and Ruskin
3. Victorian Era (1832-1875) Poetry & Novel
4. New Divergencies (1875-1914)
5. Twentieth Century (1914-1970)

UNIT V

1. The Twentieth Century (1914-1970) The Novel & The Short Story
2. The Twentieth Century (1914-1970) The Theatre
3. The Twentieth Century (1914-1970) Poetry
4. The Twentieth Century (1914-1970) Criticism
5. Literary Quotes (Marlow to Modern Time)

Prescribed Book:

Devaraj: English Literature for Competitive Examinations, Emerald Publishers

PRACTICAL	B.A. English	2016-17
M16UENP01	COMMUNICATION SKILLS – PRACTICAL	
Credit : 4		

External Examination: 75 Marks

Internal Examination: 25 Marks

UNIT I

Pronunciation and Neutralization of Accent

UNIT II

Communication Skills

Telephone Skills

UNIT III

Writing Skills

- a. Transcoding a given chart, Table or Statistics into a report
- b. Making Announcements
 - i. Announcements in Radio & T.V about Programmes and Missing Persons
 - ii. Announcement in Railway Stations about the arrival/departure/cancellation of Trains
- c. Filling up forms
 - i. Money Order Forms
 - ii. Telegram
 - iii. Railway Reservation/Cancellation Forms
 - iii. Filling up Forms
 - iv. Mobile Connection Form
 - v. Passport Application Form
 - vi. Bank A/C opening Form
- d. Preparing Advertisements and Brochures

UNIT IV

A. Group Discussion Skills

- a. Dress and Appearance
- b. Motivation
- c. Importance of being calm, friendly & cool
- d. Importance of Listening
- e. Leadership qualities
- f. Knowledge of the subject
- g. Delivery
- i. Body Language
- ii. Voice Modulation
- iii. Language: simple, specific, intelligible, concrete & sensuous
- iv. Brevity
- v. Humour

Note: Students are to be trained to group – discuss current affairs, National Issues, International Developments, Social Issues, Systems of Government, Human rights etc.

B. Public Speaking Skills

- a. Preparation
- b. Knowledge of the subject
- c. Dress and Appearance
- d. Delivery: Body Language, Brevity, Humour, Accuracy and Eloquence
- e. Use of Anecdotes
- f. Sensing the Audience
- g. Overcoming fear
- h. Time – Management
- i. Encountering a hostile atmosphere

C. Reading Skills:

- a. Pronunciation, Stress & Intonation
- b. Fluency

UNIT V

A. Interview Skills

- a. Making the Interview – File
- b. Preparation for the Interview
- c. Dress and Appearance
- d. Entry & Exit
- e. Eye – Contact
- f. Gestures and Postures
- g. Presence of Mind
- h. Communication Skills
- i. Knowledge
- j. Brevity and Accuracy
- k. Leadership Qualities
- l. Negative Aspects

B. Magazine Making:

For magazine making 8 to 10 students can be done in a group. Totally they should publish three magazines that can be published in every month before the practical examinations.

Guidelines for Conducting Practical Examination

Note1: Students are to be informed about the skills to be tested and the marks allotted to each of them in Group Discussion, Public Speaking, Reading and Interview – skills tests.

Note 2: For the test in Interview Skills students are required to bring their CV with them

For Units I & II: Practice Book

A course in Listening and Speaking – I (with CD) by V. Sasikumar, P Kiranmai Dutt and Geetha Rajeevan. Published by Foundation Books, 21/1, (New No. 49), I Floor, Model School Road, Thousand Lights, Chennai 600 006. Test – Material will be taken only from the CD supplied with this practice book.

For Unit IV A: Group Discussion Skills ‘Group Discussion’ by Dr B.R Kishore. Published by Vee Kumar Publications Pvt. Ltd., 507, Vikram Towers, Rajendra Place, New Delhi – 110 008.

For Unit IV B: Public Speaking Skills

‘Better speeches made easy’ by Walter Thompson, Pub. By W.R Goyal Publishers and Distributors, 86, UB Jawahar Nagar, Delhi – 110 007. E- mail: goyal@vsnl.com.

For Unit V A: Interview Skills

i. ‘The art and Techniques of Interviews’ by B.S Sijwal and Indu Sijwal Pub. by Arihant Publications, Kalindi Transport Nagar, Meerut -2 (U.P) – 250 003.

ii. ‘Interview Manual – Interview Techniques and Model Interviews’ by Abdul Hashem Pub. by Ramesh Publishing House, 12- H, New Daryaganj Road, (Opp- to Traffic Kotwali), New Delhi – 110 002.

QUESTION PAPER PATTERN

(CBCS PATTERN FOR ALL PAPERS: CORE, ALLIED, MAJOR AND NON MAJOR ELECTIVES AND SKILL BASED ELECTIVE COURSES)

FOR THE STUDENTS ADMITTED FROM THE ACADEMIC YEAR 2016-2018

ONWARDS Time: 3 Hrs Max: 75 Marks

SECTION – A (20 Marks)

I. Answer the following questions in about 30 words each $10 \times 2 = 20$ Ten Questions. Two questions from each unit. No choice

SECTION – B (25 Marks)

II. Answer the following questions in about 100 words each $5 \times 5 = 25$ Five Questions. One from each unit. Either... Or choice

SECTION – C (30 Marks)

III. Answer any three questions in about 200 words each $3 \times 10 = 30$ Answer any three out of five questions. One from each unit

NMEC I	B.A. English	2016-17
M16UENN01	SKILLS FOR EMPLOYMENT-I	
Credit : 2		

UNIT I

Preparing CV/Resume

Group Discussion

UNIT II

Oral presentation skills, listening skills, Active and passive listening, Attitude of listener to speaker, Facilitating speaking

UNIT III

Taking Interviews

Types of Interviews

UNIT IV

Self esteem and self evaluation, self motivation, needs for goal setting

UNIT V

Leadership qualities – TQL (Total Quality Leadership)

Problem solving

Prescribed Book:

Krishna Mohan & Meera Banerjee - *Developing Communication Skills*, Macmillan

MASC

2016-17 onwards

NMEC I	B.A. English	2016-17
M16UEN02	CONTENT WRITING	
Credit:2		

Unit I

Meaning and importance of language, Language and communication, Essentials of good writings
Function and formation of language, Language : verbal and non verbal, visual aesthetics,
characteristics of visual media.

Unit II

Basics of Script : meaning and types of script, Role of a scriptwriter in media, Element of good
script, Concept of content and form, Process of scripting : idea formation, research, sequencing,
opening and concluding.

Unit III

Features of spoken language, Concept of visual language, Writing for visuals, Process of script
writing, Introduction to various formats of scripts, Writing for television news, documentary,
serials and advertisement.

Unit IV

Writing for visuals, Relation between narration and visuals, Script layout : one page and split
page, shooting and editing script, Writing for fictional and non fictional program , Writing for
different programme genre: Talk, news, news reel, documentary, drama.

Unit V

Script writing for tele-serials, Script writing for educational Programmes, Scripting for feature
film, Scripting for commercials, Writing for online media, Techniques of web writing, Script
writing software's

References

1. Hilliard L. Robert , Writing for Television, Radio and News Media
2. Valladares, Stovall, Glenn – Writing for Mass Media
3. Anthony Friedmann, Writing for Visual Media, Focal Press
4. Sharda Kaushik, Script to Screen, Mc Millan Ltd.

NMEC II	B.A. English	2016-17
M16UENN03	SKILLS FOR EMPLOYMENT-II	
Credit : 2		

UNIT I Speaking Skill

Defining of Communication

Special features of Communication

Barrie's of Communication

Tips for Effective Communication

Powerful Communication

UNIT II Writing Skill

Preparing CV / Resume

Writing the Minutes of a Meeting

Use of dictionary

UNIT III Presentation Skill

A Checklist for Presentation

Anxiety: How to overcome it

Verbal and Non-verbal Communication

UNIT IV Reading Replaying Skill

Reading and Replaying to E- mails

Reading Reports and editing for Presentation of data

UNIT V

Attitude for Employability

Professional Life Skill - Team Work Skill

Emotional intelligence Skill

Aecsstive Skill

Adaptility Skill

Problem - Solving Skill

Prescribed Text:

1. Skill of Employability by Dr.k.S Purushothaman & Dr.k. Revathi
2. Soft skills by S. Hariharan, N. Sundrajan, S.P. Shanmugapriya
3. Communication and soft skills by G.M Sundraravalli, A.S Kamalaka, P. Kusuma Haninath

NMEC-II	B.A. English	2016-17
M16UENN04	NEW WRITING SPACES AND POETICS OF THE NEW MEDIA	
Credit:2		

Unit I Language

Nature of language- Functions of language : transactional, informative, interactional
(use these terms under each category above: Instrumental language, Regulatory Language, Interactional Language, Personal Language, imaginative Language, Heuristic Language, Informative Language)

Unit II Language and Literature 1

Literature and its language- Literary terms, Figures of speech used in literature: simile, metaphor, metonymy, irony, paradox, synecdoche, oxymoron

Unit III Language and Literature 2

Language used in poetry, fiction and non-fiction
Text analysis

Unit IV Language and culture 1

Culture, its implications and interpretations
Transmission of culture through language: Culture and society

Unit V Language and Culture 2

Intercultural and cross-cultural communications
Analysis and applications

Suggested Reading

1. Kalyani Samantray, *Pragmatics* (E-Pathshala)
2. Bibhudendra Narayan Patnaik & Kalyani Samantray, *Cross-Cultural and Inter-cultural Communications* (E-Pathshala)
3. Brown, G & Yule, G. *Discourse Analysis*. CUP
4. **Scaglia, B (ed.)** *Language, Understood: Examining the Linguistics of Discourse Analysis and*
5. *Studies*. Webster's Digital Service.
6. *Literature and Language* (ed.) Loveleen Mohan, Randep Rana, Jaibir S. Hooda. Orient BlackSwan.

MASC

2016-17 onwards

VAC I	B.A. English	2016-17
M16UVA01	COMMUNICATIVE ENGLISH-I	
Credit : 1		

UNIT I

Powerful Presentation (1-15)

UNIT II

Reinforcement (16-30)

UNIT III

Using visual aids (31-46)

UNIT IV

Types and Methods of Presentations (47-59)

UNIT V

Obstacles to Presentation (61-75)

Prescribed Book :

Roz Townsend : Presentation Skills for the Upwardly Mobile, Emerald Chennai

MASC

2016-17 onwards

VAC II	B.A. English	2016-17
M16UVA02	COMMUNICATIVE ENGLISH-II	
Credit : 1		

UNIT I

Communication oral- Seeking permission, Offering suggestion and giving advice, apologizing

UNIT II

Writing skills- E-Mail, Advertisement

UNIT III

Group discussions, Resume

UNIT IV

Writing skills professional- Report writing, Minutes writing

UNIT V

Interview handling techniques

Books Recommended:

1. Communication skills for Undergraduates by T.M. Farhahulla, R&A Publications.