

**P.G. Department of English
Syllabus**

S.No.	SUBJECT	CLASS	Pg. No.
1.	English (Compulsory)	B.A./ B.Com/B.Sc. (Med/N.Med/C.Sc./Eco)/BBA/B.A(Social Science)/B.Com (Hons)	2-5
2.	English (Elective)	B.A	6-9
3.	Major (Languages- English)	B.A (Hons.) Social Science	10-13
4.	Communication Skills in English	BCA/ B.Sc.(I.T)/Bio Tech/ BFST/BJMC/B.Sc(Fashion Designing)/BMm/ BIMT/B.Sc. (Artificial Intelligence and Data Science)	14-17
5.	Communicative English	B.Sc.(Hons.) Physics, Chemistry, Botany, Zoology, Maths and Computational Statistics and Data Analytics	18-23
6.	Comprehension and Communication Skills in English	B.Sc. Agriculture I	24-25
7.	Communication Skills and Personality Development	B.Sc. Agriculture II	26-27
8.	Communication Skills in English	B.Voc	28-31
9.	Communication Skills	Diploma Course in Computer Hardware and Network Maintenance	32-37
10.	Technical Writing and Communication Skills	M.sc. AG. (Extension Education) Sem-I	38-39
11.	Communication skills in English	M. Sc.(Fashion Designing)	40-41
12.	Lab I: Soft Skills in IT	B.Voc (Software Development) Sem-V	42-43
13.	English (Compulsory)	B.A. Gurmat	44-47

(Changed)
2023-26
SEMESTER – I
ENGLISH (COMPULSORY)
B.A./B.Com/B.Sc (Med/N. Med/C. Sc./Eco)/ BBA/BA (Social Science) B.Com (Hons.)
Code: BENC-1105

L	T	P	Credits
4	0	0	4

Time: 3 Hours

Max. Marks: 100

Theory: 75

Internal Assessment: 25

Instructions for the Paper Setter and Distribution of Marks:

The question paper will consist of four sections and the distribution of marks will be as under:

Section A: 15 Marks

Section B: 20 Marks

Section C: 20 Marks

Section D: 20 Marks

Section–A

1. **Twenty (20)** Questions on the usage of grammar related to the prescribed units of *Murphy's English Grammar* will be set. The students will be required to attempt any **Fifteen (15)**

(15X1= 15 Marks)

Section–B

2. **EIGHT (8)** questions (four from each literary text) on theme, characterization, tone and style etc. will be set. The students will be required to attempt **any Five (5)** questions, choosing at least **TWO** from each prescribed text. The fifth question may be attempted from any prescribed text. The answer to each question should not exceed 15-20 sentences.

(5X4=20 Marks)

Section–C

3. **One** question with internal choice, from *Tales of Life*, will be set.
(1X8 =8 Marks)
4. **One** question with internal choice, from *Prose for Young Learners*, will be set.
(1X8 =8 Marks)
5. **Six(6)** words on vocabulary will be set from the prescribed texts. The students will be required to answer any **Four(4)**.
(4X1= 4 Marks)

Section-D

6. A question requiring the students to write a **Paragraph** on **ONE** of the **TWO** given topics.

(1X6 = 6 marks)

7. A question requiring the students to write an **APPLICATION** to the Head of an educational institution on **ONE** of the **TWO** given Topics.

(1X8=8 Marks)

8. **Eight(8)** Isolated Sentences on Translation from English to Vernacular (Punjabi/ Hindi) will be set. The Students will be required to attempt any **Six(6)**.

(6X1= 6 Marks)

Course Objectives:

1. To read, interpret and write about a diverse range of texts in English.
2. To understand the prescribed texts analytically and critically.
3. To familiarise the students with the social, political, moral and cultural background of the prescribed texts.
4. To participate in the critical and cultural discourses of English.
5. To teach language and literature effectively with the support of ICT tools.
6. To become competent, committed, conscious, creative, and compassionate human beings.

Course Contents:

- 1) Stories at Sr. No. 1,2,3,5,6 from *Tales of Life*.
- 2) Essays at Sr. No. 1,2,3,5,6 from *Prose for Young Learners*.
- 3) Unit 1-25 from *Murphy's English Grammar*.

Texts Prescribed:

1. *Tales of Life* (Guru Nanak Dev University, Amritsar)
2. *Prose for Young Learners* (Guru Nanak Dev University, Amritsar)
3. *Murphy's English Grammar 4th Edition*(by Raymond Murphy) CUP

Course Outcomes:

The completion of this course enables students to:

1. appreciate the writings of various Indian and foreign story and prose writers and relate them to their socio-cultural milieu.
2. comprehend the meaning of texts and answer questions related to situations, episodes, themes and characters depicted in them.
3. understand fundamental grammatical rules governing tenses and make correct usage in their language.
4. write paragraphs on any given topic.

(Changed)
2023-26
SEMESTER – II
ENGLISH (COMPULSORY)
B.A./B.Com/B.Sc (Med/N. Med/C. Sc./Eco)/ BBA/BA(Social Science) B.Com(Hons.)
Code: BENC-1205

L	T	P	Credits
4	0	0	4

Time: 3 Hours

Max. Marks: 100
Theory: 75
Internal Assessment: 25

Instructions for the Paper Setter and Distribution of Marks:

The question paper will consist of four sections and the distribution of marks will be as under:

- Section A: 15 Marks
- Section B: 20 Marks
- Section C: 20 Marks
- Section D: 20 Marks

Section–A

- 1. Twenty (20) Questions** on the usage of grammar related to the prescribed units of *Murphy's English Grammar* will be set. The students will be required to attempt any **Fifteen(15)**.

(15X1= 15 Marks)

Section–B

- 2. EIGHT (8) questions** (four from each literary text) on theme, characterization, tone and style etc. will be set. The students will be required to attempt **any Five** questions, choosing at least **TWO** from each prescribed text. The fifth question may be attempted from any prescribed text. The answer to each question should not exceed 15-20 sentences.

(5X4=20 Marks)

Section–C

- 3. One** question with internal choice, from *Tales of Life*, will be set.

(1X8 =8 Marks)

- 4. One** question with internal choice, from *Prose for Young Learners*, will be set.

(1X8 =8 Marks)

- 5. Six(6) words** on vocabulary will be set from the prescribed texts. The students will be required to answer any **Four(4)**.

(4X1= 4 Marks)

Section-D

6. The students will be required to answer **Six** questions from the **Comprehension Passage** set from the book *Prose for Young Learners*.

(6X1=6 Marks)

7. The students will be required to write an **Official Letter** on any **ONE** of the **TWO** given topics.

(1X8= 8 Marks)

8. The students will be required to write an **e-mail** on any **ONE** out of the **TWO** Topics.

(1X6= 6 Marks)

Course Objectives:

1. To read, interpret and write about a diverse range of texts in English.
2. To understand the prescribed texts analytically and critically.
3. To familiarise the students with the social, political, moral and cultural background of the prescribed texts.
4. To participate in the critical and cultural discourses of English.
5. To teach language and literature effectively with the support of ICT tools.
6. To become competent, committed, conscious, creative, and compassionate human beings.

Course Contents

- 1) Stories at Sr.No.7, 9,10,11,12 from *Tales of Life*.
- 2) Essays at Sr.No.7, 8, 9, 10,11 from *Prose for Young Learners*.
- 3) Unit 26-48 from *Murphy's English Grammar*.

Texts Prescribed:

1. *Tales of Life* (Guru Nanak Dev University, Amritsar)
2. *Prose for Young Learners* (Guru Nanak Dev University, Amritsar)
3. *Murphy's English Grammar 4th Edition* (by Raymond Murphy) CUP

Course Outcomes:

The completion of this course enables students to:

1. appreciate the writings of various Indian and foreign story and prose writers and relate them to their socio-cultural milieu.
2. comprehend the meaning of texts and answer questions related to situations, episodes, themes and characters depicted in them.
3. make correct usage of tenses, articles and nouns.
4. enrich their vocabulary and use new words in their spoken and written language.
5. write personal letters to their family and friends on various issues.

(Changed)
2023-24
ENGLISH (ELECTIVE)
Semester-1
B.A.
Code: BEEN-1106

L	T	P	Credits
4	2	0	6

Time: 3 Hours

Max. Marks: 100
Theory: 75
Internal Assessment: 25

Instructions for Paper Setter and Distribution of Marks:

The question paper will consist of four sections and distribution of marks will be as under:

Section A: 15 Marks

Section B: 20 Marks

Section C: 20 Marks

Section D: 20 Marks

Section–A

I. Twelve questions, six from the play and six from the poems, will be set. The answer to each should be in 1-2 sentences. Students are required to attempt any Ten.

(10X1=10 Marks)

II. Transcription of monosyllabic words.

(5X1=5 Marks)

Section–B

I. ONE question requiring the students to explain one of the two extracts/ dialogues from the play with reference to the context.

(1X5=5 Marks)

II. ONE question requiring the students to explain one out of the two stanzas from the prescribed poems with reference to the context.

(1X5=5Marks)

III. Students are required to give detailed answer to any TWO literary terms out of the FOUR prescribed in the syllabus.

(2X5=10 marks)

Section-C

I. THREE questions on the textual and thematic aspects of the prescribed play will be set and the students will attempt any TWO of these questions.

(2X5=10 Marks)

II. THREE questions on the textual and thematic aspects of the prescribed poems will be set and the students will attempt any TWO of these questions.

(2X5=10 marks)

Section–D

I. ONE essay type question, with internal choice, on theme, characterization, plot, tone, and style etc. will be set from the prescribed play.

(1X10=10Marks)

II. ONE essay type question, with internal choice, on central idea, theme, tone, and style etc. will be set from the prescribed poems.

(1X10=10Marks)

Course Objectives:

1. To read, interpret and write about diverse range of texts in English
2. To understand those texts analytically and critically
3. To understand those texts on the basis of careful reading
4. To participate in the critical and cultural discourses of English
5. To teach language and literature effectively with the support of ICT tools
6. To become competent, committed, conscious, creative, and compassionate human beings.
7. To train students to discern ethical principles and personal values in light of academic experience

Course Contents:

1. *A Doll's House* by Henrik Ibsen —Complete Text
2. *Spots of Time*: Poems at Serial No. 1,2,8,9,10,12,14,19
3. Literary Terms: Ballad, Character, Comedy, Conceit, Epic, Irony, Plot.
4. Recognition of Sounds: Vowels and Consonants.

Prescribed Books:

1. *A Doll's House* by Henrik Ibsen.
2. *Spots of Time*, G.N.D.U. Amritsar.
3. *A Glossary of Literary Terms* by M.H. Abrams, CENGAGE Learning Publishers, 8th Edn. 2008.
4. *A Course in Phonetics and Spoken English*, J. Sethi, P.V. Dhamija

Course Outcomes:

The teaching of this course enables the students to

1. Develop interest in reading and appreciation of literature.
2. Familiarise them with socio-political and cultural issues related to prescribed text.
3. Acquire Pronunciation Skills in English.
4. Enroll for Post graduation course in English.
5. Become creative writers and for jobs in media / journalism.

(Changed)
2023-24
ENGLISH (ELECTIVE)
Semester II
B.A.
Code: BEEN-1206

L	T	P	Credits
4	2	0	6

Time: 3 Hours

Max. Marks: 100

Theory: 75

Internal Assessment: 25

Instructions for the Paper Setter and Distribution of Marks:

The question paper will consist of four sections and distribution of marks will be as under:

Section A: 15 Marks

Section B: 16 Marks

Section C: 24 Marks

Section D: 20 Marks

Section–A

I. Twelve questions, six from the play and six from the novel, will be set in the paper. The answer to each question should be in 1-2 sentences. Students are required to answer any Ten.

(10X1=10 Marks)

II. Transcription of given words.

(5X1=5 Marks)

Section–B

I. Explanation with reference to the context, with internal choice will be set from the prescribed play.

(1X4=4 Marks)

II. FIVE Literary Terms will be set from the prescribed list of terms. Students are required to write detailed note on any THREE.

(3X4=12 Marks)

Section-C

I. THREE questions will be set from the prescribed play. Students are required to answer any TWO in about 150-200 words.

(2X6=12 Marks)

II. FOUR questions will be set on the literary aspects of the prescribed novel. Students are required to answer any THREE.

(3X4=12 Marks)

Section–D

I. An essay type question, with internal choice, on theme, characterization, plot, tone, and style etc. will be set from the prescribed play.

(1X 10=10 Marks)

II. An essay type question, with internal choice, on theme, characterization, plot, tone and style etc. will be set from the prescribed novel.

(1X 10=10 Marks)

Course Objectives:

1. To read, interpret and write about diverse range of texts in English
2. To understand those texts analytically and critically
3. To understand those texts on the basis of careful reading
4. To participate in the critical and cultural discourses of English
5. To teach language and literature effectively with the support of ICT tools
6. To become competent, committed, conscious, creative, and compassionate human beings.
7. To train students to discern ethical principles and personal values in light of academic experience

Course Content:

1. *Untouchable* by Mulk Raj Anand
2. *The School for Scandal* by Sheridan
3. Literary Terms: Burlesque, Elegy, Hyperbole, Metaphor, Poetic Justice, Dramatic Monologue, Tragicomedy.
4. A Course in Phonetics and Spoken English, J. Sethi, P.V. Dhamija

Prescribed Books:

1. *Untouchable* by Mulk Raj Anand
2. *The School for Scandal* by Sheridan
3. *A Glossary of Literary Terms* by M.H. Abrams, CENGAGE Learning Publishers, 8th Edn, 2008.
4. Recognition of Consonants

Course Outcomes:

The Teaching of this course enables the students to

1. Develop interpretative skills.
2. Acquire knowledge about the basic concepts of Literary writings.
3. Learn to situate literary works in their larger cultural contexts.
4. Prepare for higher studies in literature
5. Find jobs in teaching literature after acquiring the degree.

(no change)
2023-26
SEMESTER – I
B. A. Social Science
Major (Languages- English)
Code: BENM-1101

L	T	P	Credits
4	0	0	4

Time: 3 Hours

Max. Marks: 100
Theory: 75
Internal Assessment: 25

Instructions for the Paper Setter and Distribution of Marks:

The question paper will consist of four sections and distribution of marks will be as under:

- Section A: 15 Marks
- Section B: 30 Marks
- Section C: 20 Marks
- Section D: 10 Marks

Section–A

- I. Twenty (20)** Questions on the prescribed parts of ‘*The Student’s Companion*’ will be set. The students will be required to attempt Fifteen (15).

(15X1=15 Marks)

Section -B

- II.** Five questions on the textual and thematic aspects of the prescribed stories will be set and the students will be required to attempt any Three from the book’’ *Popular Short Stories*’.

(3X5=15 Marks)

- III. Five** questions on the textual and thematic aspects of the prescribed poems will be set and the students will be required to attempt any Three of these questions from the book *Selected College Poems*.

(3X5=15 Marks)

Section–C

- IV.** ONE essay type question, with internal choice will be set, on theme, characterization, plot, tone, and style etc. from the prescribed stories, from *Popular Short Stories*. Students will be required to answer in about 300-400 words.

(1X10=10 Marks)

- V.** ONE essay type question, with internal choice will be set, on central idea, theme, tone, and style etc. from the prescribed poems in the syllabus, from the book *Selected College Poems*.

Students will be required to answer in about 300-400 words.

(1X10 = 10 Marks)

Section D

VI Comprehension of an Unseen passage will be set. The student will answer five questions of 2 marks each.

(5X2 =10 Marks)

Course Objectives:

1. To read, interpret and write about diverse range of texts in English
2. To understand those texts analytically and critically
3. To understand those texts on the basis of careful reading
4. To participate in the critical and cultural discourses of English
5. To teach language and literature effectively with the support of ICT tools
6. To become competent, committed, conscious, creative, and compassionate human beings.
7. To train students to discern ethical principles and personal values in light of academic experience

Course Contents:

- 1) Stories 1,3,5,6,10,16 from the book *Popular Short Stories*
- 2) The study of the following poems from the book *Selected College Poems*
 - 1) *All the World's a Stage*: William Shakespeare
 - 2) *Elegy Written in a Country Churchyard*: Thomas Gray
 - 3) *La Belle Dame Sans Merci*: John Keats
 - 4) *Ulysses*: Lord Alfred Tennyson
 - 5) *Say Not The Struggle Naught Availeth*: Arthur Hugh Clough
 - 6) *Nightingale*: Robert Bridges
 - 7) *The Unknown Citizen*: W.H.Auden
 - 8) *Night of the Scorpion*: Nissim Ezekiel
- 3) The following chapters are prescribed from *The Students Companion*
 - 1) Section 1 Words Denoting Numbers
 - 2) Words Pertaining To Government
 - 3) Section 9 Synonyms

Texts Prescribed:

1. *Popular Short Stories* (Oxford University Press)
2. *Selected College Poems* ed. Ambika Sen Gupta (Orient Longman)
3. *The Student's Companion* Wilfred D. Best (Harper Collins)

Course Outcomes:

At the end of this course, the students will:

CO 1: be acquainted with the major features of Poetry and Short Story

CO 2: comprehend the themes, styles and language in the prescribed Poetry and Story Story

CO 3: be able to relate the prescribed works to their social, historical and cultural contexts in order to gain a richer understanding of both text as well as context

CO 4: make inferences based on comprehension of a prescribed text

(no change)
2023-26
SEMESTER – II
B.A. Social Science
Major (Languages- English)
Code: BENM-1201

L	T	P	Credits
4	0	0	4

Time: 3 Hours

Max. Marks: 100

Theory: 75

Internal Assessment: 25

Instructions for the Paper Setter and Distribution of Marks:

The question paper will consist of four sections and distribution of marks will be as under:

Section A: 15 Marks

Section B: 30 Marks

Section C: 20 Marks

Section D: 10 Marks

Section–A

1. Twenty (20) Questions on the prescribed parts of *The Students' Companion* will be set for the students to attempt any Fifteen (15).

(15X1=15 Marks)

Section–B

1. Five questions on the textual and thematic aspects of the prescribed stories will be set and the students will attempt any Three of these questions from the book *Popular Short Stories*.
2. Five questions on the textual and thematic aspects of the prescribed poems will be set and the students will attempt any Three of these questions from the book *Selected College Poems*.

(3X5=15 Marks)

(3X5 = 15 marks)

Section–C

1. ONE essay type question, with internal choice, on theme, characterization, plot, tone, and style etc. from the prescribed stories, from *Popular Short Stories* will be set. Students are required to answer in about 300-400 words.
2. ONE essay type question, with internal choice, on central idea, theme, tone, and style etc. of a poem prescribed in the syllabus from the book *Selected College Poems* will be set. Students are required to answer in about 300-400 words.

(1X10 = 10Marks)

(1X10 = 10 Marks)

Section D

3. Write a paragraph, in about 200 words on any one of the topic given.

(1X10 = 10 Marks)

Course Objectives:

1. To read, interpret and write about diverse range of texts in English
2. To understand those texts analytically and critically
3. To understand those texts on the basis of careful reading
4. To participate in the critical and cultural discourses of English
5. To teach language and literature effectively with the support of ICT tools
6. To become competent, committed, conscious, creative, and compassionate human beings.
7. To train students to discern ethical principles and personal values in light of academic experience

Course Contents:

- i. Stories 2,7,8,9,11,12 from the book *Popular Short Stories*
- ii. The study of the following poems from the book *Selected College Poems*
 - a) *Tintern Abbey*: William Wordsworth
 - b) *The Prisoner of Chillon* : Lord Byron
 - c) *My Last Duchess*: Robert Browning
 - d) *A Prayer for My Daughter* : William Butler Yeats
 - e) *The Road not Taken*: Robert Frost
 - f) *Journey of the Magi* : T.S.Eliot
- iii. The following parts are prescribed *The Student's Companion*
 - a) Section 1: Words Denoting Places
 - b) Words Pertaining To Marriage
 - c) Section 9: Antonyms

Texts Prescribed:

1. *Popular Short Stories* .(OUP)
2. *Selected College Poems* ed Ambika Sen Gupta (Orient Longman)
3. *The Student's Companion* Wilfred D. Best (Harper Collins)

Course Outcomes :

At the end of this course, the students will:

CO 1: be acquainted with the major features of Poetry and Short Story

CO 2: comprehend the themes, styles and language in the prescribed Poetry and Story Story

CO 3: be able to relate the prescribed works to their social, historical and cultural contexts in order to gain a richer understanding of both text as well as context

CO 4: make inferences based on comprehension of a prescribed text

(Changed)
2023-26
SEMESTER-I
COMMUNICATION SKILLS IN ENGLISH
BCA/B.Sc. IT/ Bio Tech/BFST/BJMC/B.Sc(Fashion Designing)/B.Mm /BIMT/B.Sc.
(Artificial Intelligence and Data Science)
Code:BCSE-1122

L	T	P	Credits
3	0	1	4

Time: 3 Hours

Max. Marks: 100

Theory: 60

Practical: 15

Internal Assessment: 25

Suggested Pattern of Question Paper:

The question paper will be divided into two sections. Section A will consist of Twelve(12) questions of One(1) mark each. Section B will consist of Six questions of Eight(8) marks each. There will be internal choice wherever possible.

Section A

1. Do as directed
Articles, Conjunctions and Prepositions

(12X1=12 Marks)

Section B

1. Reading Skills: Reading Tactics and strategies; Reading purposes–kinds of purposes; Reading for direct meanings.
2. Comprehension questions of an unseen passage
3. Personal letter and Official/Business letters
4. Writing notices/agenda/minutes for public circulation on topics of professional interest.
5. Writing resume or converting a biographical note into resume
6. Translation from English to Vernacular (Punjabi/ Hindi) (Isolated Sentences)

(6X8=48 Marks)

Course Objectives:

- I: To develop competence in written communication.
- II: To inculcate innovative and critical thinking among the students.
- III: To enable them to grasp the application of communication theories.
- IV: To acquire knowledge of the latest technology related to communication skills.
- V: To provide knowledge of multifarious opportunities in the field of this programme.

Course Contents:

1. Reading Skills: Reading tactics and strategies; Reading purposes–kinds of purposes and associated comprehension; Reading for direct meanings; Reading for understanding concepts, details, coherence, logical progression and meanings of phrases/ expressions.

Activities:

- a) Active reading of passages on general topics
- b) Reading newspaper, articles, editorials etc.
- c) Short questions based on content and development of ideas of a given paragraph.

2. Writing Skills: Guidelines for effective writing; writing styles for application, resume, personal letter, official/ business letter, memo, notices etc.

Activities:

- a) Personal and business letters.
- b) Converting a biographical note into a sequenced resume.
- c) Writing notices for circulation/ boards.
- d) Making notes of given passage with headings and sub-headings
- e) Writing newspaper reports based on given heading.

Recommended Books:

1. *Oxford Guide to Effective Writing and Speaking* by John Seely.
2. *The Written Word* by Vandana R Singh, Oxford University Press.
3. *Murphy's English Grammar* (by Raymond Murphy) CUP.

Course Outcomes:

The completion of this course enables students to:

1. Identify common errors in language and rectify them.
2. Develop and expand writing skills through controlled and guided activities.
3. Develop coherence, cohesion and competence in written discourse through intelligible pronunciation.
4. Develop the ability to handle the interview process confidently and learn the subtle nuances of an effective group discourse.
5. Communicate contextually in specific and professional situations with courtesy.

PRACTICAL (Marks: 15)

Course Contents:-

1. Reading dialogues (5 Marks)
2. Rapid reading (5 Marks)
3. Project File (5 Marks)

(Changed)
2023-26
SEMESTER-II
COMMUNICATION SKILLS IN ENGLISH
BCA/B.Sc IT/ Bio Tech/ BFST/BJMC/B.Sc(Fashion Designing)/ B.Mm /BIMT/B.Sc.
(Artificial Intelligence and Data Science)
Code:BCSE-1222

L	T	P	Credits
3	0	1	4

Time: 3 Hours

Max. Marks: 100
Theory: 60
Practical: 15
Internal Assessment: 25

Suggested Pattern of Question Paper:

The question paper will be divided into two sections. Section A will consist of Twelve(12) questions of One(1) mark each. Section B will consist of Six questions of Eight(8) marks each. There will be internal choice wherever possible.

Section A

1. Do as directed
Tenses and Change of voice

(12X1=12Marks)

Section B

1. **Listening Skills:** Barriers to listening; effective listening skills; feedback skills.
2. **Speaking and Conversational Skills:** Components of a meaningful and easy conversation; understanding the cue and making appropriate responses; forms of polite speech; asking and providing information on general topics.
3. Drafting of a short speech on a given topic.
4. Transcoding (given dialogue to prose or given prose to dialogue).
5. Taking notes on a speech/lecture/telephonic conversations .
6. Translation from Vernacular (Punjabi/ Hindi) to English (Paragraph)

(6X8=48 Marks)

Course Objectives:

- I: To develop competence in oral and visual communication.
- II: To inculcate innovative and critical thinking among the students.
- III: To enable them to grasp the application of communication theories.
- IV: To acquire knowledge of the latest technology related to communication skills.
- V: To provide knowledge of multifarious opportunities in the field of this programme.

Course Contents:

1. **Listening Skills:** Barriers to listening; effective listening skills; feedback skills, attending telephone calls; note taking.

Activities:

a) Listening exercises – Listening to conversation, speech/ lecture and taking notes.

- 2. Speaking and Conversational Skills:** Components of a meaningful and easy conversation; understanding the cue and making appropriate responses; forms of polite speech; asking and providing information on general topics, situation based Conversation in English; essentials of Spoken English

Activities:

- a) Conversation; dialogue and speech
- b) Oral description or explanation of a common object, situation or concept.
- c) Interviews and group discussion

Recommended Books:

- 1. *Oxford Guide to Effective Writing and Speaking* by John Seely.
- 2. *The Written Word* by Vandana R Singh, Oxford University Press
- 3. *Murphy's English Grammar* (by Raymond Murphy) CUP

Course Outcomes:

The completion of this course enables students to:

- 1. Identify common errors in language and rectify them.
- 2. Develop and expand Oral skills through controlled and guided activities.
- 3. Develop coherence, cohesion and competence in oral discourse through intelligible pronunciation.
- 4. Develop the ability to handle the interview process confidently and learn the subtle nuances of an effective group discourse.
- 5. Communicate contextually in specific and professional situations with courtesy.

PRACTICAL (Marks: 15)**Course Contents:-**

- 1. Oral Presentation. (5 Marks)
- 2. Group Discussion. (5 Marks)
- 3. Mock Interview (5 Marks)

(Changed)
2023-26
SEMESTER – I
COMMUNICATIVE ENGLISH -I
B.Sc.(Hons.) Physics, Chemistry, Botany, Zoology, Maths and Computational Statistics and
Data Analytics
Code: BCEN-1123

L	T	P	Credits
3	0	1	4

Time: 3 Hours

Max. Marks: 100
Theory: 60
Practical: 15
Internal Assessment: 25

Instructions for the Paper Setter and Distribution of Marks:

The question paper will consist of four sections and the distribution of marks will be as under:

Section A: 12 Marks

Section B: 12 Marks

Section C: 18 Marks

Section D: 18 Marks

Section A

1. Fifteen (15) Questions on the usage of Preposition, Articles, and Change of Voice will be set. The students will be required to attempt any Twelve (12).

(12X1= 12 Marks)

Section B

2. ONE question (with sub parts) based on Skills and Strategies development exercises in Unit-1 and Unit-2 of the prescribed text book *Making Connections* will be set.

(1X12= 12 marks)

Section C

3. Five short answer type questions from Unit 1 and 2 of *Making Connections : A Strategic Approach To Academic Reading* will be set. The students will be required to attempt any three.

(3X2= 06 marks)

4. Four Essay type question (Two from each unit) from Unit 1 and 2 of *Making Connections: A strategic Approach to Academic Reading* will be set. The students will be required to answer any two, choosing at least one from each unit.

(2X6= 12 marks)

Section D

5. A Comprehension questions of an unseen passage will be set. (1X6 = 6 marks)
6. A question requiring the students to write a Paragraph on ONE of the TWO given topics. (1X6 = 6 marks)
7. A question requiring the students to write an Official/Business Letter on ONE of the TWO given Topics. (1X6 = 6 marks)

Course Objectives:

- I: To develop competence in written communication.
- II: To inculcate innovative and critical thinking among the students.
- III: To enable them to grasp the application of communication theories.
- IV: To acquire the knowledge of latest technology related with communication skills.
- V: To provide knowledge of multifarious opportunities in the field of this programme.

Course Contents:

1. Reading and Comprehension Skills:

- (a) Reading tactics and strategies; Reading purposes—kinds of purposes and associated comprehension; Reading for direct meanings.
- (b) The Students will be required to read and comprehend the essays in Unit 1 and 2 of the book *Making Connections: A Strategic Approach to Academic Reading* by Kenneth J. Pakenham, Third Edition.

2. Writing Skills: Guidelines for effective writing; writing styles for paragraph and official/business letter.

3. Grammar: Preposition, Articles, and Change of Voice.

Prescribed Books:

Making Connections by Kenneth J. Pakenham 3rd Edn. CUP

Recommended Books:

1. *Oxford Guide to Effective Writing and Speaking* by John Seely.
2. *The Written Word* by Vandana R Singh, Oxford University Press

Course Outcomes:

The completion of this course enables students to:

1. Identify common errors in language and rectify them.
2. Develop and expand writing skills through controlled and guided activities.
3. Develop coherence, cohesion and competence in written discourse through intelligible pronunciation.
4. Develop the ability to handle the interview process confidently and learn the subtle nuances of an effective group discourse.
5. Communicate contextually in specific and professional situations with courtesy.

PRACTICAL (Marks: 15)

Course Contents:-

1. Reading dialogues (5 Marks)
2. Rapid reading (5 Marks)
3. Project File (5 Marks)

(Changed)
2023-26
SEMESTER – II
COMMUNICATIVE ENGLISH-II
B.Sc.(Hons.) Physics, Chemistry, Botany, Zoology, Maths and Computational Statistics and
Data Analytics
Code: BCEN-1223

L	T	P	Credits
3	0	1	4

Time: 3 Hours

Max. Marks: 100
Theory: 60
Practical: 15
Internal Assessment: 25

Instructions for the Paper Setter and Distribution of Marks:

The question paper will consist of four sections and the distribution of marks will be as under:

Section A: 12 Marks

Section B: 12 Marks

Section C: 18 Marks

Section D: 18 Marks

Section A

1. Fifteen (15) Questions on the usage of Tenses, Conjunctions, and Subject-Verb Agreement will be set. The students will be required to attempt any Twelve (12).

(12X1= 12 Marks)

Section B

2. ONE question (with sub parts) based on Skills and Strategies development exercises in Unit-3 and Unit-4 of the prescribed text book *Making Connections* will be set.

(1X12= 12 marks)

Section C

3. Five short answer type questions from Unit 3 and 4 of *Making Connections : A Strategic Approach To Academic Reading* will be set. The students will be required to attempt any three.

(3X2= 06 marks)

4. Four Essay type question (Two from each unit) from Unit 3 and 4 of *Making Connections: A strategic Approach to Academic Reading* will be set. The students will be required to answer any two, choosing at least one from each unit.

(2X6= 12 marks)

Section D

5. Transcoding (given dialogue to prose or given prose to dialogue). (1X6= 6 Marks)
6. Taking notes on a speech/lecture/telephonic conversations. (1X6= 6 Marks)
7. Translation from Vernacular (Punjabi/ Hindi) to English (Isolated Sentences) (1X6= 6 Marks)

Course Objectives:

- I: To develop competence in oral and visual communication.
- II: To inculcate innovative and critical thinking among the students.
- III: To enable them to grasp the application of communication theories.
- IV: To acquire the knowledge of latest technology related with communication skills.
- V: To provide knowledge of multifarious opportunities in the field of this programme.

Course Contents:

1. Reading and Comprehension Skills:

Students will be required to read and comprehend the essays in Unit 3 and 4 of the book *Making Connections: A Strategic Approach to Academic Reading* by Kenneth J. Pakenham, Third Edition.

2. Speaking and Conversational Skills: Components of a meaningful and easy conversation; understanding the cue and making appropriate responses; asking and providing information on general topics, situation based Conversation in English.

3. Grammar: Tenses, Conjunctions, and Subject-Verb Agreement.

Prescribed Books:

Making Connections by Kenneth J. Pakenham 3rd Edn. CUP

Recommended Books:

1. *Oxford Guide to Effective Writing and Speaking* by John Seely.
2. *The Written Word* by Vandana R Singh, Oxford University Press

Course Outcomes:

The completion of this course enables students to:

1. Identify common errors in language and rectify them.
2. Develop and expand writing skills through controlled and guided activities.
3. Develop coherence, cohesion and competence in oral discourse through intelligible pronunciation.
4. Develop the ability to handle the interview process confidently and learn the subtle nuances of an effective group discourse.

5. Communicate contextually in specific and professional situations with courtesy.

PRACTICAL (Marks: 15)

Course Contents:-

1. Oral Presentation. (5 Marks)
2. Group Discussion. (5 Marks)
3. Mock Interview (5 Marks)

(Changed)
2023-27
SEMESTER I
COMPREHENSION AND COMMUNICATION SKILLS IN ENGLISH
B.Sc. (Hons) Agriculture
Code: ENG-119

L	T	P	Credits
1	0	1	2

Max. Marks: 100

Theory Marks: 38

Practical: 37

Internal Assessment: 25

Time: 3 Hours

The question paper will consist of 7 questions.

The first question with internal choice will be set from the three prescribed prose essays. The students will be required to answer in 300 words and it will carry 8 marks.

(1X8= 8 Marks)

The next 6 questions with internal choice will be set from the remaining syllabus. Each question will carry 5 marks.

(6X5= 30 Marks)

Course Objectives:

I: To develop competence in written communication.

II: To inculcate innovative and critical thinking among the students.

III: To enable them to grasp the application of communication theories.

IV: To acquire the knowledge of latest technology related with communication skills.

V: To provide knowledge of multifarious opportunities in the field of this programme

Course Contents:

1. Prose:

a. War Minus Shooting: The Sporting Spirit-George Orwell

b. A Dilemma- A Layman Look at Science – Raymond B Fosdick

c. You and Your English- Spoken and Broken English - G.B. Shaw

2. Reading Comprehension

3. Vocabulary: Antonym, Synonym, Homophones and Homonyms

4. Articles, Preposition, Verb, Subject-Verb Agreement, Transformation of Sentences, and Narration
5. Précis Writing, Report Writing and Synopsis Writing
6. Importance of Professional Writing and Curriculum Vitae
7. Interviews: kinds, Importance and Process

Practical: MARKS (37)

1. Listening to short talks, lectures, Speeches (10 marks)
2. Stress and Intonation: Pace of Speech and Clarity of Voice (7 marks)
3. Reading dialogues, Rapid reading, and Intensive Reading (10 marks)
4. Group Discussion (10 Marks)

Prescribed Books:

Modern Prose, GNDU, Amritsar

The Student's Companion Wilfred D. Best (Harper Collins)

Oxford Guide to Effective Writing and Speaking by John Seely

The Written Word by Vandana R Singh, Oxford University Press

Course Outcomes:

The completion of this course enables students to:

1. Identify common errors in language and rectify them.
2. Develop and expand writing skills through controlled and guided activities.
3. Develop coherence, cohesion and competence in written discourse through intelligible pronunciation.
4. Develop the ability to handle the interview process confidently and learn the subtle nuances of an effective group discourse.
5. Communicate contextually in specific and professional situations with courtesy.

(Changed)
2023-27
SEMESTER II
Communication Skills and Personality Development
B.Sc. (Hons) Agriculture
Code: EXT-123

L	T	P	Credits
1	0	1	2

Time: 3 Hours

Max. Marks: 100
Theory Marks: 38
Practical: 37
Internal Assessment: 25

The question paper will consist of 7 questions.

The first question with internal choice will be set from topic 1 of the syllabus. The question will carry 8 marks.

(1X8=8 Marks)

The next six questions with internal choice will be set from topic 2-7. Each question will carry 5 marks.

(6X5=30 Marks)

Course Objectives:

- I: To develop competence in written communication.
- II: To inculcate innovative and critical thinking among the students.
- III: To enable them to grasp the application of communication theories.
- IV: To acquire the knowledge of latest technology related with communication skills.
- V: To provide knowledge of multifarious opportunities in the field of this programme

Course Content:

1. Meaning and process of communication, verbal and non verbal communication
2. Listening: Meaning, Types, Barriers and Effective Listening Skills
3. Field diary and Lab record: Indexing, Foot note and Bibliographic procedures
4. Reading and Comprehension of Technical articles
5. Note Taking: Summarizing and Abstracting
6. Individual and group presentation, impromptu presentation and public speaking
7. Organizing Seminars and Conferences

Practical: (37 marks)

1. Note Taking (7 marks)
2. Oral Presentation (7 marks))
3. Field diary and Lab record: Indexing, Foot note and Bibliographic procedures (7 marks)
4. Individual and group Presentation (9 marks)
5. Mock Interview (7 marks)

Prescribed Books:

Oxford Guide to Effective Writing and Speaking by John Seely
The Written Word by Vandana R Singh, Oxford University Press

Course Outcomes:

The completion of this course enables students to:

1. Identify common errors in language and rectify them.
2. Develop and expand writing skills through controlled and guided activities.
3. Develop coherence, cohesion and competence in written discourse through intelligible pronunciation.
4. Develop the ability to handle the interview process confidently and learn the subtle nuances of an effective group discourse.
5. Communicate contextually in specific and professional situations with courtesy.

(Changed)
Session-2023-26
Bachelor of Vocation (B.Voc.)
(Software Development, Theatre and Stage Craft, Food Processing, Textile Design &
Apparel Technology)
Semester – I
COMMUNICATION SKILLS IN ENGLISH-I
Code: BCSV-1129

L	T	P	Credits
3	0	1	4

Time: 3 Hours

Max. Marks: 100
Theory: 60
Practical: 15
Internal Assessment: 25

Instructions for the Paper Setters:-

Section A is compulsory. It will consist of Fifteen (15) questions of one mark each. The students will be required to attempt any Twelve (12). (12X1= 12 Marks)

Eight (8) questions of equal marks will be set from Section B-E, comprising 2 questions from the each above mentioned section. Candidates will be required to attempt Four (4) questions, selecting at least one question from each Section.

(4X12=48 Marks)

Course Objectives:

I: To develop competence in written communication.

II: To inculcate innovative and critical thinking among the students.

III: To enable them to grasp the application of communication theories.

IV: To acquire the knowledge of latest technology related with communication skills.

V: To provide knowledge of multifarious opportunities in the field of this programme.

The syllabus is divided in five sections as mentioned below:

Section- A

Grammar: Article, Conjunctions and Prepositions

Section-B

Reading Skills: Reading Tactics and strategies; Reading purposes-kinds of purposes and

associated comprehension.

Section–C

Reading for understanding concepts, details, coherence.

Activities:

Short comprehension questions based on content and development of ideas

Section–D

Writing Skills: Writing styles for application, personal letter, official/ business letter.

Activities:

Formatting personal and business letters.

Section–E

Resume, memo and notices; outline and revision.

Activities:

Converting a biographical note into a sequenced resume or vice-versa

Writing notices for circulation/boards

Recommended Books:

Oxford Guide to Effective Writing and Speaking by John Seely.

English Grammar in Use (Fourth Edition) by Raymond Murphy, CUP

Course Outcomes:

The completion of this course enables students to:

1. Identify common errors in language and rectify them.
2. Develop and expand writing skills through controlled and guided activities.
3. Develop coherence, cohesion and competence in written discourse through intelligible pronunciation.
4. Develop the ability to handle the interview process confidently and learn the subtle nuances of an effective group discourse.
5. Communicate contextually in specific and professional situations with courtesy.

Practical Marks: 15

Course Contents:-

1. Assignment on selected topics in about 700-1000 words.
2. Reading dialogues
3. Rapid reading

(Changed)
Session-2023-26
Bachelor of Vocation (B.Voc.)
(Software Development, Theatre and Stage Craft, Food Processing, Textile Design &
Apparel Technology)
Semester – II
COMMUNICATION SKILLS IN ENGLISH–II
BCSV-1229

L	T	P	Credits
3	0	1	4

Time: 3 Hours

Max. Marks: 100
Theory: 60
Practical: 15
Internal Assessment: 25

Instructions for the Paper Setters:-

Section A is compulsory. It will consist of Fifteen (15) questions of one mark each. The students will be required to attempt any Twelve (12). (12X1= 12 Marks)

Eight (8) questions of equal marks will be set from Section B-E, comprising 2 questions from the each above mentioned section. Candidates will be required to attempt Four (4) questions, selecting at least one question from each Section.

(4X12=48 Marks)

Course Objectives:

- I: To develop competence in oral and visual communication.
- II: To inculcate innovative and critical thinking among the students.
- III: To enable them to grasp the application of communication theories.
- IV: To acquire the knowledge of latest technology related with communication skills.
- V: To provide knowledge of multifarious opportunities in the field of this programme.

The syllabus is divided in five sections as mentioned below:

Course Contents:

SECTION-A

Grammar: Tenses and Change of Voice

SECTION–B

Listening Skills: Barriers to listening; effective listening skills.

Activities: Listening exercises- News and TV reports

SECTION–C

Attending telephone calls; note making.

Activities: Taking notes on a speech/lecture

SECTION–D

Speaking and Conversational Skills: Components of a meaningful and easy conversation; understanding the cue and making appropriate responses; forms of polite speech; asking and providing information on general topics.

Activities: 1) Making conversation and taking turns

2) Oral description or explanation of a common object, situation or concept

SECTION–E

Situation based Conversation in English, Essentials of Spoken English

Activities: Giving Interviews

Recommended Books:

Oxford Guide to Effective Writing and Speaking by John Seely.

English Grammar in Use (Fourth Edition) by Raymond Murphy, CUP

Course Outcomes:

The completion of this course enables students to:

1. Identify common errors in language and rectify them.
2. Develop and expand writing skills through controlled and guided activities.
3. Develop coherence, cohesion and competence in oral discourse through intelligible pronunciation.
4. Develop the ability to handle the interview process confidently and learn the subtle nuances of an effective group discourse.
5. Communicate contextually in specific and professional situations with courtesy.

Practical Marks: 15

Course Contents:-

1. Oral Presentation
2. Group Discussion
3. Mock Interview

(Changed)
2023-24
DIPLOMA COURSE IN COMPUTER HARDWARE AND NETWORK MAINTENANCE
SEMESTER –I
PAPER –VI: COMMUNICATION SKILLS-I
(THEORY)
Code: DCSE-1126

L	T	P	Credits
2	0	2	4

Time: 3 Hrs.

M.M: 100
Theory Marks: 30
Theory Internal Assessment Marks: 10
Practical Marks: 45
Practical Internal Assessment Marks: 15

Instructions for the Paper Setters:-

Section A is compulsory. It will consist of Eight (08) questions of one mark each. The students will be required to attempt any Six (06). (6X1= 6 Marks)

Eight (8) questions of equal marks will be set from Section B-E, comprising 2 questions from the each above mentioned section. Candidates will be required to attempt Four (4) questions, selecting at least one question from each Section. (4X6=24 Marks)

Course Objectives:

- I: To develop competence in written communication.
- II: To inculcate innovative and critical thinking among the students.
- III: To enable them to grasp the application of communication theories.
- IV: To acquire the knowledge of latest technology related with communication skills.
- V: To provide knowledge of multifarious opportunities in the field of this programme.

SECTION A

Grammar: Article, Conjunctions and Prepositions

SECTION B

Writing Skills

Formatting personal and business letters:

1. Standard informal personal letters such as letters to parents, friends, social pillars.
2. Standard formal letters to Govt. Officers, superiors, utility purposes, News Paper Editors etc.
3. Standard Business Letters: Introducing and Promoting business activities, Placing an order, Cancelling an order, Reporting defects in receipt of ordered goods, Reporting delay in receipt of ordered goods, Responding to delay in supply of goods and services, Maintaining good customer relationships, Making customers give feedback to your services, Creating catalogue of your goods and services, Acknowledging services rendered by others

SECTION C

1. Resume Writing.
2. Writing of memos, notices and customer-friendly information.
3. Basic punctuation.
4. Blog writing

SECTION D

Speaking Skills

1. Using courtesy words and expressions
2. Storing standard day to day usages sentences, words and expressions in mind.
3. Creating similar new sentences
4. Using declarative, imperatives, interrogative and exclamatory sentences.

SECTION E

1. Speaking catchy phrases , proverbs and expressions
2. Differentiating confusing words
3. Making PowerPoint presentation
4. Making short speech
5. Group Discussion/ Conversation

References:

1. KK Ramchandran, et al Business Communication, Macmillan, New Delhi
2. Swati Samantaray, Business Communication and Communicative English, Sultan Chand, New Delhi.
3. S.P. Dhanavel English and Communication Skills for Students of Science and Engineering (with audio CD)
4. Computer Mediated Communication 1st Edition by Crispin Thurlow Lara Martin Lengel , Alice Tomic.

5. Collins, Patrick. *Speak with Power and Confidence*. New York: Sterling, 2009.
6. Fitikides, T. J. *Common Mistakes in English*. London: Orient Longman

Course Outcomes:

The completion of this course enables students to:

1. Identify common errors in language and rectify them.
2. Develop and expand writing skills through controlled and guided activities.
3. Develop coherence, cohesion and competence in written discourse through intelligible pronunciation.
4. Develop the ability to handle the interview process confidently and learn the subtle nuances of an effective group discourse.
5. Communicate contextually in specific and professional situations with courtesy.

(PRACTICAL)

Instructions for Practical Exam: Entire syllabus will be covered for practical.

1. Speaking Skills
2. Using courtesy words and expressions
3. Speaking catchy phrases, proverbs and expressions
4. Making PowerPoint presentation
5. Making short speech
6. Group Discussion/ Conversation

(Changed)

2023-24

DIPLOMA COURSE IN COMPUTER HARDWARE AND NETWORK MAINTENANCE

SEMESTER –II

PAPER –VI: COMMUNICATION SKILLS-II

(THEORY)

Code: DCSE-1226

L	T	P	Credits
2	0	2	4

Time: 3 Hrs.

M.M: 100

Theory Marks: 30

Practical Marks: 45

Theory Internal Assessment Marks: 10

Practical Internal Assessment Marks: 15

Instructions for the Paper Setters:-

Section A is compulsory. It will consist of Eight (08) questions of one mark each. The students will be required to attempt any Six (06). (6X1= 6 Marks)

Eight (8) questions of equal marks will be set from Section B-E, comprising 2 questions from the each above mentioned section. Candidates will be required to attempt Four (4) questions, selecting at least one question from each Section. (4X6=24 Marks)

Course Objectives:

I: To develop competence in oral and visual communication.

II: To inculcate innovative and critical thinking among the students.

III: To enable them to grasp the application of communication theories.

IV: To acquire the knowledge of latest technology related with communication skills.

V: To provide knowledge of multifarious opportunities in the field of this programme

SECTION A

Grammar: Tenses and Change of Voice

SECTION B

Reading Skills

1. Newspaper reading skills
2. Content reading through internet sources
3. Comprehension Passages

SECTION C

Listening Skills

1. Receiving voice calls
2. Attending active phone calls and responding
3. Daily news listening exercises (Audio and Video)
4. Note taking
5. Listening to native speakers conversations.

SECTION D

Common mistakes

1. How to avoid common mistakes in: Nouns, Pronouns, Adjectives, Adverbs, Prepositions, word usage, helping verbs, verbs, phrases, clauses and sentences

Foreign Words

1. Frequently used foreign words.

SECTION E

Advertisement Writing

Classified, Display, Boxed, Billboard, Online

References:

1. KK Ramchandran, et al Business Communication, Macmillan, New Delhi
2. Swati Samantaray, Business Communication and Communicative English, Sultan Chand, New Delhi.
3. S.P. Dhanavel English and Communication Skills for Students of Science and Engineering (with audio CD)
4. Computer Mediated Communication 1st Edition by Crispin Thurlow (Lara Martin Lengel , Alice Tomic.
5. Collins, Patrick. Speak with Power and Confidence. New York: Sterling, 2009.
6. Fitikides, T. J. Common Mistakes in English. London: Orient Longman.

Course Outcomes:

The completion of this course enables students to:

1. Identify common errors in language and rectify them.
2. Develop and expand writing skills through controlled and guided activities.

3. Develop coherence, cohesion and competence in oral discourse through intelligible pronunciation.
4. Develop the ability to handle the interview process confidently and learn the subtle nuances of an effective group discourse.
5. Communicate contextually in specific and professional situations with courtesy.

(PRACTICAL)

Instructions for Practical Exam: Entire syllabus will be covered for practical.

1. Receiving voice calls
2. Attending active phone calls and responding
3. Note taking
4. Listening to native speakers conversations.
5. Advertisements Writing
6. Frequently used foreign words.

(no change)
2023-25
M.SC. AG. (All Stream)
Semester-I
Technical Writing and Communication Skills
Code: *PGS-501

Time: 3 Hours

Max Marks: 100
Theory: 100
Periods per Week: 1(1+0)

Instructions for the Paper Setters:

1. The question paper will consist of Nine skill-oriented questions.
2. The first 5 questions will carry 8 marks each. There will be internal choice wherever possible. The answer should be in 50-80 words. (5X8=40 Marks)
3. There will be four essay type questions from the entire syllabus. There will be internal choice wherever possible. The answer should be in 250 words. (4X15= 60 Marks)

Course Objectives:

- I: To develop competence in written communication.
- II: To inculcate innovative and critical thinking among the students.
- III: To enable them to grasp the application of communication theories.
- IV: To acquire the knowledge of latest technology related with communication skills.
- V: To provide knowledge of multifarious opportunities in the field of this programme.

Course Contents:

1. Technical Writing- Various forms of technical writing-theses, technical papers, reviews, electronic communication etc; qualities of technical writing; parts of research communication- title page, content page, authorship, preface, introduction, review of literature, material and methods, experimental results, documentation; photographs and drawing with suitable captions; pagination; citation; writing of abstracts; précis; synopsis; editing and proof reading.
2. Communication Skills- Defining communication; types of communication- verbal and non-verbal; assertive communication: using language for effective communication; techniques of dyadic communication- message pacing and message chunking, self disclosure mirroring, expressing conversation intent; paraphrasing; vocabulary building- word roots, prefixes, Greek and Latin roots.

Recommended Books:

1. *Oxford Guide to Effective Writing and Speaking* by John Seely.
2. *The Written Word* by Vandana R Singh, Oxford University Press.

Course Outcomes:

The completion of this course enables students to:

1. Identify common errors in language and rectify them.
2. Develop and expand writing skills through controlled and guided activities.
3. Develop coherence, cohesion and competence in written discourse.
4. Communicate contextually in specific and professional situations with courtesy.

(Changed)
2023-25
SEMESTER-I
Paper –VI COMMUNICATION SKILLS IN ENGLISH
M.Sc Fashion Designing & Merchandising
Code: MCSE-1124

L	T	P	Credits
3	0	1	4

Time: 3 Hours

Max. Marks: 100
Theory Marks: 60
Practical: 15
Internal Assessment: 25

Suggested Pattern of Question Paper:

The question paper will consist of two sections.
Section A will consist of Fifteen (15) question of one mark each. The students will be required to answer any Twelve (12).
Section B will consist of Six (6) questions of eight marks each.
There will be internal choice wherever possible.

Section A

1. Narration and Change of Tenses (12X1=12 Marks)

Section B

1. Introduction, basic forms of communication, effective communication concepts 8 marks
2. Advantages and Disadvantages of Communication, Barriers of Communication 8 Marks
3. Comprehension questions of an unseen passage. 8 marks
4. Precis making of a paragraph 8 marks
5. Business letters with internal choice 8 marks
6. Article writing 8 marks

Course Objectives:

- I: To develop competence in written communication.
- II: To inculcate innovative and critical thinking among the students.
- III: To enable them to grasp the application of communication theories.
- IV: To acquire the knowledge of latest technology related with communication skills.
- V: To provide knowledge of multifarious opportunities in the field of this programme.

UNIT –I

Introduction, Basic Forms Of Communication, Effective Communication Concepts

UNIT-II

Advantages and Disadvantages of Communication, Barriers of Communication

UNIT –III

Reading Skill Reading tactics and strategies; Reading purposes–kinds of purposes and associated comprehension; Reading for direct meanings; Reading for understanding concepts, details, coherence, logical progression and meanings of phrases/ expressions.
Paraphrasing/précis writing and summary writing

UNIT IV

Writing skill Letter writing: writing styles and formatting of letters, business letters, request letters, good news and bad news letters, persuasive letters, collection letters

UNIT V

Article Writing On Issues Related To Fashion, Style And Design: how to begin, the topic sentence and the controlling idea, structure, coherence, descriptive writing techniques and critical appreciation.

Recommended Books:

- 1) Oxford Guide to Effective Writing and Speaking by John Seely.
- 2) A Course In Grammar And Composition, Foundation Books, 2006
- 3) A Course In Listening And Speaking I by V. Sasikumar etal, Foundation Books
- 4) English Phonetics and Phonology by Peter Roach, Cambridge University Press
- 5) Advanced Learner’s Dictionary(New Edition)
- 6) English Pronouncing Dictionary by Daniel Jones , Cambridge University Press

Course Outcomes:

The completion of this course enables students to:

1. Identify common errors in language and rectify them.
2. Develop and expand writing skills through controlled and guided activities.
3. Develop coherence, cohesion and competence in written discourse through intelligible pronunciation.
4. Develop the ability to handle the interview process confidently and learn the subtle nuances of an effective group discourse.
5. Communicate contextually in specific and professional situations with courtesy.

Practical (15 Marks)

1. Rapid Reading
2. Word stress
3. Reading dialogues

(no change)
2023-24
BACHELOR OF VOCATION (B.VOC.)
(SOFTWARE DEVELOPMENT)
SEMESTER-V
BVSD-354P
Lab I: Soft Skills in IT

Credit Hours(Per Week):4
Total Hours:60

Max. Marks: 50

Practical Marks: 37

Practical Internal Assessment Marks: 13

Course Objectives:

At the end of the course, the students will be able to:

1. Develop effective communication skills (spoken and written).
2. Develop effective presentation skills.
3. Become self-confident individuals by mastering inter-personal skills, team management skills, and leadership skills.
4. Develop all-round personalities with a mature outlook to function effectively in different circumstances.
5. Develop broad career plans, evaluate the employment market, identify the organizations to get good placement, match the job requirements and skill sets.

Instructions for the Practical Examination:

- 1) The students need to prepare and submit a project file on any of the topic assigned by the teacher in-charge. **(10 marks)**
- 2) The students need to give a Power Point Presentation on the topic assigned already. **(15 marks)**
- 3) The students can be asked anything from the prescribed syllabus. **(12marks)**

Course Content:

Verbal Communication: Public speaking, group discussion, presentation skills, interview skills, listening and observation skills.

Written communication: project proposals, Technical reports, grammar and vocabulary for effective technical writing, Technical resume

Personality Development: Personal grooming, Dressing for interviews, dressing for office,

leadership, group dynamics and team building, conflict management, Critical Thinking, Reflective Thinking and Decision making, problem Solving Skills and Time management

Technical etiquettes: Etiquettes in office as well as social settings, email etiquettes, telephone etiquettes.

Course Outcomes:

The completion of this course enables students to:

CO-1. Effectively communicate through verbal/oral communication and improve the listening skills.

CO-2. Demonstrate clear briefing and listening skills, not being afraid to ask for help and support when necessary.

CO-3. Write reports and technical documents.

CO-4. Actively participate in group discussion / meetings / interviews and prepare & deliver presentations.

CO-5. Become more effective in team building, conflict management, Critical Thinking, Reflective Thinking and Decision-making, problem Solving Skills and Time management.

(Changed)
2023-26
SEMESTER – I
ENGLISH (COMPULSORY)
B.A. (Gurmat)
Code: BENC-1105

L	T	P	Credits
4	0	0	4

Time: 3 Hours

Max. Marks: 100

Theory: 75

Internal Assessment: 25

Instructions for the Paper Setter and Distribution of Marks:

The question paper will consist of four sections and the distribution of marks will be as under:

Section A: 15 Marks

Section B: 20 Marks

Section C: 20 Marks

Section D: 20 Marks

Section–A

1. Twenty (20) Questions on the usage of grammar related to the prescribed units of *Murphy's English Grammar* will be set. The students will be required to attempt any **Fifteen (15)**

(15X1= 15 Marks)

Section–B

2. EIGHT (8) questions (four from each literary text) on theme, characterization, tone and style etc. will be set. The students will be required to attempt **any Five (5)** questions, choosing at least TWO from each prescribed text. The fifth question may be attempted from any prescribed text. The answer to each question should not exceed 15-20 sentences.

(5X4=20 Marks)

Section–C

3. One question with internal choice, from *Tales of Life*, will be set.

(1X8 =8 Marks)

4. One question with internal choice, from *Prose for Young Learners*, will be set.

(1X8 =8 Marks)

5. Six(6) words on vocabulary will be set from the prescribed texts. The students will be required to answer any **Four(4)**.

(4X1= 4 Marks)

Section-D

6. A question requiring the students to write a **Paragraph** on **ONE** of the **TWO** given topics.

(1X6 = 6 marks)

7. A question requiring the students to write an **APPLICATION** to the Head of an educational institution on **ONE** of the **TWO** given Topics.

(1X8=8 Marks)

8. **Eight(8)** Isolated Sentences on Translation from English to Vernacular (Punjabi/Hindi) will be set. The Students will be required to attempt any **Six(6)**.

(6X1= 6 Marks)

Course Objectives:

1. To read, interpret and write about a diverse range of texts in English.
2. To understand the prescribed texts analytically and critically.
3. To familiarise the students with the social, political, moral and cultural background of the prescribed texts.
4. To participate in the critical and cultural discourses of English.
5. To teach language and literature effectively with the support of ICT tools.
6. To become competent, committed, conscious, creative, and compassionate human beings.

Course Contents:

- 1) Stories at Sr. No. 1,2,3,5,6 from *Tales of Life*.
- 2) Essays at Sr. No. 1,2,3,5,6 from *Prose for Young Learners*.
- 3) Unit 1-25 from *Murphy's English Grammar*.

Texts Prescribed:

1. *Tales of Life* (Guru Nanak Dev University, Amritsar)
2. *Prose for Young Learners* (Guru Nanak Dev University, Amritsar)
3. *Murphy's English Grammar 4th Edition*(by Raymond Murphy) CUP

Course Outcomes:

The completion of this course enables students to:

1. appreciate the writings of various Indian and foreign story and prose writers and relate them to their socio-cultural milieu.
2. comprehend the meaning of texts and answer questions related to situations, episodes, themes and characters depicted in them.
3. understand fundamental grammatical rules governing tenses and make correct usage in their language.
4. write paragraphs on any given topic.

(Changed)
2023-26
SEMESTER – II
ENGLISH (COMPULSORY)
B.A. (Gurmat)
Code: BENC-1205

L	T	P	Credits
4	0	0	4

Time: 3 Hours

Max. Marks: 100
Theory: 75
Internal Assessment: 25

Instructions for the Paper Setter and Distribution of Marks:

The question paper will consist of four sections and the distribution of marks will be as under:

Section A: 15 Marks

Section B: 20 Marks

Section C: 20 Marks

Section D: 20 Marks

Section–A

- 1. Twenty (20) Questions** on the usage of grammar related to the prescribed units of *Murphy's English Grammar* will be set. The students will be required to attempt any **Fifteen(15)**.

(15X1= 15 Marks)

Section–B

- 2. EIGHT (8) questions** (four from each literary text) on theme, characterization, tone and style etc. will be set. The students will be required to attempt **any Five** questions, choosing at least **TWO** from each prescribed text. The fifth question may be attempted from any prescribed text. The answer to each question should not exceed 15-20 sentences.

(5X4=20 Marks)

Section–C

- 3. One** question with internal choice, from *Tales of Life*, will be set.

(1X8 =8 Marks)

- 4. One** question with internal choice, from *Prose for Young Learners*, will be set.

(1X8 =8 Marks)

- 5. Six(6) words** on vocabulary will be set from the prescribed texts. The students will be

required to answer any **Four(4)**.

(4X1= 4 Marks)

Section-D

6. The students will be required to answer **Six** questions from the **Comprehension Passage** set from the book *Prose for Young Learners*.

(6X1=6 Marks)

7. The students will be required to write an **Official Letter** on any **ONE** of the **TWO** given topics.

(1X8= 8 Marks)

8. The students will be required to write an **e-mail** on any **ONE** out of the **TWO** Topics.

(1X6= 6 Marks)

Course Objectives:

1. To read, interpret and write about a diverse range of texts in English.
2. To understand the prescribed texts analytically and critically.
3. To familiarise the students with the social, political, moral and cultural background of the prescribed texts.
4. To participate in the critical and cultural discourses of English.
5. To teach language and literature effectively with the support of ICT tools.
6. To become competent, committed, conscious, creative, and compassionate human beings.

Course Contents

- 1) Stories at Sr.No.7, 9,10,11,12 from *Tales of Life*.
- 2) Essays at Sr.No.7, 8, 9, 10,11 from *Prose for Young Learners*.
- 3) Unit 26-48 from *Murphy's English Grammar*.

Texts Prescribed:

1. *Tales of Life* (Guru Nanak Dev University, Amritsar)
2. *Prose for Young Learners* (Guru Nanak Dev University, Amritsar)
3. *Murphy's English Grammar 4th Edition* (by Raymond Murphy) CUP

Course Outcomes:

The completion of this course enables students to:

1. appreciate the writings of various Indian and foreign story and prose writers and relate them to their socio-cultural milieu.
2. comprehend the meaning of texts and answer questions related to situations, episodes, themes and characters depicted in them.
3. make correct usage of tenses, articles and nouns.
4. enrich their vocabulary and use new words in their spoken and written language.
5. write personal letters to their family and friends on various issues.