NGM College

Vision

Our dream is to make the college an institution of excellence at the national level by imparting quality education of global standards to make students academically superior, socially committed, ethically strong, spiritually evolved and culturally rich citizens to contribute to the holistic development of the self and society.

Mission

Training students to become role models in academic arena by strengthening infrastructure, upgrading curriculum, developing faculty, augmenting extension services and imparting quality education through an enlightened management and committed faculty who ensure knowledge transfer, instill research aptitude and infuse ethical and cultural values to transform students into disciplined citizens in order to improve quality of life.

Department of English

Vision

The department of English envisages developing the students' proficiency in Communicative English, to transform it into competency in using the academic and professional purposes and to make the students acquire confidence in their ability to read books which provide them with psychological, social, aesthetic and ethical aspects of life and profession.

Mission

To harness the enthusiasm for literature and language to impact professional skills and to prepare for a range of careers.

B.A. – ENGLISH LITERATURE (AIDED & SELF – FINANCING DEGREE COURSES)

I & IV SEMESTERS: SCHEME OF EXAMINATIONS

(FOR THE CANDIDATES ADMITTED FOR THE ACADEMIC YEAR 2020 -2023)

B.A English Literature

Scheme of Examination

			I SEMESTE	R				
Part	Subject	TITLE	Duration		Exam	ination		Credits
	Code		in hours per week	HOURS	CIA	ESE	TOTAL	
Ι	20UTL101	Tamil Paper – I	6	3	30	70	100	3
II	20UEN101	Communication Skills – I	5	3	30	70	100	3
		CORE PAPERS:						
III	20UEL101	Fiction	5	3	30	70	100	4
III	20UEL102	Poetry – I	5	3	30	70	100	4
		ALLIED:						
III	20UEL1A1	Social History of England	7	3	30	70	100	4
IV	20HEC101	Value Education: Yoga For Physical & Mental Well Being Paper - 1 : Personal Values	1	2	25	25	50	1
IV	20UHR101	Human Rights	1	2		50	50	2
V		Extension Activity (NSS, NCC, SPORTS)						

	II SEMESTER							
Ι	20UTL202	Tamil Paper – II	70	100	3			
II	20UEN202	Communication Skills – II	5	3	30	70	100	3
		CORE PAPERS:						
III	20UEL203	Prose	5	3	30	70	100	4
III	20UEL204	Poetry – II	5	3	30	70	100	4
		ALLIED:						
III	20UEL2A2	History of English Literature	6	3	30	70	100	4
IV	20EVS201	Environmental Studies	2	2		50	50	2
IV	20HEC202	Value Education: Yoga For	1	2	25	25	50	1
		Physical & Mental Well						
		Being Paper - II : Family						
		Values						
V		Extension Activity (NSS,						
		NCC,						

			III SEMES	TER				
Part	Subject	TITLE	Duration		Exam	ination		Credits
	Code		in hours	HOURS	CIA	ESE	TOTAL	
			per week					
Ι	20UTL303	Tamil Paper – III	6	3	30	70	100	3
II	20UEN303	Communication Skills – III	6	3	30	70	100	3
		CORE PAPERS:						
III	20UEL305	Drama – I	5	3	30	70	100	4
III	20UEL306	Croative Writing	5	3	30	70	100	4
111	200EL300	Creative Writing	5	3	50	70	100	4
		ALLIED:						
III	20UEL3A3	Literary Forms	7	3	30	70	100	4
IV	20HEC303	Value Education: Yoga For	1	2	25	25	50	1
		Physical & Mental Well						
		Being Paper-1 :						
		Professional Values						
IV	20UEL3N1	Non-Major Elective Paper -						
		I Visual Communication	1	2		50	50	2
	20UEL3N2	Non-Major Elective Paper -	1	2		50	50	
		II						
		Creative Writing						
V		Extension Activity (NSS,						
		NCC, SPORTS)						

			IV SEMES	ΓER				
Ι	20UTL404	Tamil Paper – IV	6	3	30	70	100	3
II	20UEN404	Communication Skills – IV	5	3	30	70	100	3
		CORE PAPERS:						
III	20UEL407	Drama – II	5	3	30	70	100	4
III	20UEL408	Children's Literature	5	3	30	70	100	4
		ALLIED:						
III	20UEL4A4	History of English Language and Phonetics	7	3	30	70	100	4
IV	20HEC404	Value Education: Yoga for Physical & Mental Well Being Paper-IV : Social Values	1	2	25	25	50	1
IV	20UEL4N3 20UEL4N4	Non-Major Elective Paper-II English For International Examinations Non-Major Elective Paper-II Corporate English	1	2		50	50	2
		Extension Activity						

V	20UNC401/	NSS	 	50	 50	1
	20UNS402/	NCC				
	20USG403	SPORTS				
		Value added Courses				
	20UELV01/	Fluency in English	 	50	 50	1
	20UELV02	Emotive English				

Bloom's Taxonomy Based Assessment Pattern

K1-Remember; K2- Understanding; K3- Apply; K4-Analyze; K5- Evaluate

1. Theory: 70 Marks (i)Test- I & II and ESE:

	Marks	Description	Total
A(Answer all)	10x01=10	MCQ/Define	
B (Either or pattern)	05x04=20	Short Answers	70
C (Answer 4 out of 6)	04x10=40	Descriptive/ Detailed	
E	3 (Either or pattern)	B (Either or pattern) 05x04=20 C (Answer 4 out of 6) 04x10=40	B (Either or pattern)05x04=20Short AnswersC (Answer 4 out of 6)04x10=40Descriptive/ Detailed

2. Theory: 50 Marks

Knowledge Level	Section	Marks	Description	Total
K1	A(Answer all)	10x01=10	MCQ/Define	
K2	B (Either or pattern)	05x03=15	Short Answers	50
K3& K4	C (Answer 5 out of 7)	05x05=25	Descriptive/ Detailed	

Components of Continuous Assessment

Components		Calculation	CIA Total	
Test 1	70			
Test 2	70			
Assignment/Seminar	20	210	30	
Seminar/Tutorial	20	<u>210</u> 7		
Knowledge Enhancement	20	/		
Information Acquisition	10			
Total	210			

Programme Outcomes

PO1. To qualify the students to meet the needs of the region and to have an edge to compete globally.

PO2. To provide the students with critical faculties necessary in academic environment, on the job, in a complex interdependent world.

Programme Specific Outcomes

- **PSO1** To develop communicative competency for academic & professional purpose.
- **PSO2** To expose the various genres of literature through social, historical, psychological, cultural and contextual background.
- **PSO3** To introduce learners to the knowledge of literacy criticism & theories to build the ability to analyze the issues critically.
- **PSO4** To create interest in crossing borders between languages, cultures and national literatures, through translated works.
- **PS05** To complement and reflect on the social needs.

Programme code:	BA	Programme Title :	Bachelor of A (ENGLISH)	rts
Course Code:	20UEL101	Title	Batch :	2020-23
		Group-A-Core-1-Fiction	Semester	Ι
Hrs/Week:	5		Credits:	04

Course Objective To develop the skill to aesthetically appreciate literature

Course Outcomes (CO)

K1								
K2	CO2	To understand the culture, aesthetics, values of the text and t	0					
		comprehend different narrative techniques	comprehend different narrative techniques					
K3	CO3	To apply different criticisms and theories in the prescribed fi	ction					
K4	CO4	To analyze texts using different literary tools: Allegory, satire	2					
Unit-1			13 Hrs					
		efoe-Robinson Crusoe mollett-The Adventures of Perigrine Pickle						
Unit-2			13 Hrs					
	Charles I	Dickens-Oliver Twist						
	Thomas	Hardy-Mayor of Casterbridge						
Unit-3			13 Hrs					
		Bronte: Jane Eyre ten: Pride and Prejudice						
Unit-4			13 Hrs					

George Orwell-Animal Farm Kingsley Amis-Lucky Jim (Internals only)

Unit-5

13 Hrs

J. K. Rowling-Harry Potter & the Philosopher's Stone Zadie Smith-White Teeth (Internals only) *Italicized text is for self study

Total

65 Hrs

Practical Application:

Attempt writing a short story

Power point Presentations, Seminar ,Quiz, Assignment

Books for Study:

- Defoe, Daniel. *Robinson Crusoe*, New Delhi: Macmillan, 2009.Print.
- Smollett, Tobias. *The Adventures of Perigrine Pickle*, Handpress Publishing, 2013.Print.
- Dickens, Charles. Oliver Twist. New Delhi: Macmillan, 2007. Print.
- Hardy, Thomas. *Mayor of Casterbridge.* New Delhi: Rupa Publications, 2000. Print.
- Bronte, Charlotte. Jane Eyre. New Delhi: Macmillan, 1996. Print.
- Austen, Jane. Pride and Prejudice. New Delhi: Macmillan, 1995. Print.
- Orwell, George. Animal Farm. Chennai: Macmillan, 2008. Print
- Amis, Kingsley. Lucky Jim. New Delhi: Penguin Classics, 2008. Print.
- Rowling, Joanne. *Harry Potter & the Philosopher's Stone*. UK: Bloomsbury Press, 2001. Print.
- Smith,Zadie. White Teeth. New Delhi: Penguin Classics, 2000.Print.

Books for Reference:

- Gilbert, Sandra, Susan Gubart. *The Mad Woman in the Attic*. London: Yale University Press, 1979. Print
- Allen, W. *The English Novel*. Harmondsworth: Pelican Books, 1954. Print
- Hudson. W.H. *An Outline History of English Literature*. New Delhi: Macmillan, 1999. Print

PSO CO	PSO1	PSO2	PSO3	PSO4	PSO5
C01	Н	Н	М	Н	Н
CO2	Н	М	Н	Н	Н
CO3	М	Н	Н	М	М
CO4	М	Н	Н	L	Н

Mapping

H-High; M-Medium; L-Low

Course Designed by	Verified by HoD	Checked by	Approved by
Name and Signature	Name and Signature	CDC	COE
Name: G.	Name:Dr.	Name: Mr. K.	Name: R.
Devikapagam &	S.Muthukumaravel	Srinivasan	Muthukumaran
Koteeswaran			
Signature:	Signature:	Signature:	Signature:

Programme code:	BA	Programme Title :	Bachelor of A (ENGLISH)	rts
Course Code:	20UEL102	Title	Batch :	2020-23
		Group-A-Core-2-Poetry I	Semester	Ι
Hrs/Week:	5		Credits:	04

Course Objective

To improve the aesthetic sense of the students to appreciate the unique poetic expressions of different periods

Course Outcomes (CO)

K1	C01	To recollect the poets of different ages and their works
K2	CO2	To understand the social background of the corresponding age.
КЗ	CO3	To apply different rhyme scheme, and poetic devices.
K4	CO4	To analyze and interpret aesthetically.

13 Hrs

13 Hrs

13 Hrs

Unit-1- Elizabethan Poets

- 1. Wyatt: I Find no Peace
- 2. Surrey: My Friend the Things do Attain
- 3. Spenser: One Day I Wrote Her Name
- 4. Ben Jonson: Song to Celia

Unit-2- Metaphysical Poets

- 5. John Donne: The Bait
- 6. Andrew Marvel: To his Coy Mistress
- 7. George Herbert: Virtue
- 8. Henry Vaughan: Friends Departed

Unit-3- 17th Century Poets

- 9. John Milton: How Soon Hath Time
- 10. Alexander Pope: A Little Learning
- 11. Jonathan Swift: Critics
- 12. John Dryden: A Song For St.Cecilia's Day

Unit-4-Pre-Romantic Poets	13 Hrs
13. Thomas Gray: Elegy written in a Country Churchyard	
14. William Blake: A Poison Tree	
15. Robert Burns: A Red Red Rose	
16. Collins: Fidele	
Unit-5- Romantic Poets	13 Hrs
17. Wordsworth: Lines Composed Upon Westminster's Bridge	
18. Samuel Taylor Coleridge: Kubla Khan	
19. Percy Bysshe Shelley: Ode to a West Wind	
20. John Keats: Ode on a Grecian Urn	
* <i>Italicized</i> works are for self study	
Total	65 Hrs
Practical Application:	

Attempt Writing a Poem (Short Poem of 10 Lines)

 Power point Presentations, Seminar ,Quiz, Assignment

Books for Study:

- *Whispering Reeds: An Anthology of English Poetry*. London: Oxford UP, 1999. Print.
- Green, Robert. *The Winged Word*. New Delhi: laxmi Publication. 2015. Print.

Books for Reference:

- Greene, David. *Poetry Down the ages*. New Delhi: Orient Black Swan, 2008.Print.
- Beck, Dr.Isabel L.et al. *Introduction to Literature*. New Delhi: Holt, Reinhart & Winston, 1991. Print.
- Babusch, Roger et al. *Literature*. Silver Level: Prentice Hall, 1991. Print.
- Farell, Demund.J. et al. *Patterns in Literature*. 7th ed. Scott Foresman, 1987. Print.

PS0 C0	PS01	PSO2	PSO3	PSO4	PSO5
C01	Н	Н	М	Н	Н
CO2	Н	М	Н	Н	Н
CO3	М	Н	Н	М	М
CO4	М	Н	Н	L	Н

Mapping

Course Designed by	Verified by HoD	Checked by	Approved by
Name and	Name and Signature	CDC	COE
Signature			

Name: Dr. S. Muthukumaravel & Dr. Suja Mathew	Name:Dr. S.Muthukumaravel	Name: Mr. K. Srinivasan	Name:Dr.R.Muthukumaran
Signature:	Signature:	Signature:	Signature:

Programme code:	BA	Programme Title :	Bachelor of A (ENGLISH)	rts
Course Code:	20AEL1A1	Title	Batch :	2020-23
		Group-B Allied I Social	Semester	Ι
Hrs/Week:	7	History of England	Credits:	05

Course Objective

• To enable the students to have knowledge of Social History **Course Outcomes (CO)**

K1	C01	To recollect the History, politics and reforms of England
K2	CO2	To comprehend the cause and effects of revolutions and wars of England
КЗ	CO3	To apply the comprehensive knowledge and to interpret historical events
		in comparison with events of the modern world
K4	CO4	To analyze various literary movements

Unit-1	18 Hrs
The Renaissance	
The Reformation	
The Dissolution of the Monasteries	
The religion of England	
The Tudor Navy and the Armada	
Unit-2	18 Hrs
The Elizabethan Theatre	
The East Indian Company	
Colonial Expansion	
The Civil War and its Social Consequence	
Puritanism	
Restoration England	
Unit-3	18 Hrs
The origin and the growth of political parties in England	
Age of Queen Anne	

Coffee-house life in London	
The Union of Scotland and England	
The Agrarian revolution	
The Industrial revolution	
Unit-4	18 Hrs
The Methodist movement	
The War of American Independence	
England and Ireland	
Effects on the French revolution	
The Reform Bills	
Unit-5	18 Hrs
The Victorian Age	
Development of Education in the Victorian England	
Means of Transport and Communication	
The World War and Social Security	
Trade Unionism in England	
*Italiaized topics and for colf study	

Italicized* topics are for self study **Total

91 Hrs

Power point Presentations, Group discussions, Seminar ,Quiz, Assignment

Text Books:

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• Xavier.A.G. *An Introduction to the Social History of England*. New Dehi: Macmillan, 1998.Print.

Reference Books

- 1. Viswanathan. S. Social History of England. Chennai: Printers & Publishers, 2007. Print.
- 2. Thailambal. *Social History of England*. Udumalpet: Ennes Publications, 1998. Print.
- 3. Trevelyn.G.M. *English Social History*. New Delhi: Orient Longman, 1942. Print.

Mapping

PS0 C0	PSO1	PSO2	PSO3	PSO4	PSO5
C01	Н	Н	Н	Н	Н
CO2	Н	Н	М	М	М
CO3	Н	Н	М	Н	Н
CO4	Н	Н	М	Н	Н

Course Designed by	Verified by HoD	Checked by	Approved by
Name and	Name and Signature	CDC	COE
Signature			
Name:Dr. A.	Name:Dr.	Name: Mr. K.	Name:
Srividya & T.V. Sri	S.Muthukumaravel	Srinivasan	Dr.R.Muthukumaran
Vaishnavi Devi			
	Signature:	Signature:	Signature:
Signature:			

Programme Code:	BA	Programme Title :	Bachelor of A (ENGLISH)	rts
Course Code:	20UEL203	Title	Batch :	2020-23
		Group-A-Core III-Prose	Semester	II
Hrs/Week:	5		Credits:	04

Course Objective

- To focus attention on the stylistic nuances and develop the writing skills of the learners
- To broaden a student's intercultural reading experience

Course Outcomes (CO)

K1	CO1	To remember ages, authors and the concepts involved		
K2	CO2	Γο understand literature as an expression of human values with in		
		historical and social context		
КЗ	CO3	To apply a working knowledge of the characteristics of various literary		
		genres		
K4	CO4	To analyze how the texts function across the range of contexts and		
		cultures		

UNIT 1

Introduction to Prose

UNIT 2

Analytical skill-Thematic Analysis

13 Hrs

13 Hrs

i) ii) iii) iv) v)	Of Travel- Francis Bacon Ladies' Headdress- Joseph Addison The Man In Black- Oliver Goldsmith Oxford In Vacation- Charles Lamb Description of a Queer Doctor- Daniel Defoe	
UNIT 3		13 Hrs
Analytical	Skills-Thematic Nuances	
i) ii) iii) iv)	English Snobbery- Aldoux Huxley Defense of Nonsense- G.K. Chesterton In Praise of Mistake-Robert Hynd Lectures- J.B. Priestly	
UNIT 4		13 Hrs
Point of A	Analysis	
ii) Li	he Lord of Life- E.V Lucas iterature- Thomas De Quincey ersonal Style- J.S. Symonds	
UNIT 5		13 Hrs
Gulliver's	Travels (Part I & II)	
*Italicized	l topics for self study	
Total		65 Hrs

Practical Application:

Attempt writing a prose piece on a topic of your choice.

Power point Presentations, Group discussions, Seminar ,Quiz, Assignment

Books for Study:

- *Francis Bacon.* Ed. Dr.S.Kandaswamy. New Delhi: Emerald Publications,1996.Print
- A Galaxy of English Essayists . Chennai: Trinity Press, 1986 . Print
- Swift, Jonathan. Gulliver's Travels. New Delhi: Macmillan, 2008.
- Cumberlege.G.F.J (ed). Several Essays .2nd Ed. London: OUP, 1997. Print.

Books for Reference:

- Beck,Dr.Isabel L.et al.*Introduction to Literature*. NewDelhi:Holt,Rinehart& Winston,1991. Print.
- Babuch,Roger .et al. *Literature*. Silver Level: Prentice Hall, 1991. Print.
- Farell, Demund. J. et al. *Patterns in Literature*. 7thed. Scott Foresman, 1987. Print

Mapping

PS0 C0	PSO1	PSO2	PSO3	PSO4	PSO5
C01	Н	Н	М	Н	Н
CO2	Н	М	Н	Н	Н
CO3	М	Н	Н	М	М
CO4	М	Н	Н	L	Н

H-High; M-Medium; L-Low

Course Designed by	Verified by HoD	Checked by	Approved by
Name and Signature	Name and Signature	CDC	COE
Name: Dr. Suja Mathew & K. Mohan Kumar	Name:Dr. S.Muthukumaravel	Name: Mr. K. Srinivasan	Name: Dr.R.Muthukuma ran
Signature:	Signature:	Signature:	Signature:

Programme code:	BA	Programme Title :	Bachelor of A (ENGLISH)	rts
Course Code:	20UEL204	Title	Batch :	2020-23
		Group-A-Core4-Poetry II	Semester	II
Hrs/Week:	5		Credits:	05

Course Objective

To improve the aesthetic sense of the students to appreciate the unique poetic expressions of different periods

Course Outcomes (CO)

K1	C01	To recollect, different poets, poems, ages and themes
K2	CO2	To understand the different types of poetry
КЗ	CO3	To apply the knowledge earned while appreciating and creating poems
K4	CO4	To analyze the strategies and interpret their effective use

13 Hrs

13 Hrs

13 Hrs

Unit-1

Victorian Poets

- 1. Alfred Lord Tennyson- Lotus Eaters
- 2. Robert Browning- Two in the Campagna
- 3. Mathew Arnold- A Wish

Unit-2

19th Century poets

- 1. Gerald Manley Hopkins-Felix Randal
- 2. Robert Bridges- Nightingales

Unit-3

Georgian Poets

	1. John Drinkwater- Vagabond	
	 Walter De La Mare- Arabia and Napoleon John Masefield-Cargoes 	
Unit-4		13 Hrs
20 th Cent	ury Poets	
	W. B. Yeats- Second Coming T. S. Eliot- Prelude	
Unit-5		13 Hrs
20th Cen	tury - Modern Poets	
2. W 3. Ce	<i>H. Auden- Unknown Citizen</i> ilfred Owen - Strange Meeting cil Day Lewis- The Poet ouis MacNeice - Prayer before Birth	
*Italicize	d works are for self study	

Total

Practical Application:

Try writing a 'Haiku' or a sonnet

Power point Presentations, Group discussions, Seminar ,Quiz, Assignment,

Books for Study:

• *Whispering Reeds: An Anthology of English Poetry*. London: Oxford UP, 1999. Print.

65 Hrs

• Green, Robert. *The Winged Word*. New Delhi: laxmi Publication.2015. Print.

Books for Reference:

- Greene, David. *Poetry Down the ages*. New Delhi: Orient Black Swan, 2008.Print.
- Beck, Dr. Isabel L.et al. *Introduction to Literature*. New Delhi: Holt, Reinhart & Winston, 1991. Print.
- Babusch, Roger et al. *Literature*. Silver Level: Prentice Hall, 1991. Print.
- Farell, Demund.J. et al. *Patterns in Literature*. 7th ed. Scott Foresman, 1987. Print.

PS0 C0	PSO1	PSO2	PSO3	PSO4	PSO5
C01	Н	Н	М	Н	Н
CO2	Н	М	Н	Н	Н
CO3	М	Н	Н	М	М
CO4	М	Н	Н	L	Н

Mapping

Course Designed by	Verified by HoD	Checked by	Approved by
Name and Signature	Name and Signature	CDC	COE
Name:Dr. Suja Mathew & K. Mohan Kumar	Name:Dr. S.Muthukumaravel	Name: Mr. K. Srinivasan	Name:Dr.R.Muthukumaran
Signature:	Signature:	Signature:	Signature:

Programme code:	BA	Programme Title :	Bachelor of A (ENGLISH)	rts
Course Code:	20UEL2A2	Title	Batch :	2020-2023
		Group-B- Allied IV History	Semester	II
Hrs/Week:	6	of English literature	Credits:	05

Course Objective

To make the students have a comprehensive understanding of the growth and development of English Literature.

Course Outcomes (CO)

K1	C01	To keep in mind the background of English literature
K2	CO2	To get a picture of the English literature and society in all its dimensions
К3	CO3	To apply the gained knowledge in a confident and competent way while encountering literature related jobs and examination
K4	CO4	To analyze and interpret various literary genres and appreciate literature

Unit-1	16 Hrs
Pre-Chaucerian Period (500-1340)	
Unit-2	16 Hrs
The Age of Chaucer (1340-1400)	
From Chaucer to Tottel's Miscellany (1400-1557)	
Unit-3	16 Hrs
The Age of Shakespeare (1557-1625)	

The Age of Milton (1625-1660) The Age of Dryden (1660-1700)	
Unit-4	16 Hrs
The Age of Pope (1700-1745)	
The Age of Johnson (1745-1798)	
The Age of Wordsworth (1798-1832)	
Unit-5	14 Hrs
The Age of Tennyson (1832-1887)	
The Age of Hardy (1887-1928)	
The Present Age (1830-1855)	
* <i>Italicized</i> topic is for self study	
Total	78 Hrs
Power point Presentations, Group discussions, Ser	ninar ,Quiz, Assignment,

Text Books:

• Hudson. W.H. *An Outline History of English Literature*. New Delhi: Macmillam, 1999. Print.

Reference Books:

- Compton, Arthur, Rickett. *A History of English Literature* .New Delhi: UBS Publishers and Distributors Ltd, 1997. Print.
- Albert, Edward. History of English Literature. Delhi: Orient Longman, 1985. Print.
- Kannammal.S. & Sagunthala M, History of English Literature.
- Cazamian, Legouis. *History of English Literature*. New Delhi: Macmillan, 1926. Print.
- Ramachandra Nair K.R. *Essays on the History of Literature*. New Delhi: Emerald Publishers, 2008. Print.
- Hudson, William Henry. *An Outline History of English Literature*. Calcutta: B.I. Publications Ltd., 1961. Print.

PS0 C0	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	Н	Н	Н	Н	Н
CO2	М	Н	Н	Н	Н

Mapping

CO3	Н	Н	М	Н	М
CO4	М	Н	Н	Н	М

H-High; M-Medium; L-Low

Course Designed by	Verified by HoD	Checked by	Approved by
Name and Signature	Name and Signature	CDC	COE
Name: Dr. A.	Name:Dr.	Name: Mr. K.	Name:
Srividya & T. V. Sri Vaishnavi Devi	S.Muthukumaravel	Srinivasan	Dr.R.Muthukumaran
Signature:	Signature:	Signature:	Signature:

Programme code:	BA	Programme Title :Bachelor of Arts (ENGLISH)		ts
Course Code:	20UEL305	Title	Batch :	2020 - 2023
		Group-A- Core-5 Drama - I	Semester	III
Hrs/Week:	5		Credits:	04

Course Objective

To appreciate the dynamics of Drama as a performing art **Course Outcomes (CO)**

K1	C01	To enable the students remember various theatres, characters,
		background and style, age and its reflection
K2	CO2	To figure out and understand the dynamics of drama as a performing art
КЗ	CO3	To apply all learned theatre techniques and perform them on stage
K4	CO4	To appreciate theatre aesthetics and analyze them

Unit-1	13 Hrs
Unit-2	13 Hrs
Dr. Faustus – Christopher Marlowe	
Unit-3	13 Hrs

Introduction to English Drama and Critical Analysis

- Types of Drama
- Elements of Drama
- Plot, Structure, technique, language

All for Love – Dryden

Unit-4	13 Hrs
Rivals – Sheridan	
Unit-5	13 Hrs
Volpone – Ben Jonson Total * <i>Italicized</i> topics are for self study Practical Application:	65 Hrs
Write a one-act play on any modern issue and enact it.	
Power point Presentations, enactment of plays, Quiz	

Text Books

- Marlowe, Christopher. Dr. Faustus. New Delhi: Emerald, 1998. Print
- Dryden, John. All for love. Calcutta: Macmilan, 1997. Print.
- Sheridan. *Rivals*. Calcutta: Emerald, 1997. Print.
- Jonson, Ben. Volpone. Calcutta: Emerald, 1997. Print.

Reference Books

- Williams, Raymond. Drama from Ibsen to Brecht. Delhi: Penguin Books. 1987.
- Styan. J.L. *The Dramatic Experience*. London: CUP. 1988.
- Prasad, Brijadish. *Background to the study of English Literature*. Chennai: Macmillan, 1999. Print.
- Axton & Williams .Ed. English Drama: Forms & development. Cambridge UP, 1977.
 Print.
- Brooks, Cleanth, Robert B. Heilman. Understanding Drama. HOH London: Rhinehart& Winston, 1945. Print.
- Elements of Literature Second Course HOH, Rhinehart& Winston, 1993. Print.

Mapping

Gascoigne, Bamber. Twentieth-Century Drama. London: Hutchinson University

Library, 1974. Print.

PS0 C0	PSO1	PSO2	PSO3	PSO4	PSO5
C01	Н	Н	М	М	Н
CO2	Н	М	Н	М	Н
CO3	Н	Н	М	М	Н
CO4	Н	Н	М	М	Н

H-High; M-Medium; L-Low

•

Course Designed by	Verified by HoD	Checked by	Approved by
Name and Signature	Name and Signature	CDC	COE
Name:Dr. G. Suja Mathew & Greeshma Vijay	Name:Dr. S.Muthukumaravel	Name: Mr. K. Srinivasan	Name:Dr.R.Muthukumaran
Signature: Signature:	Signature:	Signature:	Signature:

Programme code:	BA	Programme Title : Bachelor of Arts (ENGLISH)		rts
Course Code:	20UEL306	Title	Batch :	2020-2023
		Group-A- Core-6 Creative	Semester	III
Hrs/Week:	5	Writing	Credits:	04

Course Objective

To analyze and appreciate the writing Skills

Course Outcomes (CO)

K1	C01	To teach the fundamentals of writing
K2	CO2	To enable the students think, produce and appreciate literature on their
		own
КЗ	CO3	To provide the students the tools for self-expression in this medium
K4	CO4	To give the students, means of expressing themselves creatively in
		stimulated academic setting

UNIT 1

Introduction to Creative Writing

Definitions-Parameters-Goals-Perspectives-Contexts

13 Hrs

UNIT 2	13 Hrs
Poetic Organism	
Style & Structure-Poetic Devices-Creation and Imagination-21st Century Poe	tic Styles
UNIT 3	13 Hrs
The Touch of Fabula	
Plot-Setting-Narration-Character	
Case Study 1:Haruki Murakami-Case Study 2:Paul Auster	
Unit 4	13 Hrs
Faction	
Food Narratives, Travel Talks, Lifestyle, News& Reviews, Prompt Writing an Writing, Advertisements	d Content
UNIT 5	13 Hrs
Digital Creativity	
Blogging, Photography & Videography, Youtubing, Hypersimulation	
Total	65 Hrs
Power point Presentations, Group discussions, Seminar ,Quiz, Assignment	

Text Books:

- King, Stephen. On Writing: A Memoir of the Craft. Hodder Paperbacks. 2012. Print.
- Guin, Ursula Le. *Steering the Craft: Exercises and Discussions on Story Writing for the Lone Navigator or the Mutinous Crew.* The Eighth Mountain Press. 1998. Print.
- Strunk, William. The Elements of Style. Longman. 2008. Print.
- Mills, Paul. The Routledge Creative Writing Coursebook. Routledge. 2005. Print.
- Electronic Sources: <u>https://www.theparisreview.org/interviews</u>

Reference Books:

- Bell Arthur, Thomas Klammar*ThePractisingWriter*, Houghton Mifflin Company Massachusets 1983.
- Kirszner and Mandell*Writing : A college Rhetoric,* Holt Rhinehart and Winston New York 1985.
- Sebranek Patrick *Write for College A Student handbook*, Houghton Mifflin Company Massachusets 1997.

Mapping

PSO CO	PSO1	PSO2	PSO3	PSO4	PSO5
C01	Н	Н	Н	Н	Н
CO2	Н	Н	Н	Н	Н
CO3	Н	Н	Н	М	М
CO4	Н	Н	Н	L	Н

H-High; M-Medium; L-Low

Course Designed by	Verified by HoD	Checked by	Approved by
Name and	Name and Signature	CDC	COE
Signature			
Name:Dr. S.	Name:Dr.S.Muthukumaravel	Name: Mr. K.	Name:Dr.R.Muthukumara
Muthukumaravel		Srinivasan	n
& Dr. G. Suja			
Mathew			
Signature:	Signature:	Signature:	Signature:

Programme code:	BA	Programme Title :	Bachelor of Arts (ENGLISH)	
Course Code:	20AEL303	Title	Batch :	2020-23
		Group-B Allied I Literary	Semester	III
Hrs/Week:	7	Forms	Credits:	05

Course Objective

- To enable the students have knowledge of literary forms
- To sensitize the students to diachronic and synchronic study of literature

Course Outcomes (CO)

K1	C01	To remember and recollect structures and patterns of different forms of
		literature
K2	CO2	To understand literary forms as the backbone of literary writings
K3	CO3	To apply the forms and structure into their writings
K4	CO4	To analyze and interpret various literary forms in a different perspective

1. Subjective and Objective Poetry

2. Poetical Types:

	1. The Lyric	5. The Idyll	
	2. The Ode	6. The Epic	
	3. The Sonnet	7. The Ballad	
	4. The Elegy	8. The Satire	
3. Star	nza <u>Forms</u> :		
	1. The Heroic Couplet		
	2. The Terza-Rima		
	3. The Chaucerian Stanza	or Rhyme Royal	
	4. The Ottava Rima		
	5. The Spensarian Stanza		
Unit-2	-		18 Hrs
1. The	Dramatic Art		
2. Dra	matic Types		
	1. Tragedy and comedy		
	2. Tragi-Comedy		
	3. Farce and Melodrama		
	4. The Masque		
	5. The One-Act Play		
	6. The Dramatic Monologu	18	
3. Dra	matic Devices		
	1. Dramatic Irony		
	2. Soliloquy and aside		
	3. Expectation and Sur	prise	
	4. Stage Directions		
Unit-3			18 Hrs
i)	The Novel		101115
ii)	The Short story		
11)	The Short Story		
Unit-4		,	18 Hrs
i)	Biography and Autobiograp	ony	40.11
Unit-5	F		18 Hrs
i)	Essays		
ii)	Criticism		
	a) Function		
	b) Classical and Romantic		
	c) Criticism and Literature		
	d) Qualification of a Critic	~	
	e) Brief History of Criticisi	11	
*Italicized t	copics are for self study		
Total	opres are for sen study		91 Hrs
	application:		/ ± 1110
		of humour/pathes/irony	
Describe a	person/place/incident with sense	or numour/patios/frony	

Power point Presentations, Group discussions, Seminar ,Quiz, Assignment

Books for Study:

• Prasad, B. *A Background to the Study of English literature*. Chennai: Macmillan, 2005.Print.

Books for Reference:

- Blamires, Harry. *20th Century English Literature*. New Delhi: Macmillan ,1986.Print.
- Hudson.W.H. *An Introduction to the study of Literature*. Delhi: Macmillan,1998.Print.

Mapping

PSO CO	PSO1	PSO2	PSO3	PSO4	PSO5
C01	Н	Н	М	Н	Н
CO2	Н	М	Н	Н	Н
CO3	М	Н	Н	М	М
CO4	М	Н	Н	L	Н

H-High; M-Medium; L-Low

Course Designed by	Verified by HoD	Checked by	Approved by
Name and	Name and Signature	CDC	COE
Signature			
Name:Dr. S.	Name:Dr.	Name: Mr. K.	Name:Dr.R.Muthukum
Mariammal & K.	S.Muthukumaravel	Srinivasan	aran
Mohankumar			
Signature:	Signature:	Signature:	Signature:

Programme code:	BA	Programme Title : Bachelor of Arts (ENGLISH)		rts
Course Code:	20UEL3N1	Title	Batch :	2020-2023
		Group-C- Non major	Semester	III
Hrs/Week:	5	Elective I	Credits:	02
		Visual Communication		

Course Objective

To provide the students with techniques for approaching and integrating different skills

Course Outcomes (CO)

K1	C01	To equip the students to remember the art and craft of visual communication
К2	CO2	To understand the communication design by thinking creatively and critically
К3	CO3	To apply academic preparation of professional and cultural experiences both within and beyond the class room

K4	C04	To analyze the skills learned and exhibit the individual talents of the students				
Unit-1			2 Hrs			
a) Intro	duction t	to Visual Communication				
b) Stor	y-board a	and Scripting				
Unit-2			2 Hrs			
a) Mak	ing of an	Advertisement				
Unit-3 a) Basics of Photography			2 Hrs			
b) Cam	era hand	ling Techniques				
Unit-4			2 Hrs			
a) Ligh	ting Basi	ics				
b) Audi	o Editing	g				
Unit-5			5 Hrs			
	a) Learning Outcome (Project) Making of a short film					
Total			13 Hrs			
* <i>Italicized</i> topic is for self study Power point Presentations, Group discussions, Preparing Advertisements, Clicking Photographs, Making Short Films						

Reference Books:

•Ultimate Field Guide to Photography, National Geographic Photographic Basics (Internet Source).

• Kumar, J Keval. *Mass communication in India*. Mumbai: Jaico Publishing House, 2009. Print.

• Parthasarathy, R. *Basic Journalism*. New Delhi: Macmillan, 1984. Print.

• Jan.R. Hakemujlder et al. *Radio and TV Journalism*. New Delhi: Anmol Publication, 2004. Print.

Mapping

PS0 PS01	PSO2	PSO3	PSO4	PSO5
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C01	Н	М	М	Н	Н
CO2	Н	Н	Н	Н	Н
CO3	Н	Н	Н	М	Н
CO4	Н	Н	М	М	Н

; H-High; M-Medium; L-Low

Course Designed by	Verified by HoD	Checked by	Approved by
Name and Signature	Name and Signature	CDC	COE
Name:Dr. S. Muthukumaravel & Dr. G. Suja Mathew	Name:Dr.S.Muthukumaravel	Name: Mr. K. Srinivasan	Name: Dr.R.Muthukumaran
Signature:	Signature:	Signature:	Signature:

Programme code:	BA	Programme Title :Bachelor of Arts (ENGLISH)		rts
Course Code:	20UEL3N2	Title	Batch :	2020-2023
		Group-C- Non major	Semester	III
Hrs/Week:	1	Elective I	Credits:	02
		Creative writing		

Course Objective To provide the students with the techniques to improve their creative writing skill

Course Outcomes (CO)

K1	C01	To teach the fundamentals of good writing
K2	CO2	To enable the students think, produce and appreciate literature on their
		own
КЗ	CO3	To provide the students the tools for self-expression in this medium
K4	CO4	To give the students, a means of expressing themselves creatively in
		simulated academic setting

Unit-1	2 Hrs
Creative Writing Basics : Forms of Different Genres	
Unit-2	2 Hrs
Writing Poetry	
Unit-3	2 Hrs
Writing Short Story and Drama	
Unit-4	2 Hrs
Writing Personal Essay	
Unit-5	5 Hrs
Writing Autobiography	
* <i>Italicized</i> topic is for self study Total	13 Hrs

Power point Presentations, Group discussions, Seminar ,Quiz, Assignment

Reference Books:

• Bell Arthur, Thomas Klammar, *The Practising Writer*, Houghton Mifflin Company Massachusets 1983.

• Kirszner and Mandell, *Writing: A college Rhetoric*, Holt Rhinehart and Winston New York 1985.

• Sebranek Patrick, *Write for College – A Student handbook*, Houghton Mifflin Company Massachusets 1997.

Mapping

PS0 C0	PSO1	PSO2	PSO3	PSO4	PSO5
C01	Н	Н	М	Н	Н
CO2	Н	Н	Н	Н	Н
CO3	Н	Н	М	Н	Н
CO4	Н	Н	L	М	Н

Course Designed by	Verified by HoD	Checked by	Approved by
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Name and Signature	Name and Signature	CDC	COE
Name:Dr. S. Muthukumaravel & Dr. G. Suja Mathew	Name:Dr.S.Muthukumaravel	Name: Mr. K. Srinivasan	Name: Dr.R.Muthukumaran
Signature:	Signature:	Signature:	Signature:

Programme code:	BA	Programme Title :	Bachelor of A (ENGLISH)	arts
Course Code:	20UEL407	Title	Batch :	2020-2023
		Group-A- Core 7 Drama II	Semester	IV
Hrs/Week:	5		Credits:	04

Course Objective

To Teach Drama and Theatre Skills

Course Outcomes (CO)

K1	C01	To remember the age, play wrights and social conditions of the 20 th
		century
K2	CO2	To understand the theatrical techniques and dramatic devices
K3	CO3	To sensitize the students to the verbal and visual language of drama
K4	CO4	To engage the students actively in directing/performing drama
Unit-1	_	13 Hrs

Introduction to 20th Century Drama and Critical Analysis

Unit-2	13 Hrs
Look Back in Anger-John Osborne	
Unit-3	13 Hrs
Pygmalion-Bernard Shaw	
Unit-4	13 Hrs
Family Reunion - T.S.Eliot	
Unit-5	13 Hrs
Riders to the Sea - J. M. Synge. * <i>Italicized</i> topic is for self study	

Total

65 Hrs

Practical Application:

Create a comedy and enact.

Power point Presentations, performing drama, Seminar ,Quiz, Assignment

Text Books

- Osborne, John. *Look Back in Anger* Publication: OUP
- Shaw, Bernard. *Pygmalion*. Orient Longman.
- Eliot. T. S. *Family Reunion*. Publication: Faber and Faber Ltd
- Synge.J.M. *Riders to the Sea*. Orient Black Swan

Reference Books

• Gascoigne, Bamber. *Twentieth - Century Drama*. London: Hutchinson University Library, 1974. Print.

Mapping

PS0 C0	PSO1	PSO2	PSO3	PSO4	PSO5
C01	Н	Н	Н	Н	Н
CO2	Н	Н	М	М	Н
CO3	Н	Н	М	М	Н
CO4	Н	Н	Н	Н	Н

Course Designed by	Verified by HoD	Checked by	Approved by
Name and Signature	Name and Signature	CDC	COE
Name: Dr. G. Suja Mathew & Dr. A. Srividya	Name: Dr.S.Muthukumaravel	Name: Mr. K. Srinivasan	Name: Dr.R.Muthukumaran
Signature:	Signature:	Signature:	Signature:

Programme code:	BA	Programme Title :Bachelor of Arts (ENGLISH)		rts
Course Code:	20UEL408	Title	Batch :	2020-2023
		Group-A- Core 8 Children's	Semester	IV
Hrs/Week:	5	Literature	Credits:	04

Course Objective

To develop skills of the students to aesthetically appreciate literature

Course Outcomes (CO)

K1	C01	To acquaint students with cultural authenticity and sharpen curiosity factor.
K2	CO2	To make students understand how writing for children redirects the way in
		which genres, texts and techniques interact creatively with childhood and
		youth culture.
K3	CO3	To extent the boundaries of Children's Literature to reenter the curiosity of
		childhood for recreation/re-creation.
K4	CO4	To identify the key literary terms- picture books, chapter book, fantasy, verse,
		nursery rhyme, folktale, fable, myth and didacticism.
Unit-1	l	13 Hrs

13 Hrs

13 Hrs

M.O. Grenby : The Origins of Children's Literature

Unit-2-Poetry

Robert Browning – The Pied Piper of Hamelin Edward Lear – The Owl and the Pussy Cat *William Wordsworth-The Cuckoo*

Unit-3 - Fiction and Fantasy Tale

Lewis Carol-Alice in Wonderland Richard Burton – Selected tales from The Panchathantra Tales by NCBH

Power point Presentations, Group discussions, Seminar ,Quiz, Assignment **Text Books:**

• Shubha Tiwari: Atlantic publishers, New Delhi. 2006. Print.

Reference Books :

Unit-4-Comics

1.Peanut-Charles.M.Schulz

Unit-5-(Indian Epics)

Charlie and Chocolate Factory

*Italicized text is for self study

The Ramayana The Mahabharata

The Polar Express Kung Fu Panda- I

Movies

Total

3. Dennis the Menace-Hant Kecham

Doob-Doob- Excerpt from Tinkle Digest

- Finke, Beth. Hanni and Beth: Safe and Sound: Blue Marlin,2007.Print
- Herrera, Juan Felipe. *Featherless/Desplumado:Story/Cuento*.Children's Book Press,2004. Print.
- Kurtz, Jane. *The Storyteller's Beads*. Harcourt Brace, 1998. Print. Web Source:
 - http://www.indiana.edu/~librcsd/etext/piper/text.html
 - <u>http://www.planetpdf.com</u>
 - <u>https://www.gocomics.com/peanuts</u>
 - <u>https://www.amarchitrakatha.com/in/</u>
 - <u>http://dennisthemenace.com</u>

Mapping

PS0 C0	PSO1	PSO2	PSO3	PSO4	PSO5
C01	Н	Н	Н	Н	Н
CO2	Н	Н	М	Н	Н
CO3	М	Н	М	М	Н
CO4	Н	Н	М	Н	Н

13 Hrs

65 Hrs

13 Hrs

-

Rudyard Kipling-The Jungle Book Selected Tales from 1001 Arabian Nights

2.Kalia the Crow-Excerpt from Tinkle Digest

; H-High; M-Medium; L-Low

Course Designed by	Verified by HoD	Checked by	Approved by
Name and	Name and Signature	CDC	COE
Signature			
Name:Dr. G. Suja	Name:Dr.	Name: Mr. K.	Name:
Mathew &	S.Muthukumaravel	Srinivasan	Dr.R.Muthukumaran
Parimaladevi			
	Signature:	Signature:	Signature:
Signature:			

Programme code:	BA	Programme Title :	Bachelor of A (ENGLISH)	rts
Course Code:	20UEL4A4	Title	Batch :	2020-2023
		Group-B- Allied IV History	Semester	IV
Hrs/Week:	6	of English Language and Phonetics	Credits:	05

Course Objective

To enable the students know the background of literature and familiarize them to correct pronunciation.

Course Outcomes (CO)

K1	C01	To recollect the fundamental notions of phonetics and phonology and the theory of language
K2	CO2	To understand the fundamental sounds of English and pronunciation and also the working of language
К3	CO3	To apply the knowledge of phonetic sounds and language to improve pronunciation and writing
K4	CO4	To analyze the production of speech sounds, words and sentences phonetically and phonologically

Unit-1

13 Hrs

- 1). The Origin of Language
- 2). The Descent of the English Language
- 3). The Growth of Vocabulary

Unit

Unit-2	13 Hrs
1). Introductory Remarks	
2). The Air-Stream Mechanisms	
3). The Organs of Speech	
Unit-3	13 Hrs

 The Classification and Description of Speech Sounds I: Consonants The Classification and Description of Speech Sounds II: Vowels Unit-4 	13 Hrs
1). Phonetic Transcription and the International Phonetic Alphabet	
2). Phonology3). The Syllable	
Unit-5	13 Hrs
1). Word-Accent	
2). Accent and Rhythm in Connected Speech3). Intonation	
* <i>Italicized</i> topics are for self study Total	65 Hrs

Power point Presentations, Group discussions, Seminar ,Quiz, Assignment, Aural-Oral activity

Text Books:

- Wood, T Fredrick. *An Outline History of the English Language*. New Delhi: Macmillan, 1998. Print.
- Balasubramanian. T. A Textbook of English Phonetics for Indian Students. New Delhi: Macmillan, 1999. Print.

Reference Books:

- Crombie D Aber. *The elements of a general Phonetics*. London: Edinburgh University Press, 2001. Print.
- Baugh, Albert C. A History of English Language. Routledge & Kegan Paul, 2012.

Mapping

PS0 C0	PSO1	PSO2	PSO3	PSO4	PSO5
C01	Н	М	М	Н	Н
CO2	Н	М	М	Н	Н
CO3	Н	Н	Н	М	Н
CO4	Н	Н	М	М	М

Course Designed by	Verified by HoD	Checked by	Approved by
Name and Signature	Name and Signature	CDC	COE
Name:Dr. S.	Name:Dr.S.Muthukuma	Name: Mr. K.	Name:Dr.R.Muthukuma
Muthukumaravel &	ravel	Srinivasan	ran
S.Lakashmanan			

Signature: Signature:	Signature:	Signature:
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Programme code:	BA	Programme Title :	Bachelor of A (ENGLISH)	rts
Course Code:	20UEL4N2	Title	Batch :	2020-2023
		Group-C Non-Major	Semester	IV
Hrs/Week:	1	Elective II English for International Examinations	Credits:	02

Course Objective

To help the students acquire a high degree of proficiency in the use of English language

Course Outcomes (CO)

K1	C01	To keep in mind skills necessary to face the challenges in the competitive
		world
K2	CO2	To understand the complexity of English practically
КЗ	CO3	To excel in LSRW skills and to apply them lifelong in all activities.
K4	CO4	To analyze English speaking situations for the effective usage of language
		for the successful completion of tasks.

Unit-1	1 Hr
Introduction to International Examinations	
Unit-2	3 Hrs
Business English Certificate	
Unit-3	3 Hrs
IELTS	

Unit-4	3 Hrs
TOEFL	
Unit-5	3 Hrs
English for Competitive Examinations *Italicized text is for self study Total	13 Hrs

Power point Presentations, Group discussions, Seminar ,Quiz, Assignment,

Text Books

- IELTS-Specimen Materials 2003, British Council. Idp Australia and University of Cambridge, 2003.
- BEC-Preliminary, Vantage, Higher. Cambridge University Press, 2002.
- Pyle, Micahel. *TOEFL CBT*.IDG Books India, 2000.

Reference Books

• Garry, Adams, Terry Peck. 101 Helpful Hints for IELTS: "General

Training Module" 1st Ed. Hyderabad: Adams and Austen Press, 2005. Print.

• Jolene, Gear, Robert Gear, *Cambridge Preparation for the TOEFL Test*. Cambridge: Cambridge University Press, 2005.

PSO CO	PSO1	PSO2	PSO3	PSO4	PSO5
C01	Н	М	L	Н	Н
CO2	Н	М	М	Н	Н
CO3	Н	М	М	Н	Н
CO4	Н	М	М	М	Н

Mapping

Course Designed by	Verified by HoD	Checked by	Approved by
Name and Signature	Name and Signature	CDC	COE
Name:Dr. S.Muthukumaravel & K. Mohankumar	Name:Dr. S.Muthukumaravel	Name: Mr. K. Srinivasan	Name: Dr.R.Muthukumaran

Signature: Signature: Signature: Signature:	ture: Signature:
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Programme code:	BA	Programme Title :	Bachelor of A (ENGLISH)	rts
Course Code:	20UEL4N4	Title	Batch :	2020-2023
		Group-C Non-Major	Semester	IV
Hrs/Week:	1	Elective II	Credits:	02
		Corporate English		

Course Objective

To provide the students with the techniques to approach and integrate different skills

Course Outcomes (CO)

Unit-1		2 Hrs
		communications.
K4	CO4	To analyze the relationship between interpersonal and intrapersonal
КЗ	CO3	To apply the knowledge learned in relation to career oriented skills
K2	CO2	To be competent in various forms of communicative skills
K1	C01	To be aware of the technologies used in the corporate world

Unit-1

Phone Calls

1.Hello, how may I help you?

Answering the phone

Making a good impression on the phone.

2.Hold on, I just need to make a note

Understanding number and Details

Making notes Checking your notes.

3.Is everything clear?

Taking long messages and Leaving messages

Unit-2

2 Hrs

Writing

1. Layout and Content Good layout and styles in letters and faxes

2. You've got mail

Sending and Receiving e-mail messages

3. Get it right!

Checking your spelling

Correcting your punctuation

4. Keep it simple and make it clear

Writing short reports on meetings and phone calls

Unit-3

Meetings

1. What are your views?

Different kinds of meetings

Discussing idea and exchanging opinions.

2. Thank you for coming!

Participating in one-to-one meetings

The first item on the agenda is...
 Working with an agenda

Taking part in larger meetings with a Chairperson

4. We need to come to an agreement

Taking part in negotiations.

Unit-4

Entertainment Visitors

- Make yourself at home!
 Receiving visitors
 Making people feel at home
 Giving and receiving gifts
- What shall we talk about?
 Small task socializing
 Building professional relationships
- Would you like to join me for dinner?
 Deciding where to eat

Table manners in different countries.

2 Hrs

2 Hrs

Unit-5

5 Hrs

Explaining and presenting

- About the company Explaining the history and structure of a company
- Let me demonstrate...
 Explaining what to do
 Showing people how to do things
- 3. How does it work?

Describing process and procedures

*Italicized topic is for self study

Total

13 Hrs

Power point Presentations, Group discussions, Seminar ,Quiz, Assignment

Reference Books:

- Liz Hamb Lyons, *Study Writing*, Cambridge University Press, Uk, 2006.
- Leo Jones, Working In English, Cambridge University Press, Uk, 2005.
- Tims Nicholas Et Al., Face To Face, Cambridge University Press, Uk, 2005.

Mapping

PS0 C0	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	Н	М	М	Н	Н
CO2	Н	М	М	М	Н
CO3	Н	Н	М	Н	Н
CO4	Н	М	М	Н	Н

Course Designed by	Verified by HoD	Checked by	Approved by
Name and Signature	Name and Signature	CDC	COE
Name:Dr. G. Suja	Name:Dr.S.Muthukumar	Name: Mr. K.	Name:
Mathew & Dr. M.	avel	Srinivasan	Dr.R.Muthukumaran
Sangeetha			
Signature:	Signature:	Signature:	Signature: