

Course Catalogue of Open Elective Courses
Offered by the Department of English Language & Literature

S. No.	Course Code	Course Title	Credits	Course Type
01	ENG-001	English for Communication	02	OE
02	ENG-002	Introduction to English Literature	02	OE
03	ENG-003	Communication and Presentation Skills	02	OE
04	ENG-004	Readings in Literature	02	OE

Note: A student can opt for a maximum of 4 credits in a single semester

Course Code: ENG- 001

Course Title: English for Communication

Credits: 02

Course Type: Open Elective

Objectives: This course is designed to introduce students to various kinds of technical and professional writing. During the course, you will become familiar with technologies of business communication, receive feedback from and provide feedback to others on writing drafts and revisions, discover the role good writing and speaking skills plays in effective technical communication. The students will learn and experience ways to communicate effectively, particularly audience awareness and communication through technology and also learn ways to groom their personality.

Unit-I

Communication

Basics of Communication :

Elements of communication

Communication Process

Types of communication.

Interpersonal communication

Barriers to communication.

Speaking & Listening

Phonetics definition and scope

Sounds: English vowels and consonant sounds

English in real life situations:Requests, Permissions,Compliments, Apologies,Advice and Suggestion.

Group discussions, Multi-perspective debates, presentation skills.

Telephone etiquette.

Listening Skills

Unit-II

Technical communication

Technical communication: nature, origin and development of technical communication, salient features.

Writing Skills

Paragraph writing, developing perspective, CODER

Business correspondence purpose, layout , form and types of letters

Report writing: structure, style and drafting of different types of reports.

E-mail etiquette

Suggested Reading:

Battacharaya, Indrajit. *An Approach to Communication Skills*. New Delhi: Dhanpat Rai and Co, 2002. Print.

Chaturvedi, P.D and Mukesh Chaturvedi. *Business Communication*. Delhi: Pearson Education, 2006. Print.

Day, Richard R, Ed. *New Ways in Teaching Reading*. Illinois: TESO, 1993. Print.

Guerin, Wilfred. et al. *MLA Handbook for Writers of Research Papers*. New York: Harper, 1966. Print.

Kumar, Sanjay and Pushp Lata. *Communication Skills*. India: OUP, 2011. Print.

Mohan, Krishna and Meera Banerji. *Developing Communication Skill*. Delhi: Macmillian, 1990. Print.

O'Connor, J.D. *Better English Pronunciation*. London: Cambridge University Press, 1985. Print.

Prasad, LM. *Organisational Behaviour*. New Delhi: Sultan Chand & Sons, 1984. Print.

Raman, Meenakshi and Sangeeta Sharma. *Technical Communication: Principles and Practice*. India: OUP, 2011. Print.

Roach, Peter. *English Phonetics and Phonology*. London: Cambridge University Press, 2000. Print.

Sasikumar V. et al . *A Course in Listening and Speaking (I & II)*. Bangalore: Foundation Books, 2006. Print.

Seely, John. *Writing and Speaking*. Delhi: OUP, 2004. Print.

Sood, S C., et al. *Developing Language Skill*. Delhi: Manohar, 1998. Print.

Taylor, Shirley. *Communication for Business*. New Delhi: Pearson Education, 1988. Print.

Trimble, Louis. *English for Science and Technology*. Cambridge: CUP, 1985. Print.

Course Code: ENG-002

Course Title: Introduction to Literature

Course Credits: 02

Course Type: Open Elective

Objective: This course is a survey of basic concepts in literature as these are integrated into various genres, including poetry, short fiction, the novel, and drama. The course aims at identifying, discussing, and apply key elements of each specific literary genre. Students will learn the specialized vocabulary and breadth of the field of literary studies and understand a wide range of critical perspectives on literature.

Unit I: Introductions to Literary Genres

A) What is Literature and its importance

b) Literary Language & Ordinary Language

c) Basic figures of speech/literary techniques/Genres.

Metaphor/Similie/Hyperbole/Paradox/Symbol/Sonnet/Novel/Drama/Elegy

Unit II: Poetry

Shakespeare Devouring Time, blunt thou the lion's paws (Sonnet 19)

William Wordsworth – “I wandered lonely as a cloud

Robert Frost- “Stopping by the Woods on a Snowy Evening”

Short Stories

Edgar Allan Poe – “The Cask of Amontillado”

Saadat Hassan Manto Toba Tek Singh

Suggested Reading:

Abrams, MH. *A Glossary of Literary Terms*. USA: Heinle & Heinle, 1999. Print.

Forster, EM. *Aspects of Novel*. New York: Mariner Books, 1956. Print.

Murray, Patrick. *Literary Criticism: A Glossary of Major Terms*. London: Longman, 1982. Print.

Peck, John and Martin Coyle. *Literary Terms and Criticism*. London: Macmillan, 1984, Print.

Sampson, George. *The Concise Cambridge History of English Literature*. Cambridge: Cambridge University Press, 1941. Print.

Wainwright, Jeffrey. *Poetry: The Basics*. New Delhi: Routledge Foundation Books, 2004. Print.

Course Code: ENG- 003

Course Title: Communication and Presentation Skills

Credits: 02

Course Type: Open Elective

Objectives: This course is designed to introduce students to various kinds of technical and professional writing. During the course, you will become familiar with technologies of business communication, receive feedback from and provide feedback to others on writing drafts and revisions, discover the role good writing and speaking skills plays in effective technical communication. The students will learn and experience ways to communicate effectively, particularly audience awareness and communication through technology and also learn ways to groom their personality.

Unit-I

Communication

Role & Significance.

Verbal & Non-Verbal communication, Decoding body language.

Phonetic transcription of words.

Syllable, Stress and Intonation

Speaking

Extempore speeches.

Oral and Power Point Presentation: Preparation and skills.

Interview etiquette

Unit-II

Personality Development

Self assessment, SWOT analysis, Emotional quotient, Leadership qualities, Time, Fear and stress management.

Writing Skills

Technical communication: Difference between technical writing and general writing.

Essentials of strong writing skills.

Proposal Writing: Structure, Style and Drafting of different types of Proposals

Writing Research Paper : Style, Drafting and Avoiding Plagiarism

CV/Resume Writing and Cover Letter.

Suggested Reading:

Battacharaya, Indrajit. *An Approach to Communication Skills*. New Delhi: Dhanpat Rai and Co, 2002. Print.

Chaturvedi, P.D and Mukesh Chaturvedi. *Business Communication*. Delhi: Pearson Education, 2006. Print.

Day, Richard R, Ed. *New Ways in Teaching Reading*. Illinois: TESO, 1993. Print.

Guerin, Wilfred. et al. *MLA Handbook for Writers of Research Papers*. New York: Harper, 1966.

Approved by Board of Studies SHSS

Print.

Kumar, Sanjay and Pushp Lata. *Communication Skills*. India: OUP, 2011. Print.

Mohan, Krishna and Meera Banerji. *Developing Communication Skill*. Delhi: Macmillian, 1990.

Print.

O'Connor, J.D. *Better English Pronunciation*. London: Cambridge University Press, 1985. Print.

Prasad, LM. *Organisational Behaviour*. New Delhi: Sultan Chand & Sons, 1984. Print.

Raman, Meenakshi and Sangeeta Sharma. *Technical Communication: Principles and Practice*. India: OUP, 2011. Print.

Roach, Peter. *English Phonetics and Phonology*. London: Cambridge University Press, 2000. Print.

Sasikumar V. et al . *A Course in Listening and Speaking (I & II)*. Bangalore: Foundation Books, 2006. Print.

Seely, John. *Writing and Speaking*. Delhi: OUP, 2004. Print.

Sood, S C., et al. *Developing Language Skill*. Delhi: Manohar, 1998. Print.

Taylor, Shirley. *Communication for Business*. New Delhi: Pearson Education, 1988. Print.

Trimble, Louis. *English for Science and Technology*. Cambridge: CUP, 1985. Print.

Course Code: ENG- 004
Course Title: Readings in Literature
Course Credits: 02

Course Type: Open Elective

Objective: This course aims at a deeper understanding of basic literary terms and concepts in literature as these are integrated into various genres, including poetry, short fiction, the novel, and drama. The course aims at identifying, discuss, and apply key elements of each specific literary genre. Students will learn the specialized vocabulary and breadth of the field of literary studies and understand a wide range of critical perspectives on literature.

Unit I: Literary Terms and Concepts

Plot, character, protagonist/ hero, narrator
Image, symbol, simile, metaphor, onomatopoeia
Rhythm, rhyme, meter

Unit II Ernest Hemingway Old Man and the Sea

Anton Chekhov- The Proposal

Suggested Reading:

Abrams, MH. *A Glossary of Literary Terms*. USA: Heinle & Heinle, 1999. Print.
Forster, EM. *Aspects of Novel*. New York: Mariner Books, 1956. Print.
Murray, Patrick. *Literary Criticism: A Glossary of Major Terms*. London: Longman, 1982. Print.
Peck, John and Martin Coyle. *Literary Terms and Criticism*. London: Macmillan, 1984, Print.
Sampson, George. *The Concise Cambridge History of English Literature*. Cambridge: Cambridge University Press, 1941. Print.
Wainwright, Jeffrey. *Poetry: The Basics*. New Delhi: Routledge Foundation Books, 2004. Print