

Maharshi Dayanand Saraswati University, Ajmer

SYLLABUS

Scheme of Examination and Courses of Study

SEC: ENGLISH

SKILL ENHANCEMENT COURSE: ENGLISH

for

(B.A. /B.Sc. /B.Com. Part- II)

Semester III and Semester IV

(UG C.B.C.S. Semester System)

w.e.f. Session 2024-25

Scheme of Examination

The question paper for end of semester examination of SEC (English) will be of 70 marks. It will be divided into two parts:

Part-A and Part-B

Part A will consist of 10 compulsory questions from all the three units. Each Question will carry two marks. (10X2=20)

Part B will consist of 10 questions. At least three questions from each unit will be asked. Students will have to answer **five questions** in all selecting at least one question from each unit. Each question will carry ten marks. (10X5=50)

Note- The student has to pass external theory paper i.e. **End of Semester Exam (University Exam) and Internal Continuous Assessment (CA) separately.**

SKILL ENHANCEMENT COURSE: ENGLISH

FOR

(B.A. /B.Sc. /B.Com. Part- II)

SEMESTER- THREE

SEC – Basic Communication Skills in English

Course Code: ENG 6363T-SE

Course Objective:

- To familiarize students with the basics of English Language.
- To help students learn to identify language structures for correct English usage.
- To emphasize the essential aspects of effective written communication necessary for professional success.
- To enhance disciplinary knowledge.
- To make students capable of critical thinking.

The Pattern of End of Semester Exam (EoSE) i.e. External Examination (University Examination) question paper will be as follows-

M.M-70

Time -3.00 hours

Unit-I

- 1 Tenses
- 2 Subject-Verb Concord
- 3 Unseen Passage
- 4 Proverbs (To be Covered in the Syllabus)-

A Blessing in Disguise, Add Fuel to the Fire, All that Glitters is not Gold, Actions Speak Louder than Words, Back to Square one, Blood is Thicker than Water, Cry Over Spilt Milk, Cock and Bull Story, Curiosity Killed the Cat, Call a Spade a Spade

Unit II

- 1 Modals
- 2 Question Tags
- 3 Paragraph Writing

Unit III

- 1 Punctuation
- 2 Synonym and Antonyms
- 3 Letter Writing (Informal)

Continuous Assessment (CA) i.e. internal assessment will be based on the above mentioned three units:

M.M.30

- | | |
|--|----------------|
| 1. Project work submission and Viva voce | 15+15=30 Marks |
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Suggested Books-

- 1 *Common Errors in Everyday English* (OUP)
- 2 *How English Works: A Grammar Practice Book* by Michael Swan and Catherine Walter (OUP)
- 3 *Cambridge Grammar and Writing Skills* by Mike Gould and Eoin Higgins (CUP)
- 4 *Communication Skills* by Sanjay Kumar and Pushp Lata (OUP)
- 5 *Oxford Dictionary of Synonyms and Antonyms* (OUP)
- 6 *A Practical English Grammar* by A.J. Thomson and A.V. Martinet (Oxford Paper Back)
- 7 *Intermediate English Practice Book* by S. Pit. Corder (Orient Longman)
- 8 *Oxford Learner's Pocket Verbs and Tenses* by Joe Hird (OUP)
- 9 *English Grammar in Use* by Raymond Murphy (Cambridge University Press)

Course Outcomes-

- Students will be able to demonstrate enhanced grammatical skills.
- Improvement in composition skills with exercises like Punctuation/ Antonyms / Synonym
- Students will be able to imbibe rules of language and learn to deduce language structure and usage.
- Enhanced critical thinking.
- Enhanced reading, writing, listening and speaking skills.

SKILL ENHANCEMENT COURSE: ENGLISH**FOR****(B.A. /B.Sc. /B.Com. Part- II)****SEMESTER- FOUR****SEC – Skills Enhancing Career Goals****Course Code: ENG 6465T-SE****Course Objective-**

- To lay down foundation for effective communication.
- To inculcate fundamentals of communication.
- To prepare the students for upcoming professional goals.
- To enhance employability skills by enabling them to write effective resumes.
- To enable students to express effectively and efficiently.

The Pattern of End of Semester Exam (EoSE) i.e. External Examination (University Examination) question paper will be as follows-

M.M-70**Time -3.00 hours**

Unit-I

- 1 Tenses
- 2 Translation of Simple English Sentences into Hindi
- 3 Unseen Passage

Unit-II

1. Phrasal Verbs

Break: break in, break down, break out, break up

Come: come by, come across, come upon, come forward

Call: call on, call off, call back

Drop: drop in, drop out, drop back, drop off

Get: get along, get away, get on, get together, get over

Give: give up, give away, give in, give back

Look: look after, look into, look forward to, look out

Put: put something down, put off, put on, put up with

Run: run into, run over, run away, run out

Take: take after, take up, take out, take off, take back

2. Jumbled Sentences
3. Resume Writing
4. One Word Substitution

Unit III

- 1 Articles
- 2 Report Writing

3 Common Errors in English

Continuous Assessment (CA) i.e. internal assessment will be based on the above mentioned three units: M.M.30

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|--|----------------|
| 1. Project work submission and Viva voce | 15+15=30 Marks |
|--|----------------|

Suggested Books-

1. *English Grammar: Understanding the Basics* by Evelyn P. Altenberg and Robert M. Vago (Cambridge University Press)
2. *The Good Grammar Book* Michael Swan and Catherine Walter (OUP)
3. *Oxford Learner's Pocket Verbs and Tenses* by Joe Hird (OUP)
4. *Cambridge Grammar and Writing Skills* by Mike Gould and Eoin Higgins (CUP)
5. *Communication Skills* by Sanjay Kumar and Pushp Lata (OUP)
6. *Business Communication* by Meenakshi Raman and Prakash Singh (OUP)
7. *A Practical English Grammar* by A.J. Thomson and A.V. Martinet (Oxford Paper Back)
8. *Intermediate English Practice Book* by S. Pit. Corder (Orient Longman)

Course Outcomes-

- Students will be able to appreciate and understand effective writing for communication.
- Students will be able to demonstrate the skill of effective report writing.
- Students will be able to imbibe rules of language and learn to deduce language structure and usage.
- Students will be armed with key skills of communication and competence to confront professional life.