

C.C. English (for English Medium Students)

Semester V

Course: English C.C. Paper V (H.L.)

Title of the Course: **Basics of Academic English**

Subject Code No.:

Course:	L	Cr	P / T	D	TP	TW	T
Basics of Academic English	3	4	1*	2.30	75	25	100

*Tutorial batches of 25 students each

Objectives:

- i. To read and respond to articles and literary texts containing social and cultural narratives
- ii. To speak English fluently in academic, social and research forums
- iii. To improve comprehension skills by listening to audio discourses from different academic and social sources
- iv. To write formal letters, business letters, goodwill letters and response letters
- v. To prepare abstracts, key words, short papers and articles in discipline areas*

Learning Outcomes:

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

- i. Read, comprehend and respond to questions on articles, essays and literary texts
- ii. Speak fluently in English viz. to make a presentation and engage in a debate
- iii. Listen and respond to oral debates and discussions from different sources like the radio, T.V., lectures, internet, YouTube etc.
- iv. Draft formal letters, goodwill letters, response letters, job-applications, letters to editors and to different organizational bodies, and responses to enquiries, applications and complaints
- v. Write abstracts, key words, short papers and articles

Credits: 04

Teaching hours: 50

Marks: 100

Unit	Topic and Details	No. of Lectures/ Tutorial assigned as per norms	Weigh tage in %
I	Reading Comprehension Selected short stories from <i>Collected Stories, Volume I</i> by Shashi Deshpande, Penguin India, 2003 <ul style="list-style-type: none">• “Can you hear silence?”• “The Wall is safer”• “Death of a child”	20	30%
II	Speaking skills <ul style="list-style-type: none">• Making a PPT on topics of current social relevance (also related to Unit 1) and present it individually using graphic, pictorial representation and recording	10	20%
III	Listening Skills <ul style="list-style-type: none">• Listening to news on TV, audio recordings of debates and other media forums, discussions like YouTube, Internet, Radio, T.V. and other audio and video recordings and responding to it in writing	10	20%
IV	Writing Skills <ul style="list-style-type: none">• Goodwill letters of thanks, appreciation, congratulation and condolence• Writing formal letters like job applications• Writing response letters to newspaper articles and/or current happenings• Preparing abstracts and identifying keywords• Short papers and articles on current topics in their disciplines	20	30%

Evaluation Scheme:-

Internal Examination: 25 Marks

1. Speaking skills (PPT presentation) : 15 Marks
2. Listening skills (answering to audio presentations- oral or written) : 10 Marks

External Examination : 75 marks

1. Broad questions on (Unit I) one out of two : 10 Marks
2. a) Reference to contexts (2 out of 3) (Unit I) : 10 Marks
b) Objective or multiple- choice questions (Unit I) : 10 Marks
3. Letters (Formal and Goodwill) (1 out of 2) : 10 Marks
4. a) Identify keywords of the articles : 10 Marks
b) Response letter to an article / keywords provided in the question paper (unseen) : 10 Marks
5. Write a short article on a current issue (any one out of four topics) : 15 Marks

RECOMMENDED READING

Nagaraj Geetha, *Write to Communicate*. Cambridge University Press/Foundation Books. 2004.

Cholij Mark, *Towards Academic English: Developing Effective Writing Skills*. Foundation Books Pvt. Ltd. 2007.

Lynch Tony, *Study Listening: A course in listening to Lectures and Note Taking*. 2nd Ed. Cambridge University Press, 2004.

Grellet Francoise. *Developing Reading Skills*. Cambridge University Press. 1981.

Sasikumar V. *A Course in Listening and Speaking II*. Cambridge University Press, 2006.

Frances Key, *Smart Skills-Presentations*, Rupa Publications, 2011

Kamlesh Sadanand, *Teaching Listening and Speaking*, Orient Black Swan, 2012

Chery Jain, *Communication Today and Tomorrow*, DND Publications. 2010

Moula Shaikh. ed. *Communication Skills : A Practical Approach*. Frank Bros. & Co. 2011.