

POSTGRADUATE DEPARTMENT OF STUDIES IN ENGLISH

OPEN ELECTIVES COURSE

(Offered to the students of other Departments)

A COURSE IN WRITTEN AND SPOKEN ENGLISH

Dept. code 570

Credits: 4

Teaching Hours: 60 (4 Hours/Week)

UNIT I

Basic Grammar

Definition of Parts of Speech and correct usage

1. Noun
2. Pronoun
3. Adjectives: Degrees of comparison and correct usage.
4. Verb, Tenses: Present, Past and Future and their correct usage.
5. Adverb: Kinds of Adverbs and their correct usage
6. Conjunction
7. Preposition
8. Articles
9. Active and Passive voice
10. Direct and Indirect Speech
11. Punctuation

UNIT II

Oral communication is the ability to explain and present one's ideas in clear English, to diverse audiences; speaking effectively, Effective **Listening** and **Reading skills** to be taught.

Short and long conversation involving two or more people: Greeting, introducing, making an enquiry, casual/formal telephone conversation, Conversation at the bank, at the department store, at the post office, at the doctor's, at the travel agent, at the railway station/bus stop etc.

Informal conversation between friends.

Reading Skills with a focus on Idioms, Phrases, Antonyms, Homophones, Homonyms and Figures of Speech

Unit-III

Written communication: The ability to write effectively in a range of contexts and for different audiences and purposes, with a good command of the English language is taught.

1. Letter Writing:

Personal letters

Leave note

Application for a job

Letter to the editor

Letters of complaints

Placing orders

2. Precise Writing

3. Short Essay writing

Unit - IV

Writing skills to be taught through:

- A. Guided Composition
- B. Expansion of an Idea/ Proverb
- C. Comprehension

Comprehension of Poetry/ Prose/ Short Story/ Essay of selected texts

Comprehension of Poetry:

- 1. Stopping by Woods on a Snowy Evening:** Robert Frost
- 2. Telephone Conversation:** Wole Soyinka

Comprehension of Prose:

- 1. Humanities V/S Science:** Radhakrishnan

Comprehension of Short Story:

- 1. One Autumn Night:** Maxim Gorky

Books for Reference and Further Reading:

1. Sidney Green Baum, The Oxford English Grammar, Oxford University Press
2. Cowie, A.P. & R. Macklin, Oxford Dictionary of Phrasal verbs, Oxford University Press
3. Cowie, A.P. & R. Macklin & I.R. Mc Caig, Oxford Dictionary of Phrasal English Idioms, Oxford University Press
4. Stuart Redman, English Vocabulary in Use pre-intermediate and intermediate; low price editions, Oxford University Press
5. Rosemary T., Fruehling & Joan M. Lacombe, Communication for Results, A.I.T.B.S. Publishers and Distributors
6. Modern Grammar with Practical Exercises, Vikas Publishing House Pvt. Ltd