

# 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 520

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. **Birches:** Robert Frost  
2. **Telephone Conversation:** Wole Soyinka

**Comprehension of Prose:** **Humanities V/S Science**  
By Radhakrishnan

**Comprehension of Short Story:** **One Autumn Night**  
By 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