



Government College for Women(A),Guntur.

COURSE INFORMATION BOOKLET

2023-2024

DEPARTMENT OF ENGLISH

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Vision:

To offer an education that provides a competent and globally relevant skill set comprising Communication Skills and Life Skills to students and to mold them as responsible and self-reliant individuals.

Mission Statements:

1. To offer programmes and courses that would equip students with both language and literature aspects of English studies and thus prepare them for diverse employment opportunities.
2. To improve the confidence of students through motivation
3. To increase Student Talk Time through student centered practices
4. To improve Life Skills and Communication skills through LSRW activities
5. To develop Higher Order Thinking .
6. To impart job skills to students and make them employable and self-reliant.

Department of English

Programme Specific Outcomes

Name of the Programme: B.A Special English (2022-26)

Type of Programme: Three Majors- Special English, History and Travel and Tourism Management

PSO-No	Upon the successful completion of B.A programme in Special English, with History and Travel and Tourism Management as other subjects the students will be able to:	Mapping with POs
PSO - 1	Demonstrate a comprehensive understanding of major literary works and authors from the Renaissance, Elizabethan, Jacobean, Augustan, Romantic, and Victorian eras by comparing the literary movements and styles of each period, highlighting key historical aspects of Language and Literature along with its characteristics and changes.	PO1
PSO - 2	Analyze, interpret, and critically appreciate literary texts, identifying genres and their structure; themes, and literary devices and explain the basic concepts of Linguistics and Phonetics which will aid in the pursuit of higher education.	PO2, PO4
PSO - 3	Demonstrate effective communication skills through written essays, critical annotations and appreciations, reviews and oral presentations of selected works of English Literature from the Renaissance to the Victorian period.	PO3

Name of the Programme: B.A Communicative English (2022-26)

Type of Programme: Three Majors- Communicative English, Political Science and Economics

PSO-No	Upon the successful completion of B.A programme in Communicative English, with Political Science and Economics as other subjects the students will be able to:	Mapping with POs
PSO - 1	Examine and explain the fundamental concepts of origins and functions of language, fundamentals of phonetics, linguistics, English language teaching and demonstrate the competencies in simulated contexts. L1-L6	PO1,PO3, PO4,
PSO - 2	Understand and apply the skills and strategies of reading, listening, writing, and speaking, of English language, in their different forms and functions and communicate effectively in written and oral forms L1-3,5,6	PO3, PO4,
PSO - 3	Demonstrate the acquisition of these informal and formal as well as professional communication skills which will lead to potential employment and aid in gaining admission to higher education at regional, national and global level	PO2,PO5, PO9

Name of the Programme: B.A Special English (Honors Major) H105 (2023-2027)

Type of Programme: Single Major- Special English (Language and Literature Studies)

PSO-No	Upon the successful completion of B.A programme in Special English as Major the students will be able to:	Mapping with POs
PSO - 1	Demonstrate a comprehensive understanding of major literary works and authors from the Renaissance, Elizabethan, Jacobean, Augustan, Romantic, and Victorian eras by comparing the literary movements and styles of each period, highlighting key historical aspects of Language and Literature along with its characteristics and changes.	PO1
PSO - 2	Analyze, interpret and critically appreciate literary texts, identifying genres and their structure; themes, and literary devices and explain the basic concepts of Linguistics and Phonetics which will aid in the pursuit of higher education.	PO2, PO4
PSO - 3	Demonstrate effective communication skills through written essays, critical annotations and appreciations, reviews and oral presentations of selected works of English Literature from the Renaissance to the Victorian period.	PO3
PSO - 4	Examine and explain the fundamental concepts of origins and functions of language, fundamentals of phonetics, linguistics, English language teaching and demonstrate the competencies in simulated contexts. L1-L6	PO1,PO3, PO4,
PSO - 5	Understand and apply the skills and strategies of reading, listening, writing, and speaking, of English language, in their different forms and functions and communicate effectively in written and oral forms L1-3,5,6	PO3, PO4,
PSO - 6	Demonstrate the acquisition of these informal and formal as well as professional communication skills which will lead to potential employment and aid in gaining admission to higher education at regional, national and global level	PO2,PO5, PO9

List of Programmes offered by the Department.

S. No	Title of the programme
1	B.A Special English Major
2	B.A Special English, History, Tourism and Travel management
3	B. A. Communicative English, Economics, Political science

Minor offered by the Department.

Communicative English

Language Course offered by the Department.

General English

Skill Enhancement Courses offered by the Department.

Communication Skills & Business writing

Course Structure and List of Courses:

Course Structure

General English

1. Course Structure of General English for 2023-27 Batch

Sem	Paper	Title of the Paper	Course Code	No. of hours per week	No of Credits	CIA	External
I	General English-I	A Course in Communication and Soft Skills	ENG-01	4	4	40	60
II	General English-II	A Course in Reading & Writing Skills	ENG-02	4	4	40	60

2. Course Structure of General English for 2022-26 Batch

Sem	Paper	Title of the Paper	Course Code	No. of hours per week	No of Credits	CIA	External
I	English Praxis Course - I	A Course in Communication and Soft Skills	ENG001-1	4	3	30	70
II	English Praxis Course - II	A Course in Reading & Writing Skills	ENG001-2	4	3	30	70
III	English Praxis Course - III	A Course in Conversational Skills	ENG001-3	4	3	30	70

Special English (Single Major- Honors)

3.Course Structure for Major in B.A Special English(H105) for 2023-27 Batch

Semester	S. No.	Course Code	Course	Hours	Credits	CIA	SEE
1.	1	1BA-CM-01	Fundamentals of Social Sciences	4	4	40	60
	2	1BA-CM-02	Perspectives on Indian Society	4	4	40	60
2	3	2SE-03	Introduction to History of English Language	4	4	40	60
	4	2SE-04	Introduction to English Literature (600-1500)	4	4	40	60
		Sem2-CSP	Community Service Project	180	4		
3	5		Proficiency Course in Pronunciation	4	4	40	60
	6		Elizabethan Literature (1558-1603)	4	4	40	60
	7		Grammar for Functional usage	4	4	40	60
	8		Jacobean Literature (1603-1625)	4	4	40	60
4	9		Language & Linguistics	4	4	40	60
	10		Restoration Literature (1660-1689)	4	4	40	60
	11		Augustan Literature (1700-1750)	4	4	40	60
	12		Socio Linguistics	4	4	40	60
		Sem4-INT	Short term internship	180	4		
	13		Romantic Literature (1798-1837)	4	4	40	60

5/6	14		Writing for Media	4	4	40	60
	15		Victorian Literature (1837-1900)	4	4	40	60
5/6		Sem6-INT	Semester internship	540	12		
7	16		Approaches and Methods to Language Teaching	4	4	40	60
	17		Modern Literature (1900-1940)	4	4	40	60
	18		Indian Literature in English Translation	4	4	40	60
	19			4	4	40	60
	20			4	4	40	60
8	21		Teaching literature through Student centered methods	4	4	40	60
	22		Creative writing & literary appreciation	4	4	40	60
	23		Women's Writing and Gender Studies	4	4	40	60
	24			4	4	40	60
	25			4	4	40	60

Minor in English in Single Major System

4.Course structure for Minor in Communicative English

Semester	Title of Course		Hours	Credits
2	Minor	Grammar for Functional Usage	4	4
3	Minor	Proficiency course in Pronunciation	4	4
4	Minor	Functional Language Skills	4	4
	Minor	Foundation Professional Writing & Speaking	4	4
5	Minor	Skills & Strategies in Professional Reading and Writing	4	4
	Minor	Academic & Advanced Professional Writing	4	4

Communicative English

5. Course Structure of Communicative English in 3 Major system EPCE for 2022-26 Batch

SEM	Paper	Title of the Course	Course Code	No of hours per week	No of Credits	CIA	SEE
1	Major 3 Course 1 core	An Introduction to Language and Language Skills	CE104-1	5	4	30	50+20
2	Major 3 Course 2 core	An Introduction to Linguistics, Phonetics and Language Skills	CE104-2	5	4	30	50+20
		4-week duration Community Service Project		Total 100 hrs.	4	100	--
3	Major 3 Course 3 core	Foundation in Professional writing and speaking	CE104-3	5	4	30	50+20
4	Major 3 Course 4 core	Skills and Strategies in Professional Reading & Writing	CE104-4	5	4	30	50+20
	Major 3 Course 5 core	An Introduction to English Language Teaching	CE104-5	5	4	30	50+20
5		4-week duration internship		Total 100 hrs.	4	100	--
	Major 3 Course 6A SEC	Introduction to Writing for Media	CE104-6A	5	4	30	50+20
	Major 3 Course 7A SEC	English Language Teaching - Communicative Approach	CE104-7A	5	4	30	50+20
	Major 3 Course 6B SEC	Teaching English online	CE104-6B	5	4	30	50+20
	Major 3	English for Journalism &	CE104-7B	5	4	30	50+20

	Course 7B	Advertising					
	SEC						
	Major 3 Course 6C SEC	Creative Writing and Literary Appreciation	CE104-6C	5	4	30	50+20
	Major 3 Course 7C SEC	Skills and Procedures of Translation(English & Telugu)	CE104-7C	5	4	30	50+20

Note: In semester V, student chooses one from the above three pairs

Special English

6. Course Structure of Special English in 3 major system of B.A TTM for 2022-26 Batch

Year	Se m	Paper	Title of the Course	Course Code	No of Ho urs	No of Cr edi ts	CI A	SEE
I	1	Major 3 Course 1 core	An Introduction to English Literature: (Upto early Elizabethan Period)	SE107-1	75	4	30	70
	2	Major 3 Course 2 core	An Introduction to Elizabethan and Jacobean Literatures (1500-1660)	SE107-2	75	4	30	70
II	3	Major 3 Course 3 core	An Introduction to Restoration and Augustan Literature (1660 – 1750)	SE107-3	75	4	30	70
	4	Major 3 Course 4 core	An Introduction to Romantic and Victorian (1757-1901)	SE107-4	75	4	30	50+20
		Major 3 Course 5 core	Introduction to History of English Language, Linguistics And Phonetics	SE107-5	75	4	30	70
		Major 3 Course 6A SEC	Introduction to English Language Teaching	SE107-6A	75	4	30	50+20

III	5	Major 3 Course 7A SEC	Creative Writing and Literary Appreciation	SE107-7A	75	4	30	50+20
		Major 3 Course 6B SEC	Teaching English online	SE107-6B	75	4	30	50+20
		Major 3 Course 7B SEC	English for Journalism & Advertising	SE107-7B	75	4	30	0
		Major 3 Course 6C SEC	Writing for Media	SE107-6C	75	4	30	50+20
		Major 3 Course 7C SEC	Skills and Procedures of Translation(English & Telugu)	SE107-7C	75	4	30	50+20

In semester 5 student chooses one from the above three pairs

Skill Enhancement Courses (SECs)

7. Course Structure for Skill Enhancement Course for 2023-27 Batch

Sem	Course Code	Course Name	Hrs	Credits	CIA	SEE
1	1SK-CSK	Communication Skills	2	2	10	40
2	2SK-BW	Business Writing	2	2	10	40

GENERAL ENGLISH (Common Language Course)

General English- SEMESTER-I (2023-24)

COURSE 1: A COURSE IN COMMUNICATION AND SOFT SKILLS (ENG-01)

Theory

Credits: 4

4 hrs/week

Learning Outcomes

By the end of the course, the learner will be able to:

- CO1 identify types of listening and the phonetic symbols
- CO2 listen to English using authentic sources, pronounce the sounds, and use stress and intonation.
- CO3 practice aspects of grammar in context through selected reading.
- CO4. demonstrate everyday oral communication
- CO5. understand the selected soft skills and use them.

UNIT I: Listening Skills

- a. Importance of Listening
- b. Types of Listening
- c. Barriers to Listening
- d. Effective Listening with podcasts (A Leader Should Know How to Manage Failure - Dr. A.P.J. Abdul Kalam.) (Not for external evaluation)

UNIT II: Phonetics

- a. Sounds of English: Vowels and Consonants
- b. Syllable
- c. Word Stress
- d. Intonation

UNIT III: Grammar

- a. Articles
- b. Prepositions
- c. Tenses
- d. Concord (Correction of sentences as focus aspect)
- e. Question tags (Correction of sentences as focus aspect)

UNIT IV: Speaking Skills

- a. Greetings & Introduction
- b. Asking and Giving Information
- c. Agreeing/ Disagreeing
- d. Yes, We Can Barack Obama

UNIT V: Soft Skills

- a. SWOC
- b. Attitude
- c. Emotional Intelligence
- d. d. Netiquette

References:

1. Soft Skills, Dr. Alex (New Delhi: S. Chand & Company Ltd) 2009.
2. Interpersonal Skills Training, Philip Burnard (New Delhi: Viva Books Private Ltd)
3. A Text Book of English Phonetics for Indian Students, Balasubramanian

General English, Semester-II, 2023-2024
Course- A Course in Reading and Writing Skills -ENG-02

Theory

4 Credits

4hr/week

Learning Outcomes

By the end of the course the learner will

CO1. Use reading skills for effective comprehension.

CO2. Build up a repository of active vocabulary.

CO3. Develop writing skills & strategies for academic and professional purposes.

CO4. Enhance communicative competence through Reading and Writing skills acquired.

I. Unit: Vocabulary Skills

- a. The Last Clock – James Thurber
- b. Synonyms & Antonyms
- c. Conversion of Words
- d. Collocations

II. Unit: Reading Skills – I

- a. The Best Investment I Ever Made – A.J. Cronin
- b. The Patriot – Nissim Ezekiel
- c. Skimming and scanning (Assessment in Skimming and scanning of the prose & Poetry)

III. Unit: Reading Skills – II

- a. When the Trees Walked – Ruskin Bond
- b. Stopping by Woods on a Snowy Evening – Robert Frost
- c. Reading Comprehension (Top Down, Bottom Up and Scheme Theory)

IV. Unit: Writing Skills – I

- a. Note Making / Taking
- b. One Word Substitutes
- c. Expansion of ideas

V. Unit: Writing Skills – II

- a. Letters
- b. Curriculum Vitae and Resume
- c. E- Correspondence

Semester – III General English

Course- A Course in Conversational Skills ENG001-3 (2022-26 batch)

SYLLABUS

Learning Outcomes: By the end of the course the learner will be able to:

CO1.Comprehend the form used in various formal and informal; social and professional interactions

CO2. Develop the skills required for various social language functions.

CO3. Distinguish among the professional oral abilities and use them in professional context.

CO4. Acquire strategies to read and analyse different kinds of texts.

Unit1: Conversation skills 1

- a. Greetings and Introduction,
- b. Describing people,
- c. Describing places
- d. Describing things

(Teaching Resources: Audio Podcasts/Worksheets)

Unit 2: Conversation skills 2

- a. Asking for and giving Information
- b. Asking for and giving directions
- c. Agreeing and Disagreeing

(Teaching Resources Audio Podcasts/Worksheets)

Unit 3: Conversation skills 3

- a. Making requests and responding to requests
- b. Offering and
accepting/rejecting help

(Teaching Resources Audio
Podcasts/ Worksheets)

Unit 4: Professional skills

- a. Debate
- b. Group discussion
- c. Interview Skills
- d. Presentation skills

Unit 5: Speeches and travel writing (Comprehension)

- a. You've Got to Find What You Have- Steve Jobs
- b. On my First Visit to Kashmir: A Ticket to Heaven - Divya Goyal (Published in the Indian Express)

B.A. SPECIAL ENGLISH MAJOR

Special English Major, Semester-II, 2023-2024
An Introduction to the History of English Language:

2SE-03

Course Outcomes:

After going through the Course, the learner will

CO1 Understand the characteristic features of different ages

CO2 Analyse how language changes

CO3 Interpret the ways that led to the formation of Standard English

Unit.1. Origin and Development of English Language:

1. Indo-European Family of Languages,
2. Grimm's Law,
3. Verner's Law and the First Sound Shift

Unit.2. Stages and Development in History of English Language:

1. Old English
2. Middle English
3. Modern English

Unit.3. Various Influences on English Language

1. Latin Influence
2. French Influence
3. Scandinavian Influence

Unit.4. Semantic Evolution:

1. Change of Meaning,
2. Word - Formation
3. Standardization of English

Unit.5. English across the World –

1. British English
2. American English
3. GIE

Reference Books:

- A History of the English Language by Albert C. Baugh
- A History of the English Language by FT WOOD
- The English Language by CL Wrenn
- Simeon Potter, Our language

Special English Major 4, Semester-II, 2023-2024

4. An Introduction to English Literature (upto Elizabethan Period) 2SE-04

Learning Outcomes:

After going through the course, the learner would be able to

CO1 define and explain different literary terms related to poetry, drama and literary criticism and elements and types of Poetry.

CO2. explain the social, political, and religious conditions that influenced the production of literature during the period from 600 to 1500 AD.

CO3. explain the principles of literary criticism of this period.

CO4 apply the literary terms in analysis of poems and drama

UNIT-I: Literary terms

- Elements of Poetry: Rhyme, Meter, Poetic devices
- Types of Poetry: Lyric, Sonnet, Ode, Elegy, Pastoral Elegy
- Elements of Drama: Character, Plot, Setting
- Types of Drama: Morality plays, Mystery plays, Miracle plays, Tragedy, Comedy, Tragic Comedy

Unit – II: Poetry

- Chaucer: Controlling the Tongue
- Edmund Spenser: One day I Wrote Her Name

Unit – III: Drama

- Christopher Marlowe: Dr. Faustus

Unit – IV: Close reading and critical appreciation of Drama

- Act 5 of Dr. Faustus

Unit – V: Literary Criticism

- Definition & Functions of Literary Criticism
- Aristotle's Poetics: Three Unities, Mimesis, Hamartia, Catharsis, Anagnorisis, Peripeteia, Aristotle's, definition of Tragedy and Comedy

Reference:

Grierson, H.J.C. 2014.A History of English Poetry. CUP.

Daiches, David. 2014 ed. History of English Literature.(4 Volumes).CUP. Eagleton, Terry. 2007.

How to Read a Poem. Oxford: Blackwell.

M.S.Naagarajan.2006. English Literary Criticism & Theory.

Barry, Peter. 2010. Beginning Theory: An Introduction to Literary Theory and Cultural Theory, Manchester University Press, Manchester.

**MINOR IN COMMUNICATIVE
ENGLISH**

Minor-Communicative English
Course Title: Grammar for Functional Use
First Year. Semester 2 (w.e.f from 2023-24)

Learning Out Comes

- CO1.Know and understand selected aspects of English grammar in practical, real-life contexts.
- CO2.Use the knowledge of these grammar aspects in interactive activities, and application exercises,
- CO3.use grammar effectively for communication purposes.

Syllabus

Unit 1: ii. Using Past, Present and Future tenses to

- A) Recount Events,
- B) Recall Experiences,
- C) Narrate Situations
- D) Predictions and Plans

ii. Using Linkers

(expressions and forms related to recount of events; recall of experiences; narration of situations ; Predictions and Plans)

Unit 2: Using Modals and Interrogatives for

- a) Asking for and offering information and help/advice
- b) Asking for and giving directions, instructions, clarification to perform tasks
- c) Making and responding to requests
- d) Offering and responding to suggestions and recommendations

(Expressions and forms related to asking and offering information, help/advice; to asking for and giving directions, instructions, clarification to perform tasks; making and responding to requests; offering and responding to suggestions and recommendations)

Unit 3: Using Reported Speech for

- a) Reporting Conversations
- b) Reporting Events
- c) Reporting Incidents

(Expressions and form related to reporting conversations ; reporting of events; reporting of incidents)

Unit 4: Using Degrees of comparison to

- a) Compare and Contrast People
- b) Compare and Contrast Places and things
- c) Compare and Contrast Situations

1. Expressions & appropriate sentence form used to compare and contrast people; compare and contrast places and things; to compare and contrast situations.

Unit 5: a. Using Passive voice for

- a) Emphasis on actions and results
- b) Anonymity and formality in reports
- c) Objectivity in reporting, office, technical and scientific writing

Identification of active and passive forms in various language functions; framing passive structure; limitations to the use of passive in selected verbs;

Reference books:

1. Leech, G. & J. Svartvik (2002) A Communicative Grammar of English. Pearson, India.
2. "Practical English Usage" by Michael Swan
3. Grammar Practice Activities- Penny Ur

**COMMUNICATIVE ENGLISH IN B.A. EPCE
(3 MAJOR SYSTEM)**

Communicative English -Semester 3 -CE104-3 (2023-24)

Course: Foundation in Professional Writing and Speaking

Outcomes

Communicative English course is a core course spread over the six semesters. The course is designed with an objective of preparing students as specialized learners of English language with a focus on the communicative function of the language. The course plans to train the students to be potential teachers of English when this degree is combined with a degree in Teaching Pedagogy.

By the end of the course during the third semester, 5 hours a week and 5 credits a semester, students will be able to

CO1.Use grammar in framing sentences for speaking and writing in professional environment.

CO2.Develop and enhance speaking skills for different purposes in real life situations.

CO3.Acquire and use learning strategies and writing skills and strategies needed for various social and professional contexts.

Unit I : Academic Writing:

5 Step Writing Process

Unit-II: Functional Grammar:

a.Asking Questions

b.Linkers

c.Simple, Compound and Complex

Unit-III :Summarising Strategies

a.Note-Making,

b.Summarising (reports/ articles/ story)

c.Paraphrasing (paragraph/ dialogue)

d.Sequencing of Ideas

Unit-IV : Writing for Workplace

a. Writing Notices and Circulars

b. Agenda and Minutes of a meeting

c. Writing office reports (meetings/ visits)

Unit-V: Speaking Skills:

a.Picture Description,

b. Describing People and Places

c.Narrating Events and Experiences,

d.Presentation Skills

e.Group Discussion

References

Tricia Hedge, Writing, Resource Books for Teachers Series

Jean Withrow, Effective Writing: Writing Skills for Intermediate Students of American English

Nageshwar Rao and Rajendra P. Das, Communication Skills

John Seely, Oxford Guide to Effective Writing and Speaking

Bishop and Solan Academic Writing: Five step writing

Communicative English 2023-24
Semester 4 Course 4
Skills and Strategies in Professional Reading and Writing **CE104-4**

Communicative English course is a core course spread over the six semesters. The course is designed with an objective of preparing students as specialized learners of English language with a focus on the communicative function of the language. The course plans to train the students to be potential teachers of English, when this degree is combined with a degree in Teaching Pedagogy.

By the end of the course during the Fourth semester, 5 hours a week and 5 credits a semester, students will be able to

CO1. read and comprehend real world genre- manuals, brochures, Adverts & short fiction.

CO2. write short descriptions, blogs, Ads; book, film and product reviews.

CO3. develop skills needed for writing reviews and descriptive and narrative essays.

Unit I - Reading with Authentic Material

Reading manuals (Gadgets)
Reading Brochures & Adverts

Unit II: Literary Reading

Book- Novel - Blue Umbrella
Structure, plot, characterization, Point of view, style, literary theory applicable
Book reviews

Unit-III Short writing

Developing a paragraph
Descriptions/ Narrations (compare and contrast)
Blog
Advertisements (focus on language)

Unit-IV: Writing Reviews

Film Reviews
Product reviews

Unit V: Essay Writing

Writing Essays - (Strategies)
Narrative and Descriptive Essays

Reference

Tricia Hedge, *Writing*, Resource Books for Teachers Series

Jean Withrow, *Effective Writing: Writing Skills for Intermediate Students of American English*

Nageshwar Rao and Rajendra P. Das, *Communication Skills* John Seely, *Oxford Guide to Effective Writing and*

Speaking Bishop and Solan Academic Writing: Five step writing

Communicative English- SEMESTER-IV, PAPER- V, 2023-24

An Introduction to English Language Teaching CE104-5

Course Outcomes:

Communicative English course is a core course spread over the six semesters. The course is designed with an objective of preparing students as specialized learners of the English language with a focus on the communicative function of the language. The course plans to train the students to be potential teachers of English, when this degree is combined with a degree in Teaching Pedagogy.

By the end of the course during the Fifth semester, 5 hours a week and 5 credits a semester, students will be able to

CO1 analyze and evaluate the implications of theories on second language Teaching and ,the benefits of different methods of Teaching Language

CO2 apply different learning styles and intelligences for self-learning and classroom teaching.

CO3 write a lesson plan for teaching English Language

CO4.understand and differentiate testing and evaluation

Unit.1: Theories of Second Language Acquisition

Behaviourism- Universal Grammar Theory – Monitor theory - Cognitivism – Motivation –

Scaffolding techniques

Unit.2: Methods of Teaching English

Audio Lingual Method - Structural Approach- Grammar Translation Method – Oral Approach – Situational Approach – Direct Method — Bilingual Method – Communicative Method - Eclectic Approach

Unit.3

Learning Styles and Multiple Intelligences – Audio-Visual Aids - Activity Based Language Teaching

Unit.4

Content Vs Activities - Lesson Planning and Evaluation – Planning Lessons for Prose, Poetry and Grammar

Unit.5

Introduction to Testing and Evaluation – Internal and External Evaluation – Types of Tests

References:

Penny Ur :A Course in Language Teaching: Practice and Theory: CUP,1996

Stern,H.H: Fundamental Concepts of Language Teaching: OUP, 2003

Larsen-Freeman, Dianne: Techniques and Principles in Language Teaching: OUP, 2003

Richards,J.C& Theodore S.Rodgers: Approaches and Methods in Language Teaching, CUP, 2007

Baruah, T.C: The English Teacher's Handbook: New Delhi, Sterling, 2009

Communicative English, Semester-V, Paper 6A2023-2024
An Introduction to Writing for Media, CE104-6A

Outcomes:

By the end of the course the student will be able to

CO1. Know and understand the nature and role of various types of media with a focus on Indian media.

CO2. analyse the features that make a news report, various sections of a newspaper and its jargon.

CO3. Acquire the mechanics of newspaper writing in terms of vocabulary, sentence structure and the basics of writing news.

CO4. write different types of news items and translate news from Telugu to English at a primary level

UNIT I - Nature and role of Media

i) History, Definition and features of Print, electronic and Digital media

ii) Contribution of Indian Media (Paper & Radio) During Indian freedom struggle & Emergency

iii) Indian Press - Influence of public Opinion

iv) Introduction to News Agencies - At present (Different National and International Media Agencies)

Unit II – What makes a news report

i) What makes the news: Characteristics of a good news report

ii) Sources of News- Kinds of Reporters

iii) News reports and Public Interest

iv) Editorial and its characteristics

v) Glossary of Newspaper Jargon

Unit III – Mechanics of Writing News Reports

i) Analysis of News stories for identifying – Headlines, subheads, captions, reviews. ii) Vocabulary that can affect the slang, emotive words, and neutral words.

iii) Writing the Lead- Inverted Pyramid structure (Five

Ws and H) iv) Use of passive structures. (Authentic use)

v) Writing Headlines, Do's & Don'ts

Unit IV – Writing reports and features

i) Making of a News Story

ii) Writing of News report

iii) Feature Writing- Definition - Qualities

iv) Kinds of feature Writing - Arts, Travel, Food, Leisure, Wellness & Health

Unit V - Picture Writing & Translation

i) Writing Captions for Pictures

ii) Picture Writing- writing a story based on the picture (creative) based on real events reported in the past.

iii) Translation of News - Telugu into English (Basic level) (practical translation)

References:

Basic Journalism by Rangaswami Parthasarthy, Macmillan India, 1984.

Writing for Media- Usha Raman, OUP, 2009

Writing for the Media, Adam Wheeler, Emerald Publishing House

CE Semester V, Paper VII A 2023-24
English Language Teaching–Communicative Approach CE104-7A

Course Outcomes:

By the end of the course, students will be able to

- CO1.** understand communicative method of language teaching and evaluate it with one's own language learning experiences.
- CO2.** Experience classroom management issues and work out solutions for them.
- CO3.** write lesson plans in PWP style using authentic material.
- CO4.** Demonstrate eliciting techniques and effective way of giving instructions while teaching LSRW skills using these lesson plans.

Unit.1

What is CLT? – Introduction to Communicative Language Teaching – Student Centered Methods–Developing Skills–Teacher as a Facilitator

Unit.2

Classroom Management–Problems with Large Classrooms– Solutions– Pair and Group Work - Elicitation Techniques

Unit.3

Lesson Planning–PWP Style

Unit.4

Developing LSRW Skills–PWP–Using Authentic Materials

Unit.5

Motivation, Error Correction and Giving Feedback–Accuracy vs Fluency Molding Learner's autonomy

References:

- 1. Communicative Language Teaching: An Introduction (Cambridge Language Teaching Library) Paperback – 31 Mar 1981 by William Littlewood
- 2. Jack.C. Richards, The Context of Language Teaching CUP 1985
- 3. The Language Teaching Matrix, CUP, 1990

Communicative English - Semester-V from 2023-24

TEACHING ENGLISH ONLINE CE104-6B

Course Outcomes : At the end of the course the student will be able to:

- i. Understand online Teaching of English
- ii. Acquire skills of teaching online
- iii. Identify online resources for teaching
- iv. Conduct classes online
- v. Use Technology for evaluating students' performance

SYLLABUS

UNIT -I

3. Contextualizing the Online Teaching of English (The learners, the context, the content)
4. Types of Online Teaching
(Self-learning, Guided Learning, Blended Learning, Flipped Classroom etc.)

UNIT II

1. Course Planning
(Course Modalities, Timelines and Chunking)
2. Lesson Planning
(Course Content, Materials, Additional Inputs)

UNIT III

1. Types of Online Teaching Platforms
(LMS , Moodle, Google Classroom, Zoom , Cisco-WebEx, Google Meet, etc.)
2. Online Classroom Management
(Break-up Rooms, Chat Boxes, Polling/Voting, Interaction)

Unit-IV

3. Online Educational Resources (Copyright, Creating Own Resources)
4. Collaboration

Unit-V

3. Mobile Learning
4. Online Evaluation

Resources for Further Reading:

Virendra Mishra et al. English Language Teaching Skills. Cambridge University Press, 2020
N.Krishna Swamy & Lalitha Krishna Swamy. Methods of Teaching English. Trinity Press, 2014.
Navita Arora. English Language Teaching. MacGraw Hill, 2012
N.Krishna Swamy & Lalitha Krishna Swamy. Teaching English: Approaches, Methods and Techniques. Macmillan India Limited, 2005.
Cambridge Assessment English: <https://www.cambridgeenglish.org/blog/12-tips-for-teaching-an-online-english-class/>
Online English Resources for

Communicative English - Semester-V from 2023-24

ENGLISH FOR JOURNALISM AND ADVERTISING (PRINTMEDIA) CE104-7B

OUTCOMES: At the end of the course the student will be able to:

1. Understand the Principles of Journalism
2. Acquire Language Skills for effective communication
3. Identify online resources for personal improvement
4. Demonstrate Speaking Skills for the media
5. Analyse events for authentic reporting

SYLLABUS

Unit-I

1. Principles of Journalism:
(Gathering Information, Verifying Facts, Reporting the Events , Impacting People)
2. Use of English in News Papers (Simple, Formal, Concise and Impersonal)

Unit-II

1. Print Media: (Different Types of News Papers, Magazines and Periodicals)
2. English
Language for Journalism: (Specific Use of Tenses, Vocabulary, Agreeing and Disagreeing, Reported Speech)

Unit-III

1. Journalism as a Social Memoir
2. Style Guide and Proof reading

Unit-IV

1. Writing for the Media
2. Advertising and Its Lexical Features

Unit-V

1. Speaking Skills for the Media
2. Journalism in the Digital Age

Resources for Further Reading:

1. Wynford Hicks. English for Journalists (Media Skills). 4th Edition, Routledge, 2013.
2. Crawford Gillan, Sir Harold Evans. Essential English for Journalists, Editors and Writers. Random House, 2010.
3. Angela Goddard. The Language of Advertising: Written Texts. Routledge, 1998
4. Bill Kovach and Tom Rosenstiel. The Elements of Journalism. Crown Publishers, New York, 2007
6. The Guardian-News Writing:
<https://www.theguardian.com/books/2008/sep/25/writing.journalism.news>
7. Indian Institute of Mass Communication
http://iimc.nic.in/content/44_1_JournalismEnglish.aspx
8. American Press Association
<https://americanpressassociation.com/principles-of-journalism/>

Communicative English - Semester-V from 2023-24

Creative Writing and Literary Appreciation CE104-6C

OUTCOMES:

At the end of the course the student will be able to:

- vi. Understand and define the art of Creative Writing
- vii. Identify different literary genres
- viii. Review the published works of others
- ix. Deliver presentations on the literary works
- x. Demonstrate the creative writing skills

SYLLABUS

Unit-I

1. Understanding Creative Writing
2. Characteristics of Good Writing

Unit-II

1. Understanding Fiction: Novel and Short Story
(**Plot, Character, Theme and Narrative Technique:** A Tale of Two Cities –by Charles Dickens; **Visual Description, Point of View and Setting:** ‘The Black Cat’ –by Edgar Allen Poe)
2. Understanding Prose
(**Language and Style:** Francis Bacon’s ‘Of Studies’;
Persuasiveness, Readability and Argument: ‘The Power of Prayer’ –by APJ Abdul Kalam)

Unit-III

1. Understanding Poetry
(**Figurative Language:** ‘Endless Time’ –by Rabindranath Tagore;
Imagery and Metre: ‘Elegy Written in a Country Churchyard’ –by Thomas Gray;
Tone: ‘The Lovers of the Poor’ –by Gwendolyn Brooks)
2. Mechanics of Poetry

Unit-IV

1. Writing a Memoir
2. Writing Reviews

Unit-V

1. Writing a Short Story
2. Writing Different Types of Essays

Resources for Further Reading:

1. Stephen King. On Writing: A Memoir of the Craft. Scribner, 2010.
2. Alice LaPlante. The Making of a Story: A Norton Guide to Writing Fiction and Non-Fiction. W.W.Norton, New York, 2009
3. Tara Mokhtari. The Bloomsbury Introduction to Creative Writing. Bloomsbury Academic, London, 2015.
4. Philip Seargeant & Bill Greenwell. From Language to Creative Writing: An Introduction. Bloomsbury Academic, London, 2013.

Govt. College for Women (Autonomous):Guntur- Dept of English
Communicative English - Semester-V from 2023-24

SKILLS AND PROCEDURES OF TRANSLATION (ENGLISH&TELUGU) CE104-7C

OUTCOMES:

At the end of the course the student will be able to:

- i. Understand the central issues of Translation
- ii. Use the methods of Translation
- iii. Translate from English to Telugu and Vice-versa
- iv. Translate Different Genres
- v. Make use of Technology for Translation

SYLLABUS

Unit-I

1. Types of Translation & Tools:
(Interlingual, Intralingual and Intersemiotic Translation &Types of Dictionaries, Thesaurus, Encyclopedia, Online Resources)
2. Central Issues in Translation: A Multi-Cultural Interaction (Language, Culture, Equivalence, Loss and Gain in Translation)

Unit-II

1. Pragmatic Translation (Technical, Media and Medical)
2. Literary Translation (Translation of Creative Writing)

Unit-III

- 1.Strategies & Procedures:(True Translation, Literal Translation, Free Translation, Transliteration, Transcreation)
2. Problems in translation from English to Telugu & Vice versa

Unit-IV Translating Short Fiction, Prose and Poetry

2. Translating for the Print Media & Advertisements

Unit-V

- 1.Technical Translation
2. Translation and Technology

Resources for Further Reading:

Susan Bassnett. Translation Studies. Routledge: Taylor & Francis Group, New York, 2005.(1st and 3rd Chapters)

Peter Newmark. Approaches to Translation. Prentice Hall, New York,

Roman Jakobson. "On Linguistic Aspects of Translation", On Translation Ed. by Reuben Arthur Brower, Harvard University Press, 1959.

H.Lakshmi. Problems of Translation. Booklinks Corp. 1993

National Translation Mission,

Mysore: https://www.ntm.org.in/languages/english/ongoinginitiatives_ntm.aspx

SPECIAL ENGLISH IN B.A.TTM
(3 MAJOR SYSTEM)

Special English, Semester-III, 2023-24

Title: An Introduction to Restoration and Augustan Literature (1660 – 1750) SE107-3

Course Outcomes: On completion of the course, the student will be able to

CO1. name and explain the characteristic features of literature and the prominent literary forms in vogue during the Restoration and Augustan ages.

CO2. evaluate the use of selected literary forms through the study of a few poems, prose works, and a play produced during the period.

CO3. Apply the tenets of literary criticism during Restoration and Augustan ages

Syllabus:

Unit	Unit Title	Topics	Marks
1	Part -1: History of English Literature	Characteristic features of English Literature during the 'Restoration and Augustan Periods' (17th and 18th Centuries)	14
	Part -2: Literary Forms and Terms	Satire, Mock-epic, Heroic couplet, Epistle, Heroic tragedy, Comedy of manners, Genteel comedy, Sentimental comedy, Periodical essay,	
2	Poetry (annotations as a test item)	1. <i>Paradise Lost</i> Book I lines '84- 124' by John Milton . 2. <i>The Rape of the Lock</i> , Canto I and Canto II by Alexander Pope	14
3	Prose	1. <i>Household Superstitions</i> by Addison Steele. 2. <i>Rules that concern All Servants in General</i> by Jonathan Swift.	14
4	Play	<i>The Rivals</i> by Richard Brinsley Sheridan (Studying Act II for annotations)	14
5	Literary Criticism	<i>Preface to Shakespeare-</i> by Samuel Johnson	14

Reference Books:

1. *The Concise Cambridge History of English literature* by George Sampson
2. *A short Oxford History of English Literature* by Andrew Sanders
3. *English Critical Texts* by Enright D. J.
4. *A Glossary of Literary Terms* by M.H. Abrams

Websites for reference: 1. www.poetryfoundation.org 2. www.britannica.com

Title: An Introduction to Romantic and Victorian Ages (1757-1901) SE107-4

No of hrs.: 5

No of Credits: 4

Course Outcomes:

On completion of the course, the student will be able to:

CO1. Identify the characteristic features of literature and prominent literary forms during the Romantic and Victorian Ages.

CO2. evaluate the use of selected literary forms through the study of a few poems, prose works, and a play produced during the period.

CO3. Apply the tenets of literary criticism during the Romantic and Victorian Ages.

Syllabus:

Unit 1: History of English Literature & Literary Forms and Terms

- Romantic and Victorian Literature.
- Elements of a Novel: Plot, Setting, Point of View, Character, Flat character, Round character, Protagonist, Antagonist
- Types of novels: Melodrama, Historical novel, Sentimental novel, Gothic novel, Regional novel, Bildungsroman, Picaresque novel
- Prose forms: Biography, Autobiography

Unit 2: Poetry

- John Keats: *Ode to a Nightingale*
- Robert Browning: *Porphyria's Lover*
- William Wordsworth: *To a Highland Girl*

Unit 3: Fiction

- Jane Austen: *Pride and Prejudice*

Unit 4: Fiction:

- Critical Appreciation of the novel *Pride & Prejudice*

Unit 5: Literary criticism

- Matthew Arnold: *The Study of poetry*

Reference Books:

1. The Concise Cambridge History of English literature by George Sampson
2. A short Oxford History of English Literature by Andrew Sanders
3. English Critical Texts by Enright D. J.
4. A Glossary of Literary Terms by M.H. Abrams

Special English - Semester IV, Paper V 2023-24

Title: Introduction to the History of English Language, Linguistics & Phonetics

Credits-4

Course Code- SE107-5

Teaching hours per week=5

Learning outcomes:

Special English course is a core course spread over the six semesters. The course is designed with an objective of preparing students to appreciate English literature, critically analyse it and to have an understanding of basic concepts of history of the language, Linguistics and Phonetics.

By the end of the course during the Fifth semester students will be able to:

CO1. explain the origins and development , the different foreign influences on English language as well as etymological changes

CO2. define and explain the basic concepts of Linguistics , apply the basic concepts of phonetics

CO3 demonstrate foundational pronunciation skills.

Syllabus:

UNIT 1: History of English Language I

- Indo-European Family of Languages
- Grimm's Law
- Verner's Law

UNIT 2: History of English Language II

- Various Influences on the English Language – Latin, French and Scandinavian
- Etymology- Origin of words; Change of Meaning, Word - Formation

UNIT 3: Introduction to Linguistics

- Define Linguistics & Define its features
- Introduction to Morphology- Morpheme and types of morphemes, Syntax, Semantics, Socio Linguistics

UNIT 4: Phonetics I

- Organs of Speech
- Place of articulation
- Manner of articulation
- Stricture

UNIT 5: Phonetics II

- Sounds of English 3 term labels
- Cardinal vowels and vowel diagram
- Suprasegmental features: word accent, intonation and connected speech

Recommended Reading:

1. Baugh A.C. A History of the English Language. Chennai: Allied Published, 1978.
2. Wood F.T. An Outline History of the English Language. Macmillan, 2008.
3. Crystal, David. English as a Global Language. London: Cambridge University Press, 1997.
4. Mugglestone. Oxford History of English, Indian Edition: Oxford University Press, 2009.
5. A text book of English Phonetics for Indian students by T.Balasubramanian

Special English, 2023-2024, Semester-VI, Paper-6A

An Introduction to English Language Teaching SE107-6A

Course Outcomes: By the end of the course during the Fifth semester, 5hours a week and 4credits a semester, students will be able to

CO1 analyze and evaluate the implications of theories on second language Teaching and ,the benefits of different methods of Teaching Language

CO2 apply different learning styles and intelligences for self-learning and classroom teaching

CO3 write a lesson plan for teaching English Language

CO4.understand and differentiate testing and evaluation

At the end of the course, the student is expected to Demonstrate the above cognitive abilities (thinking skills) and psychomotor skills.

Syllabus

Unit.1

Theories of Second Language Acquisition–Behaviourism-Universal Grammar Theory– Monitor theory- Cognitivism–Motivation–Scaffolding techniques

Unit.2

Methods of Teaching English – Audio Lingual Method - Structural Approach- Grammar Translation Method—Oral Approach–Situational Approach–Direct Method—Bilingual Method–Communicative Method-Eclectic Approach

Unit.3

Learning Styles and Multiple Intelligences–Audio-Visual Aids-Activity Based Language Teaching (Survey Project)

Unit.4

Content Vs Activities-Lesson Planning and Evaluation–Planning Lessons for Prose, Poetry and Grammar (Lesson Plan Project)

Unit.5

Introduction to Testing and Evaluation–Internal and External Evaluation–Types of Tests

References:

1. Penny Ur: *A Course in Language Teaching: Practice and Theory*: CUP,1996
2. Stern,H.H: *Fundamental Concepts of Language Teaching*:OUP,2003
3. Larsen-Freeman, Dianne: *Techniques and Principles in Language Teaching*: OUP,2003
4. Richards, J.C& Theodore S.Rodgers: *Approaches and Methods in Language Teaching*,CUP,2007
5. Baruah,T.C:*The English Teacher's Handbook*: NewDelhi, Sterling,2009

Special English- Semester- V - 2023-24 (SEC)
7A- Creative Writing and Literary Appreciation (SE107-7A)
No. of Hours: 75 (05 per Week) Credits: 04 Max. Marks: 100

Course Outcomes:

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

CO1 analyse and acquire strategies of academic and creative writing

CO2 evaluate literary forms of poetry, fiction and prose for literary appreciation

CO3 demonstrate critical and creative writing skills through diary entry, book review, short story and essay writing

Unit-1 : Writing Skills

1. Aspects of Academic Writing: 5 step writing process
 - a. Gathering Information
 - b. Organizing information
 - c. Rough Draft
 - d. Peer Review
 - e. Fair Draft (paragraph analysis)
2. Aspects and features of Creative Writing

Unit 2 Short story & Novel

1. Understanding Fiction:
 - a. *Everyday use* by Alice Walker: Visual description, point of view, and setting
 - b. *6 feet of the country* by Nadine Gordimer: Plot, Character, Theme, and Narrative technique
2. Understanding prose:
 - a. *Ecofeminism -Women in Nature* by Vandana Shiva
 - b. *The Power of Prayer* (Essay) by APJ Abdul Kalam
: Persuasiveness, Readability and Argument

Unit 3. Understanding Poetry:

- a. *Endless Time* by Rabindranath Tagore: **Figurative language**
- b. *Elegy Written in a Country Churchyard* by Thomas Gray : **Imagery**
- c. *The Hollow Men* by T.S. Eliot

Unit 4. Critical writing skills

- a. Diary Writing : *The Diary of a Young Girl* by Anne Frank
- b. Book Review

Unit 5. Creative Writing Skills

1. Writing a Short Story
- Dynamics of Essay writing
 - a. Structure of an Essay
 - b. Writing different types of essays: Narrative essay and Descriptive essay

Resources for Further Reading:

2.

1. Stephen King. *On Writing: A Memoir of the Craft*. Scribner, 2010.
2. Alice LaPlante. *The Making of a Story: A Norton Guide to Writing Fiction and Non-Fiction*. W.W.Norton New York.2009
3. Tara Mokhtari. *The Bloomsbury Introduction to Creative Writing*. Bloomsbury Academic, London, 2015.
4. Philip Seargeant & Bill Greenwell. *From Language to Creative Writing: An Introduction*. Bloomsbury Academic, London, 2013.
5. Tips for Creative Writing: <https://www.lexico.com/grammar/top-tips-for-creative-writing>
6. Creative Writing: Simple Definition and Tips: <https://grammar.yourdictionary.com/word-definitions/definition-of-creative-writing.html>
7. Bishop and Solan. *Academic Writing: 5 Step Writing Process*

Domain Subject: Special English
Skill Enhancement Courses (SEC) for Semester-V from 2023-24
Pair-2: Course 6B

Teaching English Online (SE107-6B)

No.of Hours:75 (05perWeek)

Credits: 04

Max.Marks: 100

OUTCOMES

At the end of the course the student will be able to:

- i. Understand online Teaching of English
- ii. Acquire skills of teaching online
- iii. Identify online resources for teaching
- iv. Conduct classes online
- v. Use Technology for evaluating students' performance

SYLLABUS

Unit-I

1. Contextualizing the Online Teaching of English(The learners, the context, the content)
2. Types of Online Teaching
(Self-learning, Guided Learning, Blended Learning, Flipped Classroom etc.)

Unit-II

- 3.Course Planning
(Course Modalities, Timelines and Chunking)
- 4.Lesson Planning
(Course Content, Materials, Additional Inputs)

Unit-III

- 5.Types of Online Teaching Platforms
(LMS, Moodle, Google Classroom, Zoom, Cisco-WebEx, Google Meet, etc.)
- 6.OnlineClassroomManagement
(Break-up Rooms, Chat Boxes, Polling/Voting, Interaction)

Unit-IV

1. Online Educational Resources(Copyright, Creating Own Resources)
2. Collaboration

Unit-V

1. Mobile Learning
2. Online Evaluation

Resources for Further Reading:

1. Virendra Mishra et al. English Language Teaching Skills. Cambridge UniversityPress,2020

2. N.Krishna Swamy & Lalitha Krishna Swamy. Methods of Teaching English. TrinityPress,2014.
3. NavitaArora.English LanguageTeaching.MacGrawHill,2012
4. N.Krishna Swamy & Lalitha Krishna Swamy. Teaching English: Approaches, Methods and echniques.Macmillan India limited,2005.
5. Cambridge assessmentEnglish:<https://www.cambridgeenglish.org/blog/12-tips-for-teaching-an-online-english-class/>
6. Online English Resources for Teachers:<https://www.britishcouncil.org.br/en/programmes/english/resources-teachers>

Domain Subject: Special English

Skill Enhancement Courses (SEC) for Semester-V from 2023-24

Pair-2: Course7-B

English for Journalism and Advertising (Print media) SE107-7B

OUTCOMES:

At the end of the course the student will be able to:

- vi. Understand the Principles of Journalism
- vii. Acquire Language Skills for effective communication
- viii. Identify online resources for personal improvement
- ix. Demonstrate Speaking Skills for the media
- x. Analyse events for authentic reporting

Unit-I

- 1. Principles of Journalism:
(Gathering Information, Verifying Facts, Reporting the Events, Impacting People)
- 2. Use of English in News Papers(Simple, Formal, Concise and Impersonal)

Unit-II

- 1. Print Media:(Different Types of Newspapers, Magazines and Periodicals)
- 2. English Language for Journalism: (Specific Use of Tenses, Vocabulary, Agreeing and Disagreeing, Reported Speech)

Unit-III

- 1. Journalism as a Social Memoir
- 2. Style Guide and Proofreading

Unit-IV

- 1. Writing for the Media
- 2. Advertising and Its Lexical Features

Unit-V

- 1. Speaking Skills for the Media
- 2. Journalism in the Digital Age

Resources for Further Reading:

- 1. Wyn ford Hicks. English for Journalists (Media Skills).4th Edition,Routledge,2013.
- 2. Crawford Gillan, Sir Harold Evans. Essential English for Journalists, Editors and Writers. Random House, 2010.
- 3. Sylee Gore. English for Marketing & Advertising. Oxford University Press, USA,2008
- 4. Angela Goddard.The Language of Advertising: WrittenTexts.Routledge,1998
- 5. Bill Kovach and Tom Rosenstiel. The Elements of Journalism. Crown Publishers, Newyork, 2007
- 6.The Guardian-News Writing:
<https://www.theguardian.com/books/2008/sep/25/writing.journalism.news>
- 7.Indian Institute of Mass Communication
http://iimc.nic.in/content/44_1_JournalismEnglish.aspx

Special English Semester-V, Paper 6C 2023-24
An Introduction to Writing for Media, SE107-6C

Outcomes:

By the end of the course the student will be able to

- Know and understand the nature and role of various types of media with a focus on Indian media
- Analyse the features that make a news report, various sections of a newspaper and its jargon
- Acquire the mechanics of newspaper writing in terms of vocabulary, sentence structure and the basics of writing news
- Write basic news story, report and features
- Write captions and news stories for pictures
- Translate news from Telugu to English at a primary level

SYLLABUS

UNIT I - Nature and role of Media

- i) History, Definition and features of Print, electronic and Digital media
- ii) Contribution of Indian Media (Paper & Radio) During Indian freedom struggle & Emergency
- iii) Indian Press - Influence of public Opinion
- iv) Introduction to News Agencies - At present (Different National and International Media Agencies)

Unit II – What makes a news report

- i) What makes the news: Characteristics of a good news report
- ii) Sources of News- Kinds of Reporters
- iii) News reports and Public Interest
- iv) Editorial and its characteristics
- v) Glossary of Newspaper Jargon

Unit III – Mechanics of Writing News Reports

- i) Analysis of News stories for identifying – Headlines, subheads, captions, reviews.
- ii) Vocabulary that can affect the slang, emotive words, and neutral words.
- iii) Writing the Lead- Inverted Pyramid structure (Five Ws and H)
- iv) Use of passive structures. (Authentic use)
- v) Writing Headlines, Do's & Don'ts

Unit IV – Writing reports and features

- i) Making of a News Story
- ii) Writing of News report
- iii) Feature Writing- Definition - Qualities
- iv) Kinds of feature Writing - Arts, Travel, Food, Leisure, Wellness & Health

Unit V - Picture Writing & Translation

- i) Writing Captions for Pictures
- ii) Picture Writing- writing a story based on the picture(creative) based on real events reported in the past.
- iii) Translation of News - Telugu into English (Basic level)(practical translation)

References

Domain Subject: Special English

Skill Enhancement Courses (SEC) for Semester-V from 2023-24

Pair-1: Course 7C

Skills and Procedure of Translation (English & Telugu) SE107-7C

No. of Hours: 75 (05 per Week) Credits: 04 Max. Marks: 100

OUTCOMES:

At the end of the course the student will be able to:

- vi. understand the central issues of Translation
- vii. Use the methods of Translation
- viii. Translate from English to Telugu and Vice-versa
- ix. Translate different Genres
- x. Make use of Technology for Translation

Unit-I

1. Types of Translation & Tools:
(Interlingual, Intralingual and Intersemiotic Translation & Types of Dictionaries, Thesaurus, Encyclopedia, Online Resources)
2. Central Issues in Translation: A Multi-Cultural Interaction (Language, Culture, Equivalence, Loss and Gain in Translation)

Unit-II

1. Pragmatic Translation (Technical, Media and Medical)
2. Literary Translation (Translation of Creative Writing)

Unit-III

Strategies Procedures: (True Translation, Literal Translation, Free Translation, Transliteration, Transcreation)

1. Problems in translation from English to Telugu & Vice-versa

Unit-IV

1. Translating Short Fiction, Prose and Poetry
2. Translating for the Print Media & Advertisements

Unit-V

1. Technical Translation
2. Translation and Technology

Resources for Further Reading:

1. Susan Bassnett. Translation Studies. Routledge: Taylor & Francis Group, New York, 2005. (1st and 3rd Chapters)
2. Peter Newmark. Approaches to Translation. Prentice Hall, New York,
3. Roman Jakobson. "On Linguistic Aspects of Translation", On Translation Ed. by Reuben Arthur Brower, Harvard University Press, 1959.
4. H. Lakshmi. Problems of Translation. Booklinks Corp. 1993
5. National Translation Mission, Mysore

SKILL ENHANCEMENT COURSES

SEMESTER-I 2023-24

Skill Enhancement Course: Communication Skills: 1SK-CSK

Theory _____ Credits: 2 _____ 2 hrs/week _____

Course Objectives & Outcomes:

Upon the completion of the course the students will be able to:

- CO1. Understand and explain the importance and process of communication.
- CO2. Develop and acquire interview skills and presentation skills.
- CO3. Effectively play their roles in group discussions.

Course Content:

UNIT-I BASICS OF COMMUNICATION

1. Nature and importance of communication
2. Process of Communication
3. Principles of communication
4. Barriers to effective communication
5. Strategies for effective communication

UNIT-II PRESENTATION SKILLS

1. What is presentation?
2. Types of Presentation
3. Characteristics of good Presentation.
4. Dos and Don'ts in Presentation.
5. Audio visual material for effective presentation

UNIT- III INTERVIEWS AND GROUP DISCUSSIONS

1. Interview and its types
2. Before, during and after an interview
3. Dos and Don'ts in an interview
4. Basic Interview questions
5. Group Discussions: Structure and Process
6. Roles in GD; Dos and Don'ts in GD

**SEMESTER II
SKILL ENHANCEMENT COURSE
BUSINESS WRITING 2SK-BW**

Theory:

Credits: 2

2 Hours/week

- **Course Outcomes:**

- ✓ **By the end of this course, students will be able to:**

CO1. Understand the fundamentals of business writing and identify the style, tone, and language.

CO2. Apply principles of effective communication and craft well-structured and concise business Emails and Memos, persuasive and professional letters.

CO3. Examine the formats and prepare Notices/Circulars, Agenda and Minutes for business meetings.

Unit 1: Introduction to Business Writing:

1. Characteristics of Good Business Writing

2. Writing Clear and Concise Emails:

- a) Appropriate email etiquette in the professional environment,
- b) Organizing email content and using effective subject lines,
- c) Understanding tone and formality in email communication.

Unit 2: Memos and Interoffice Communication:

1. Inter-office Communication

- a) Formatting and structure of memos,
- b) Writing memos for various purposes like updates, announcements, requests.

2 Business Letters and Formal Correspondence:

- a) Structure and components of a business letter,
- b) Drafting persuasive and professional business letters,
- c) Responding to inquiries and complaints effectively.

Unit 3: Writing for Business Meetings:

Preparation for Business Meetings

- a) Notices/Circulars
- b) Agenda
- c) Minutes

References:

- Working in English, Jones, Cambridge
- Business Communication, Raman –Prakash, Oxford
- Speaking Personally, Porter-Ladousse, Cambridge
- Speaking Effectively, Jermy Comfort, et.al, Cambridge
- Anjanees Sethi & Bhavana Adhikari, Business Communication, Tata McGraw Hill
- Jermy Comfort, Speaking Effectively, et.al, Cambridge.

Ability Enhancement Certificate Course: Introduction to Reading for Pleasure

Duration of the Course: 30 Hrs **Course Credits:** 2

Offered to: First Semester B.A., (Special English)

Course Objectives: By the end of this course students will be able to

1. read and comprehend a story
2. observe the elements of a short story
3. give an overview of the story they have read

Level -1		The Mango Birds	
		Forever Friends	
		How Munia Found Gold	
	First Week	The Golden Deer	Listing the Characters and Identifying the Theme
		Punti's Wedding	
		Tumpa and the Sparrows	
		Tyltyl's adventure	Sequencing the events
	Second Week	We are Different	
		The Lion and The Hedgehog	
		Tortoise wins again	
		Formative Assessment-ONE	
Level-2		Vasu Meets a Tadpole	
	Week Three	The Summer Tree Contest	Read and Reflect the Comprehension (Factual and Simple Inferential Questions)
		Choogh, the Squirrel	
	Week-Four	Something Special	Retell the story
		Sona's Adventures	
		Formative Assessment-TWO	
Level Three			Summarising
	Week- Five	Odd One In	Identify the contribution of the story in addressing the issues pertaining to (Environment, gender and Human Values)
		My Father's Wife	
		A Different Diwali	