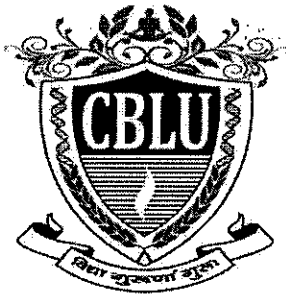


Chaudhary Bansi Lal University, Bhiwani

(A State University established under Haryana Act No. 25 of 2014)

DEPARTMENT OF ENGLISH



Scheme of Examination & Syllabi for

English

(w.e.f. 2024-25)

in

Undergraduate Programmes

as per NEP 2020

Curriculum and Credit Framework for Undergraduate Programme (Multiple Entry-Exit, Internships and Choice Based Credit System LOCF)

w.e.f. Academic Session 2024-25 (in phased manner)

**Department of English
Chaudhary Bansi Lal University, Bhiwani
Haryana, India**

Chaudhary Bansi Lal University, Bhiwani

Scheme of Examination for English in Undergraduate Programme
as per NEP 2020 Curriculum and Credit Framework for Undergraduate Programme
(Multiple Entry-Exit, Internships and Choice Based Credit System LOCF) w.e.f. the session 2024-25 (in a phased manner)

Semester-I

Sr. No.	Applicable Scheme	Course Code	Nomenclature of the Course	Credits			Contact hours		Internal Assessment Marks	End term Examination Marks	Total Marks	Examination hours
				Total	Lecture (L)	Tutorial (T)	L	T				
C	A & B	24UN-ENG-101	Language Through Literature-I	4	3	1	3	1	30	70	100	3
*CI	A & B	24UN-ENG-102	Children's Literature	2	2	0	2	0	15	35	50	2
N	A & B	Students will be required to select MDC1 from the available pool of Multidisciplinary Courses from a subject of different discipline as per NEP										
I	A & B	Students will be required to select AEC1 from the available pool of Ability Enhancement Courses as per NEP										
II	A & B	Students will be required to select SEC1 from the available pool of Skill Enhancement Courses as per NEP										
V	A & B	Students will be required to select AEC1 from the available pool of Value Added Courses as per NEP										

Children's Literature with paper code 24UN-ENG-102 is a minor course offered by the department of English as CC-MI.

Semester-II

S. No.	Applicable Scheme	Course Code	Nomenclature of the Course	Credits				Contact hours		Internal Assessment Marks	End term Examination Marks	Total Marks	Examination hours	
				Total	Lecture (L)	Tutorial (T)	L	T	Total				T	P
1	A & B	24UN-ENG-201	Language Through Literature-II	4	3	1	3	1	4	30	70	100	3	
* 42	A & B	24UN-ENG-202	Science Fiction	2	2	0	2	0	2	15	35	50	3	
12	A & B	Students will be required to select MDC2 from the available pool of Multidisciplinary Courses from a subject of different discipline as per NEP												
2	A & B	Students will be required to select AEC2 from the available pool of Ability Enhancement Courses as per NEP												
2	A & B	Students will be required to select SEC2 from the available pool of Skill Enhancement Courses as per NEP												
2	A & B	Students will be required to select AEC2 from the available pool of Value Added Courses as per NEP												

Science Fiction with paper code 24UN-ENG-202 is a minor course offered by the department of English as CC-M2.

Chaudhary Bansi Lal University, Bhiwani

Undergraduate Programme as per NEP-2020

Subject: English

(Multiple Entry-Exit, Internships and Choice Based Credit System LOCF)

w.e.f. the session 2024-25 (in a phased manner)

Semester I

Course Nomenclature: Language through Literature-I

Course Code: 24UN-ENG-101

Course Type: CC-I

Credits (L+T+P): 4 (3+1+0)

External Theory Marks: 70

Internal Assessment Marks: 30

Time Allowed: 3 Hrs

Course Outcomes

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

1. Understand key concepts and themes in Indian literature.
2. Analyze the portrayal of partition and migration in literature.
3. Examine Dalit, North-East, and tribal literature critically.
4. Apply grammatical concepts to literary texts.
5. Learn basic phonetics and transcription.

Unit-I

Understanding India

Vinay Rai

“Think India: A Rainbow of Contradictions”

Vikram Seth

“A Suitable Boy”

Bhakti Literature

Kabir

“Listen, You Saints”

Meerabai

“I Know Only Krishna”

Representing Partition in Literature

Joginder Paul

“Sleepwalkers”

Nabaneeta Dev Sen

“Proprietor”

Unit-II

Dalit Movement

Daya Pawar

“We Are Kings”

M B Manoj

“Writings in the Dark”

Bama

“Karukku”

North-East Literature

Mamang Dai

“The Sorrow of Women”

Sanjay Hazarika

“There are No Shangri-Las Left”

Tribal Literature

Translated by Nila Shah

“The Tale of Kobariya”

Unit-III

Introducing Parts of Speech, Understanding usage of Nouns, Determiners, Adjectives (Types and Usage), Noun Phrase, Subject Verb Agreement

Understanding three forms of Verb, Usage of Modal Auxiliaries

Application of the above mentioned grammatical topics in the prescribed texts.

Unit-IV

Introducing basic speech sounds, Phonemic transcription of monosyllabic words

Prescribed Book:

Language through Literature. Primus Publication, 2012.

Suggested Readings:

Raymond Murphy. *English Grammar in Use*, OUP, 2019.

A.J. Thomson and A. V. Martinet. *A Practical English Grammar*, OUP.1986.

T. Balasubramanian. *English Phonetics for Indian Students*, Trinity, 2022.

J. Sethi and P.V. Dhamija. *A Course in Phonetics and Spoken English*. PHI, 1999.

Note for Paper-setters:

1. The paper-setter will set 7 questions in all.
2. Question No. 1 will consist of 10 short questions based on Unit I and II out of which the students will be required to attempt any seven. Each question from this section will carry 2 marks.
3. Question No 2 and 3 with 4 parts will be based on explanation with reference to the context based on Unit I and Unit II respectively. Students will be required to attempt any two.
4. Question No 4&5 with internal choice will be essay type questions based on Unit I &II respectively.
5. Question No 6 will be based on Unit III consisting of 20 items covering all the topics in the Unit. The students will be required to attempt any 14 items.
6. Question No 7 will be based on Unit IV. It will have 20 items covering all the topics in the Unit. The students will be required to attempt any 14 items.

Chaudhary Bansi Lal University, Bhiwani

Undergraduate Programme as per NEP-2020

Subject: English

(Multiple Entry-Exit, Internships and Choice Based Credit System LOCF)

w.e.f. the session 2024-25 (in a phased manner)

Semester I

Course Nomenclature: Children's Literature

Course Code: 24UN-ENG-102

Course Type: CC-MI

Credits: 2

(L+T+P): 2+0+0

Maximum Marks: 50

External Theory Marks: 35

Internal Assessment Marks: 15

Time Allowed: 2Hrs

Course Outcomes

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

1. Analyze themes in children's literature from various cultures.
2. Evaluate the cognitive and emotional impacts of Children's Literature.
3. Examine diverse identities represented in children's texts.
4. Explore the cultural significance of classic and contemporary children's literature.

Unit-I (Short Stories)

Ruskin bond
Sudha Murthy

"The Angry River"

"The Serpent's Revenge"

"The Ring of Memory"(From *The Serpent's Revenge: Unusual Tales from the Mahabharata*)

Vishnu Sharma

"The Jackle and the Drum"

"The Monkey and the Crocodile"(from *The Panchatantra: Wisdom for Today From the Timeless Classic* by Sunita Parasuraman)

Unit-II

Graphic Narratives

Amar Chitra Katha: Brave Women of India: "Rani of Jhansi"

Samhita Arni

The Mahabharatha: A Child's View

Suggested Readings:

Bond, Ruskin. *Angry River*. Rupa & Co, 2012.

Murthy, Sudha. *The Serpent's Revenge: Unusual Tales from the Mahabharata*. Penguin Books, 2016.

Sharma, Vishnu. "The Jackal and the Drum." *The Panchatantra*, translated by Arthur W. Ryder, Penguin Classics, 1997.

Arni, Samhita. *The Mahabharatha: A Child's View*. Tara Books, 2004.

Amar Chitra Katha Pvt. Ltd. *Amar Chitra Katha: Brave Women of India: Rani of Jhansi*. Amar Chitra Katha Pvt. Ltd., 2019.

Note for the Paper-setter:

There shall be 5 questions in all. Question no 1 shall be compulsory, consisting of eight short answers type questions covering the entire syllabus. The students will be required to attempt any 5 short notes consisting of 3 marks each. Question no. 2-5 will be essay type questions. Two questions will be asked from each unit. The students will have to attempt one question from each unit carrying 10 marks each.

Chaudhary Bansi Lal University, Bhiwani

Undergraduate Programme as per NEP-2020

Subject: English

(Multiple Entry-Exit, Internships and Choice Based Credit System LOCF)

w.e.f. the session 2024-25 (in a phased manner)

Semester II

Course Nomenclature: Language through Literature-II

Course Code: 24UN-ENG-201

Course Type: CC-II

Credits (L+T+P): 4 (3+1+0)

External Theory Marks: 70

Internal Assessment Marks: 30

Time Allowed: 3Hrs

Course Outcomes

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

1. Develop an understanding of key literary texts and their cultural significance.
2. Analyze various literary genres and styles.
3. Enhance proficiency in the practical application of tenses.
4. Learn basic phonetics and transcription.
5. Cultivate an appreciation for diverse literary voices and perspectives.

Unit –I

Nataraja Guru

“Mystic Experience”

C. Rajendran

“Sanskrit and World Literature”

Velayudhan Panikkassery

“Excerpts from Biography of Ayyankali”

Martin Luther King

“I Have A Dream”

Davy A. Carozza

“The Dynamic Sport of the Globe”

Don Tapscott and Antony D. Williams

“The New Alexandrians”

Unit –II

William Wordsworth

“The World is Too Much With Us”

Rabindranath Tagore

“Heaven of Freedom”

T. S. Eliot

“Macavity: The Mystery Cat”

Kamala Das

“My Grandmother’s House”

Langston Hughes

“The Negro Speaks of Rivers”

Dilip Chitre

“Father Returning Home”

Unit –III

Usage of Tenses, Practical Application of Tenses in the prescribed prose texts

Unit –IV

Phonemic transcription of disyllabic words, Syllable, Stress Pattern

Prescribed Reading:

B.V. Lasitha. *Resonances*. Primus Books, 2015.

Suggested Readings:

Raymond Murphy. *English Grammar in Use*, OUP.2019

A.J Thomson and A. V. Martinet. *A Practical English Grammar*, OUP.1986.

T. Balasubramanian. *A Textbook of English Phonetics for Indian Students*, MacMillan India.2010

J. Sethi and P.V. Dhamija. *A Course in Phonetics and Spoken English*. PHI, 1999.

Note for the Paper-setter:

1. The paper-setter will set 7 questions in all.
2. Question No. 1 will consist of 10 short questions based on all the four Units. Out of 10 short questions, the students will be required to attempt any seven, selecting at

least one short question from each unit. Each short-answer type question will carry 2 Marks.

3. Question No 2 & 3 with 4 parts will be based on explanation with reference to the context based on Unit I and 2. Students will be required to attempt any two.
4. Question No 4 and 5 with internal choice will be essay type questions based on Unit I & II.
5. Question No 6 will be based on Unit III. It will have 20 items covering all the topics in the Unit. The students will be required to attempt any 14 items.
6. Question No 7 will be based on Unit IV. It will have 20 items covering all the topics in the Unit. The students will be required to attempt any 14 items.

Chaudhary Bansi Lal University, Bhiwani

Undergraduate Programme as per NEP-2020

Subject: English

(Multiple Entry-Exit, Internships and Choice Based Credit System LOCF)

w.e.f. the session 2024-25 (in a phased manner)

Semester II

Course Nomenclature: Science Fiction

Course Code: 24UN-ENG-202

Course Type: CC-M2

Credits (L+T+P): 2

Maximum Marks: 50

External Theory Marks: 35

Internal Assessment Marks: 15

Time Allowed: 3 Hrs

Course Outcomes

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

1. Investigate the role of science fiction in shaping ideas about future.
2. Enhance research skills by exploring scientific concepts within literature.
3. Reflect on the relevance of science fiction for the contemporary society.
4. Analyze key themes and motifs in science fiction.

Unit-I

Introduction to Science fiction; Origin of Sci-fi and sub-genres of sci-fi

Terms related to Science Fiction: Cyberspace, Parallel Universes, Multiverse, Alien, Extraterrestrial, Time Travel, Teleportation, Android, Virtual Reality.

Short Stories

Begum Rokeya Hossain

"Sultana's Dream"

Ray Bradbury

"The Veldt"

Vandana Singh

"The Woman Who Thought She Was a Planet"

Anil Menon

"Shit Flower"

Isaac Asimov

"The Last Question"

Unit-II

Aldous Huxley

Brave New World

Suggested Readings:

Smith, John, et al. *Science Fiction Terms*. Random House, 2020.

Hossain, Begum Rokeya. "Sultana's Dream." *Sultana's Dream and Padmarag: Two Feminist Utopias*. Translated by Barnita Bagchi, Penguin Classics, 2015, pp. 1-23.

Singh, Vandana. "The Woman Who Thought She Was a Planet." *The Year's Best Science Fiction: Twenty-Ninth Annual Collection*, edited by Gardner Dozois, St. Martin's Griffin, 2012, pp. 345-356.

Bradbury, Ray. "The Veldt." *The Illustrated Man*. Doubleday, 1951, pp. 18-33.

Asimov, Isaac. "The Last Question." *The Science Fiction Hall of Fame, Volume One: 1929-1964*. Edited by Robert Silverberg, Orb Books, 2005, pp. 365-383.

Menon, Anil. "Shit Flower." *The Apex Book of World SF: Volume 4*, edited by Lavie Tidhar, Apex Publications, 2015, pp. 213-227.

Huxley, Aldous. *Brave New World*. Harper & Brothers, 1932.

Note for the Paper-setter:

There shall be 5 questions in all. Question no 1 shall be compulsory, consisting of eight short answers type questions covering the entire syllabus. The students will be required to attempt any 5 short notes consisting of 3 marks each. Question no. 2-5 will be essay type questions. Two questions will be asked from each unit. The students will have to attempt one question from each unit carrying 10 marks each.

Chaudhary Bansi Lal University, Bhiwani

Undergraduate Programme as per NEP-2020

Subject: English

(Multiple Entry-Exit, Internships and Choice Based Credit System LOCF)

w.e.f. the session 2024-25 (in a phased manner)

Semester I

Course Nomenclature: Literature and Politics

Course Code: 24UN-ENG-MDC101

Course Type: MDC1

Credits (L+T+P): 3 (2+1+0)

Maximum Marks: 70

External Theory Marks: 50

Internal Assessment Marks: 20

Time Allowed: 3 Hrs

Note: There shall be seven questions in all. Question no 1 shall be compulsory, consisting of five short answers type questions carrying 2 marks each covering the entire syllabus. The students will have to attempt four more questions selecting at least one question from each unit carrying 15marks each.

Course Outcomes

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

1. Understand key concepts in historical literature and historiography.
2. Analyze historical texts critically, distinguishing fact from fiction.
3. Apply historical methods to interpret literary works set in specific periods.
4. Evaluate the representation of historical events and figures in literature.
5. Compare and contrast different historical novels and short stories.

Unit-I (Fiction)

Bankim Chandra Chattopadhyay

Anand Math

Unit-II (Short Stories)

George Orwell

"Showing an Elephant"

Leo Tolstoy

"How Much land Does a Man Need"

Saadat Hassan Manto

"Toba Tek Singh"

Bama

"Chilli Powder"

Unit-III (Poetry)

W B Yeats

"Easter 1918"

Langston Hughes

"Democracy"

Amrita Pritam

"Ajj Ankhaan Waris Shah Nu"

Bismil Azimabadi

"Sarfaroshi ki Tamanna"

Suggested Readings:

Orwell, George. "Shooting an Elephant." *George Orwell: Essays*. Penguin Books, 2000, pp. 123-137.

Chattopadhyay, Bankim Chandra. *Anand Math*. Translated by Basanta Kumar Roy, Oxford University Press, 1998.

Tolstoy, Leo. "How Much Land Does a Man Need?" *The Death of Ivan Ilyich and Other Stories*. Translated by Richard Pevear and Larissa Volokhonsky, Vintage Classics, 2010, pp. 123-139.

Manto, Saadat Hassan. "Toba Tek Singh." *Selected Stories*. Translated by Khalid Hasan, Penguin Books India, 2008, pp. 67-79.

Bama. "Chilli Powder." *Karukku*. Translated by Lakshmi Holmström, Oxford University Press, 2012, pp. 89-95.

Yeats, W. B. "Easter 1916." *The Collected Poems of W. B. Yeats*. Edited by Richard J. Finneran, Scribner, 1996, pp. 216-217.

Hughes, Langston. "Democracy." *The Collected Poems of Langston Hughes*. Edited by Arnold Rampersad and David Roessel, Vintage Classics, 1995, pp. 380-381.

Pritam, Amrita. "Ajj Ankhaan Waris Shah Nu." *Nikke Nikke Supne*. Lahore, Lok Sahit Prakashan, 1956.

Azimabadi, Bismil. "Sarfaroshi ki Tamanna." *The Immortals: An Anthology of Indian Poetry*. Edited by Hoshang Merchant, Black Kite Press, 2003, pp. 55-56.

Note for the Paper-setter:

There shall be 5 questions in all. Question no 1 shall be compulsory, consisting of eight short answers type questions covering the entire syllabus. The students will be required to attempt any 5 short notes consisting of 3 marks each. Question no. 2-5 will be long answer questions. Two questions will be asked from each unit. The students will have to attempt one question from each unit carrying 10 marks each.

Chaudhary Bansi Lal University, Bhiwani

Undergraduate Programme as per NEP-2020

Subject: English

(Multiple Entry-Exit, Internships and Choice Based Credit System LOCF)

w.e.f. the session 2024-25 (in a phased manner)

Semester II

Course Nomenclature: Literature and Gender

Course Code: 24U-ENG-MDC201

Course Type: MDC2

Credits (L+T+P): 3 (2+1+0)

Maximum Marks: 70

External Theory Marks: 50

Internal Assessment Marks: 20

Time Allowed: 3Hrs

(Note: There shall be seven questions in all. Question no 1 shall be compulsory, consisting of five short answers type questions carrying 2 marks each covering the entire syllabus. The students will have to attempt four more questions selecting at least one question from each unit carrying 10marks each.

Course Outcomes

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

1. Explore key texts that address issues related to gender and identity.
2. Analyze literary works through the lens of feminist and gender theory.
3. Understand the historical and cultural contexts of gender inequality.
4. Engage critically with literary texts that challenge traditional gender roles.

Unit-I

Sojourner Truth

“Ain’t I a Woman?”

Mahasweta Devi

“Bayen”

Unit-II

Simon de Beauvoir

The Second Sex (Chapter I)

Amartya Sen

"Seven Types of Gender Inequality"

Kamala Das

Unit-III

Sylvia Plath

"An Introduction"

Maya Angelou

"Purdah"

"The Voice of Empowerment"

Margaret Atwood

"Phenomenal Woman"

"The Essence of Womanhood"

"The Trail Blazer"

Suggested Readings:

Truth, Sojourner. "Ain't I a Woman?" *The Portable Nineteenth-Century African American Women Writers*, edited by Henry Louis Gates Jr. and Hollis Robbins, Penguin Books, 2017, pp. 94-95.

Devi, Mahasweta. "Bayen." *Breast Stories*, translated by Gayatri Chakravorty Spivak, Seagull Books, 2002, pp. 1-20.

De Beauvoir, Simone. "Introduction." *The Second Sex*, translated by Constance Borde and Sheila Malovany-Chevallier, Vintage Books, 2010, pp. 3-15.

Sen, Amartya. "Seven Types of Gender Inequality." *Public Policy and Human Development: Essays in Honor of Nobel Laureate Amartya Sen*, Volume I, edited by Sakiko Fukuda-Parr and A.K. Shiva Kumar, Oxford University Press, 2009, pp. 67-80.

Das, Kamala. "An Introduction." *The Old Playhouse and Other Poems*, Sterling Publishers Pvt. Ltd., 1973, pp. 1-2.

Plath, Sylvia. "Purdah." *Ariel*, Harper & Row, 1965, pp. 14-15.

Smith, John. "Sylvia Plath: The Voice of Empowerment." *Critical Essays on Sylvia Plath*, edited by Linda Wagner-Martin, G.K. Hall & Co., 1984, pp. 87-104.

Angelou, Maya. "Phenomenal Woman." *And Still I Rise*, Random House, 1978, pp. 23-25.

Angelou, Maya. "The Essence of Womanhood." *Wouldn't Take Nothing for My Journey Now*, Random House, 1993, pp. 11-15.

Atwood, Margaret. "The Trail Blazer." *Moral Disorder and Other Stories*, McClelland & Stewart, 2006, pp. 63-78.

Chaudhary Bansi Lal University, Bhiwani

Undergraduate Programme as per NEP-2020

Subject: English

(Multiple Entry-Exit, Internships and Choice Based Credit System LOCF)

w.e.f. the session 2024-25 (in a phased manner)

Semester I

Course Nomenclature: Communication Skills in English

Course Code: 24UN-ENG-AEC101

Course Type: AEC1

Credits (L+T+P): 2 (2+0+0)

Maximum Marks: 50

External Theory Marks: 35

Internal Assessment Marks: 15

Time Allowed: 2Hrs

Course Outcomes

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

1. Improve listening skills and overcome barriers.
2. Develop effective verbal and non-verbal communication.
3. Enhance pronunciation and speech accent.
4. Master conversational English for various situations.
5. Deliver short formal speeches effectively.

Unit I

Listening: Barriers to Listening, Effective Listening, Academic Listening

Speaking: Verbal & Non-Verbal Communication, Types, Paralinguistic Features, Commonly Mispronounced Words, Stress, Tone, Intonation— Statements, Questions, Directions, Orders, 'Wh' Questions, Polite Questions; Choice of Right Words and Expressions, Words used as Verbs and Nouns, Affixes, Common Courtesy

Unit II

Conversational English: Greetings and Introducing, Making/ Responding to Requests, Asking and Giving Permission, Offering/ Accepting Help, Giving Instructions and Directions, Art of Small Talk

Speech and Oration: Making a Short Formal Speech

Conversational Practices in Various Situations: Meeting, Parting, Using expressions of time, Talking about Money, Describing people, At the bank, Talking about Weather/Weather Conditions, Ordering Food, Conversation at Doctor's Clinic, Seeking information from a Receptionist, Quitting and Finding Jobs, Office Conversation, Conversations about School/College/University, Conversation in a Classroom, Describing Situations/ Narrating an Event.

(Students shall develop dialogue-based conversations on the above-mentioned situations)

Suggested Reading:

Dutt. P. Kirnmai and Geetha Rajeevan. *A Course in Communication Skills. Foundation Books*. OUP. 2016.

Note for the Paper-setter:

There shall be 5 questions in all. Question no 1 shall be compulsory, consisting of eight short answers type questions covering the entire syllabus. The students will be required to attempt any 5 short notes consisting of 3 marks each. Question no. 2-5 will be long answer questions. Two questions will be asked from each unit. The students will have to attempt one question from each unit carrying 10 marks each.

Chaudhary Bansi Lal University, Bhiwani

Undergraduate Programme as per NEP-2020

Subject: English

(Multiple Entry-Exit, Internships and Choice Based Credit System LOCF)
w.e.f. the session 2024-25 (in a phased manner)

Semester II

Course Nomenclature: Business Communication

Course Code: 24U-ENG-AEC201

Course Type: AEC2

Credits (L+T+P): 2 (2+0+0)

Maximum Marks: 50

External Theory Marks: 35

Internal Assessment marks: 15

Time Allowed: 2 Hrs

Course Outcomes

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

1. Develop effective business communication skills across various contexts.
2. Enhance listening and speaking skills for professional settings.
3. Improve writing skills for business correspondence and documentation.
4. Master the use of digital tools for professional communication.
5. Prepare for job interviews and professional presentations.

Unit-I

Business Communication, Cross-Cultural Communication, Developing effective listening & Speaking skills

Speaking Skills: Functions and activities of PR— Meeting in Office, Talks- Domain-specific; Meeting & Negotiation; Job Interview, Business Interview; Promotion Interview, Presentation Skills, Oral & PPT Presentation; Group Discussion, Motivational Talks; Telephonic Skills; Persuasion Skills

Unit-II

Writing Skills: Designing Advertisement/Invitation/Poster Designing- Canvas/MS Word/Coral, Letter Writing, Business Letters, Job Application Letter; Email, Blog writing, Report writing and its types; Job-Oriented Skills- CV, Resume & Making Online Academic/Work Profile- LinkedIn, Memo, Office Order, Minutes of a meeting

Suggested Readings:

Kumar Sanjay and Pushplata. *Communication Skills*, OUP.

Sethi, Anjana & Bhavana Adhikari. *Business Communication*. Tata McGraw Hill.

Anjana Neira Dev. et al. etd. *Business English*, Department of English, University of Delhi.
Pearson Publication.

Note for the Paper-setter:

There shall be 5 questions in all. Question no 1 shall be compulsory, consisting of eight short answers type questions covering the entire syllabus. The students will be required to attempt any 5 short notes consisting of 3 marks each. Question no. 2-5 will be long answer questions. Two questions will be asked from each unit. The students will have to attempt one question from each unit carrying 10 marks each.

Chaudhary Bansi Lal University, Bhiwani

Undergraduate Programme as per NEP-2020

Subject: English

(Multiple Entry-Exit, Internships and Choice Based Credit System LOCF)
w.e.f. the session 2024-25 (in a phased manner)

Semester I

Course Nomenclature: English for Competitive Examinations

Course Code: 24UN-ENG-SEC101

Course Type: SEC1

Credits (L+T+P): 3 (2+1+0)

Maximum Marks: 70

External Theory Marks: 50

Internal Assessment Marks: 20

Time Allowed: 3Hrs

Course Outcomes

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

1. Develop strategies for reading comprehension.
2. Master rules of English grammar and spot errors.
3. Rearrange sentences logically and understand word usage.
4. Expand vocabulary with synonyms, antonyms, and idioms.
5. Improve spellings and usage of homonyms.

Unit-I

Comprehension

How to Read Passages for Comprehension: Types of Reading, Format of Reading Comprehension Section, Tactics to Tackle Questions, Time Saving Tactics, Cloze test.

Unit-II

Building Blocks

Rules of English Grammar, Noun, Pronoun, Verb, Adjective and Adverb, Prepositions, Spotting Errors, Logic-based English Language, Rearrangement of Jumbled words in Sentences, Jumbled Sentences in Paragraphs, Word Pairs, Sentence Completion.

Unit-III

Vocabulary Building

Introduction to Vocabulary Synonyms, Antonyms, One Word Substitution, Idioms and Phrases Idiomatic Use of Verbs, dealing with Homonyms, Test of Spellings

Suggested Reading:

Edgar Thorpe and Showick Thorpe. *Objective English*. Pearson, 2019.

Note for the Paper-setter:

There shall be seven questions in all. Question no 1 shall be compulsory, consisting of five short answers type questions carrying 2 marks each covering the entire syllabus. The students will have to attempt four more questions selecting at least one question from each unit carrying 10 marks each.

Chaudhary Bansi Lal University, Bhiwani

Undergraduate Programme as per NEP-2020

Subject: English

(Multiple Entry-Exit, Internships and Choice Based Credit System LOCF)
w.e.f. the session 2024-25 (in a phased manner)

Semester II

Course Nomenclature: Personality Development and Leadership

Course Code: 24UN-ENG-SEC201

Course Type: SEC2

Credits (L+T+P): 3 (2+1+0)

Maximum Marks: 70

External Theory Marks: 50

Internal Assessment Marks: 20

Time Allowed: 3Hrs

Course Outcomes

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

1. Understand the factors that determine personality and personal grooming.
2. Develop effective communication skills, including listening and body language.
3. Enhance negotiation and group cohesion skills.
4. Learn leadership skills and their importance in various contexts.
5. Analyze the relationship between leadership and innovation.

Unit-I

What is Personality?; Factors determining Personality; Types of personality; Personal Grooming; Morals and Values

Unit-II

Significance of Listening; Silence as a mode of Communication, repetition; Verbal and non-verbal Language; Body Language, Postures and Gestures; Humour, Values, Status; Group Cohesion, Negotiation Skills

Unit-III

Leadership Skills: Meaning, Features & Importance; Leadership Lessons; Leadership & Innovations- Audience analysis, Audience Engagement & Leadership, Influencing through Leadership, Public Speaking with class room practice in delivering speeches

Suggested Readings:

Mitra, B.K. *Personality Development and Soft Skills*, Oxford University.

Max Depree. *Leadership is an Art*. RHUS Publications.

Kiran Prasad (ed.) *Political Communication*. The Indian Experience. 2003.

Note for the paper-setter:

There shall be seven questions in all. Question no 1 shall be compulsory, consisting of five short answers type questions carrying 2 marks each covering the entire syllabus. The students will have to attempt four more questions selecting at least one question from each unit carrying 10 marks each.