

GOVT. COLLEGE FOR WOMEN

PARADE GROUND JAMMU

(AN AUTONOMOUS COLLEGE)

DEPARTMENT OF ENGLISH

ENGLISH SYLLABUS OF BA/B.SC./B.COM/BCA

ACCORDING TO (NEP)

SEMESTER -I

SESSION 2024,2025,2026



Minutes of the Meeting of BOS (Department of English) 2022-2023

18.11.2022

A meeting of the Board of Studies of the Department of English was held on 18th November 2022 in Govt. College for Women, Parade Ground, Jammu under the convenorship of Dr. Ritu Magotra (HOD English)

Agenda of the Meeting:

1. To get the approval of the syllabi framed for 1st semester Major and Minor, (Major- English Literature, Minor-English Literature and Functional English) according to NEP 2020 for three academic sessions.
2. To get the approval of the syllabi of AECC Course in English (Communicative English and English Language).
3. To get the approval for introduction of Project Work in PG English (3rd and 4th Semester).

After threadbare discussion it has been unanimously decided by the committee that

1. The content of the proposed syllabus of English Major and Minor for semester 1st is well designed and prepared according to the needs and standards of students as proposed by NEP 2020.
2. The proposal for introduction of Project Work in PG English (3rd and 4th Semester) was also approved.
3. The suggestions given by the worthy external members will be incorporated in the syllabus.

A copy of response of members of BOS is enclosed herewith. The approved syllabus is forwarded for approval from Academic Council.

Following members were present in the meeting:

Internal Members

1. Dr. Ritu Magotra *Ritu Magotra*

2. Prof. Renu Angurana *Renu Angurana*

3. Prof. Samriti Manchanda *Samriti*

4. Dr. Anju Dogra *Anju Dogra*

5. Dr. Shalini Sharma *Shalini Sharma*

6. Dr. Sonia Khajuria *Sonia Khajuria*

7. Prof. Menaka Thappa. *Menaka Thappa*

8. Prof. Irshad Hussain.

9. Dr Manpreet Kaur. *Manpreet Kaur*

10. Dr. Shivani Suri Verma. *Shivani Suri Verma*

11. Prof. Archana Dubey. *Archana Dubey*

12. Prof. Anuradha Kalsi. *Anuradha Kalsi*

13. Dr. Iesha Sharma *Iesha Sharma*

14. Prof Nusrat Choudary. *Nusrat Choudary*

15. Dr. Himanshi *Himanshi*

16. Dr. Manmeet Kour *Manmeet Kour*

17. Dr. Surbhi Malhotra *Surbhi Malhotra*

18. Prof. Baljeet *Baljeet*

External Members

1. Prof. Sucheta Pathania (HOD, University of Jammu)

2. Prof. Anupama Vohra (Department of English,
DDE University of Jammu)

3. Dr. Geetanjali A. Rana Dean, Faculty of Arts,
(Cluster University of Jammu)

4. Dr. Anita Sharma (HOD, GC Dhama, Shimla (H.P.)

5. Prof. Neelam Mohan (Former Head, Department of English
GCW Parade

Ritu Magotra

Dr. Ritu Magotra

HOD

Department of English

S.P. Sarswat

Dr. S.P. Sarswat

Principal

Govt. College for Women

Parade Ground Jammu

———— Forwarded message ————

From: **sucheta pathania**

<suchetapathania@yahoo.co.in>

Date: Mon, 21 Nov 2022 at 1:43 PM

Subject: Re: SYLLABUS OF SEM-I NEP

To: Govt. College for Women, Parade Ground Jammu

<principalgcwparade@gmail.com>

Cc: Ritu Magotra <magotraritu1970@gmail.com>

Dear Ritu

I have gone through the syllabi sent by you which seems to be alright.

However, the two credit Practical Course does not appear to be in tune with the 4 credit course associated with it. The components of the Practical Course are not clear,.

Sucheta Pathania

On Tuesday, 18 October, 2022 at 10:47:00 am IST,
Govt. College for Women, Parade Ground Jammu
<principalgcwparade@gmail.com> wrote:

Approval for proposed English Syllabi

Dear Ritu,

I have received your email for approval of 1st Semester syllabus framed according to (NEP).
I would like to communicate my approval for the same. **The syllabus stands approved it is more or less on Uoj pattern.**

Best wishes

Prof. Anupama Vohra

(Department of English)

DDE University of Jammu



OFFICE OF THE DEAN FACULTY OF ARTS

CLUSTER UNIVERSITY OF JAMMU

No.: CLUJ/Dean/Arts/2022/1233

Dated: 23-11-2022

The Principal
Govt. College for Women
Parade, Jammu

Subject: Approval of Syllabus.

Madam

This is to inform you that I have gone through the copy of syllabus provided by you. I am delighted to inform that the syllabus is approved.

Warm Regards

Sd/-

Dr. Geetanjali A. Rana
Dean Faculty of Arts
School of Humanities and Liberal Arts
Cluster University of Jammu

----- Forwarded message -----

From: **anita sharma** <anitakc8@gmail.com>

Date: Tue, 22 Nov 2022 at 10:32 PM

Subject: Fwd: SYLLABUS OF SEM-I NEP

To: <magotraritu1970@gmail.com>

----- Forwarded message -----

From: **anita sharma** <anitakc8@gmail.com>

Date: Tue, 15 Nov 2022, 22:25

Subject: Re: SYLLABUS OF SEM-I NEP

To: Govt. College for Women, Parade Ground Jammu
<principalgcwparade@gmail.com>

Dear Sir / Ma'am,

I recommend and approve the proposed syllabus of SEM-I as per NEP.

With Thanks and Regards.

Dr. Anita Sharma

On Tue, Oct 18, 2022 at 10:46 AM Govt. College for Women, Parade Ground Jammu

<principalgcwparade@gmail.com> wrote:

Madam,

Approval for proposed English Syllabi of UG semester 1st according to NEP

Esteemed Members

Board of Studies

Warm Greetings

Please find enclosed detailed syllabi of UG 1st semester, framed according to NEP for your approval and feedback. The syllabi enclosed are as follows: (English Literature- Major, English Literature and Functional English- Minor, English Language and Communicative English-AECC, Literature and Gender- Multidisciplinary)

Also find enclosed the proposal for Project work to be introduced in PG 4th Semester. The details are as follows:

Project work/ dissertation work will be carried out by a candidate on her own with an advisory support from the faculty member. The project work /Dissertation work will involve application of knowledge in solving /analyzing/ exploring literary theories and approaches situation/ difficult problem.

Marks Distribution of Project work in P.G. English, 4th semester for session 2022-2023

Internal Evaluation: 50 Marks	
Introduction, Objectives and Review of Literature	15 Marks
Elaborative Plan of Work, Methodology, Building Hypothesis	15 Marks
Language Structure, Relevance, Conclusion, Bibliography	20 Marks

External Evaluation: 50 Marks	
Dissertation Evaluation: By Internal and External Evaluation	30 Marks
Viva Voce: Viva Voce examination through presentation	20 Marks

Regards

Ritu Magotra

(Head), Department of English

Govt. College for

Women Parade Ground

Jammu

Email: magotraritu1970@gmail.com.



Govt. College for Women Parade Ground Jammu

Department of English

S. No.	Course No.	Credits score	Title of the Course
1	Major -Theory (UELMJT -101) Practical (UELMJQ-102)	4+2	English Literature- I Theory in Practice
2	Minor -Theory (UELMNT-103) Practical (UELMNQ-104) Minor -Theory (UELMNT-105) Practical (UELMNP-106)	4+2 4+2	English Literature- I Theory in Practice Functional English-I Practical
3	Skill Enhancement Course (UELSEC-107) (UELSEC-108)	03 03	Soft Skills and Personality Management-1 Translation Studies -I
4	Ability Enhancement Course (UELAET-109) (UELAET-110)	03 03	English Language-I Communicative English-I



GOVT. COLLEGE FOR WOMEN, PARADE GROUND, JAMMU

Detailed Syllabus for the Examination to be held in the year 2024, 2025,&2026.

Programme: Undergraduate Programme in English (FYUGP)

Semester- I

Course Type: Major- Theory Course

Course Title: English Literature-I

Course Code: UELMJT-101

Total Marks: 100, Total Credits: 4+2 Total Teaching Hours: 60 Hrs

Objectives of the Course:

- Orientation to English literary studies for 1st semester students.
- Focus on formal aspects, literary terminologies, and critical concepts.
- Introducing and formalizing the critical groundwork that teachers undertake to guide students during the course of the 1st semester.

Learning Outcomes:

- Read a variety of texts critically and proficiently to demonstrate in writing or speech the comprehension, analysis and interpretation of those texts.
- Write a literary expository text using the convention of Standard English as stylistically appropriate, while showing a nuanced use of language.
- Demonstrate knowledge and comprehension of major texts and traditions of language and literature written in English as well as their social, cultural, theoretical and historical context.
- Analyze and interpret texts written in English, evaluating and assessing the result in written or oral arguments using appropriate support.

Course Content

UNIT- I

Introduction to Literature

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- Introduction to literature: 'Why read literature', 'The Meaning of Literature', 'Literariness', 'Literary Values', 'Function of Literature', 'Pleasure of Reading', Introduction to Major Literary Concepts -Imagery, Blank Verse, Meter, Personification, Satire, Irony.

UNIT-II

History of English Poetry

- Poetry in the Age of Chaucer
- Characteristic Features of the Renaissance and Reformation Movement

UNIT-III

History of English Drama

- Origin of Drama in England
- University Wits

UNIT-IV

SONNET

- Development of English Sonnet
- Sir Thomas Wyatt: '*Whose List to Hunt*'
- Philip Sydney: (*Astrophel and Stella*) (Sonnet 63) "*O Grammar rules*".

UNIT-V

Reading Drama

- Christopher Marlowe: *Dr. Faustus*.

Suggested Readings:

- W.H. Hudson: *Short History of English Literature*
- W.J. Long : *History of English Literature*
- M.H. Abram: *A Glossary of Literary Terms*
- Peter Widdow son. Extract from 'What is 'Literature? : Some (non) definitions' (on 'the literary', 'value' and the canon; about 12 pages), in *Literature* (London: Rutledge, 1999) pp.1-25.
- Rita Felski, extracts from 'Conclusion' (about 3 pages), in *uses of Literature* (John Wiley and Sons.2011) pp. 132-35.
- Peter Barry, 'Introduction', *Beginning Theory: An Introduction to Literature and cultural theory*, 2nd editions (Manchester: Manchester UP, 2002) pp.1-38.

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Suggested E-resources:

<https://www.sparknotes.com/lit/doctorfaustus>

<https://www.bl.uk/shakespeare/articles/key-features-of-renaissance-culture>

<https://www.youtube.com/watch?v=Oo69TXGLRDE>

<https://www.literaryterms.net/>

Testing and Evaluation

Examination pattern shall be as under:-

1. 20 marks shall be earmarked for internal assessment (5 marks for attendance +15 for assessment test).
2. Scheme for award of marks for attendance shall be same as followed by the college.
3. Internal assessment test shall be conducted after the completion of 40% of the syllabus.

Pattern of Internal Assessment Test:

Total Marks: 20, Time Allowed: 1 hrs

The paper shall comprise of three sections:

Section A

Short answer questions- Attempt two questions of 2 marks each out of three questions (Maximum of 30 words each)

Section B

Medium answer questions- Attempt two questions of 3 marks each out of three questions (Maximum of 50 words each)

Section C

Long answer questions- Attempt one question out of two questions of 5 marks each (maximum of 100 words)

Note: - Questions shall be set in such a way that the syllabi prescribed for the examination is fully represented.

Pattern of External Examination:-

Total marks: - 80 Time allowed- 3 hours

The paper shall comprise of 3 sections.

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Section A

Short answer questions- 5 questions of 3 marks each (one question shall be asked from each unit)

All questions are compulsory. (Maximum of 50-80 words each)

Section B

Medium answer questions- 5 questions of 7 marks each (one question shall be asked from each unit). All questions are compulsory. (Maximum of 150-200 words each)

Section C

Long answer questions- 5 questions will be asked from five units, and the students are required to attempt 2 questions only. Each question shall be of 15 marks. (Maximum of 350 words each)

Major- Practical Course (Theory in Practice)

Code: UELMJQ 102

Credits:2

Objectives:

- To help the students imbibe a practical approach which in turn will boost their confidence.
- To make the students active learners
- To make the students understand the concepts at a different level.

Learning outcomes:

- Read a variety of texts critically and proficiently to demonstrate in writing or speech the comprehension, analysis and interpretation of those text.
- Write a literary expository text using the convention of standard English as stylistically appropriate, while showing a nuanced use of language.
- Demonstrate knowledge and comprehension of major texts and traditions of language and literature written in English, as well as their social, cultural, theoretical and historical context.
- Analyze and interpret texts written in English, evaluating and assessing the result in written or oral arguments using appropriate support.

Total marks- 50 Total credits-2

Practical Exercises:

Examination pattern:

Attendance:5 Marks

Weightage of Internal assessment: - 50% i.e. 25 marks out of 50

Internal Assessment (25 marks)

1. Group Discussion based on the general topic assigned. (10 marks)
2. Presentation on any of the topic assigned.(10 marks)
3. Seminar based on the topics from the prescribed syllabus (5 marks)

External Examination (25 marks)

1. A power point presentation on the topics not covered under question no 1 (15 marks)
2. Viva voce (10 marks).

The Examination pattern shall be same as followed by the College.

External Examiner shall be appointed by the Principal on the recommendations of the HoD, of the concerned department.



GOVT. COLLEGE FOR WOMEN, PARADE GROUND, JAMMU

Detailed Syllabus for the Examination to be held in the year 2024, 2025,&2026.

Programme: Undergraduate Programme in English (FYUGP)

Semester- I

Course Type: Minor- Theory Course

Course Title: English Literature-I

Course Code: UELMNT-103

Total Marks: 100, Total Credits: 4+2 Total Teaching Hours: 60 Hrs

Objectives of the Course:

- Orientation to English literary studies for 1st semester students.
- Focus on formal aspects, literary terminologies, and critical concepts.
- Introducing and formalizing the critical groundwork that teachers undertake to guide students during the course of the 1st semester.

Learning Outcomes:

- Read a variety of texts critically and proficiently to demonstrate in writing or speech the comprehension, analysis and interpretation of those texts.
- Write a literary expository text using the convention of Standard English as stylistically appropriate, while showing a nuanced use of language.
- Demonstrate knowledge and comprehension of major texts and traditions of language and literature written in English as well as their social, cultural, theoretical and historical context.
- Analyze and interpret texts written in English, evaluating and assessing the result in written or oral arguments using appropriate support.

Course Content

UNIT- I

Introduction to Literature

- Introduction to literature: 'Why read literature', 'The Meaning of Literature', 'Literariness', 'Literary Values', 'Function of Literature', 'Pleasure of Reading', Introduction to Major Literary Concepts -Imagery, Blank Verse, Meter, Personification, Satire, Irony.

UNIT-II

History of English Poetry

- Poetry in the Age of Chaucer
- Characteristic Features of the Renaissance and Reformation Movement

UNIT-III

History of English Drama

- Origin of Drama in England
- University Wits

UNIT-IV

SONNET

- Development of English Sonnet
- Sir Thomas Wyatt: '*Whose List to Hunt*'
- Philip Sydney: (*Astrophel and Stella*) (Sonnet 63) "*O Grammar rules*".

UNIT-V

Reading Drama

- Christopher Marlowe: *Dr. Faustus*.

Suggested Readings:

- W.H. Hudson: *Short History of English Literature*
- W.J. Long : *History of English Literature*
- M.H. Abram: *A Glossary of Literary Terms*
- Peter Widdow son. Extract from 'What is 'Literature? : Some (non) definitions' (on 'the literary', 'value' and the canon; about 12 pages), in *Literature* (London: Rutledge, 1999) pp.1-25.
- Rita Felski, extracts from 'Conclusion' (about 3 pages), in *uses of Literature* (John Wiley and Sons.2011) pp. 132-35.
- Peter Barry, 'Introduction', *Beginning Theory: An Introduction to Literature and cultural theory*, 2nd editions (Manchester: Manchester UP, 2002) pp.1-38.

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Suggested E-resources:

<https://www.sparknotes.com/lit/doctorfaustus>

<https://www.bl.uk/shakespeare/articles/key-features-of-renaissance-culture>

<https://www.youtube.com/watch?v=Oo69TXGLRDE>

<https://www.literaryterms.net/>

Testing and Evaluation

Examination pattern shall be as under:-

4. 20 marks shall be earmarked for internal assessment (5 marks for attendance +15 for assessment test).
5. Scheme for award of marks for attendance shall be same as followed by the college.
6. Internal assessment test shall be conducted after the completion of 40% of the syllabus.

Pattern of Internal Assessment Test:

Total Marks: 20, Time Allowed: 1 hrs

The paper shall comprise of three sections:

Section A

Short answer questions- Attempt two questions of 2 marks each out of three questions (Maximum of 30 words each)

Section B

Medium answer questions- Attempt two questions of 3 marks each out of three questions (Maximum of 50 words each)

Section C

Long answer questions- Attempt one question out of two questions of 5 marks each (maximum of 100 words)

Note: - Questions shall be set in such a way that the syllabi prescribed for the examination is fully represented.

Pattern of External Examination:-

Total marks: - 80 Time allowed- 3 hours

The paper shall comprise of 3 sections.

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Section A

Short answer questions- 5 questions of 3 marks each (one question shall be asked from each unit)

All questions are compulsory. (Maximum of 50-80 words each)

Section B

Medium answer questions- 5 questions of 7 marks each (one question shall be asked from each unit). All questions are compulsory. (Maximum of 150-200 words each)

Section C

Long answer questions- 5 questions will be asked from five units, and the students are required to attempt 2 questions only. Each question shall be of 15 marks. (Maximum of 350 words each)

Major- Practical Course (Theory in Practice)

Code: UELMNQ 104

Credits:2

Objectives:

- To help the students imbibe a practical approach which in turn will boost their confidence.
- To make the students active learners
- To make the students understand the concepts at a different level.

Learning outcomes:

- Read a variety of texts critically and proficiently to demonstrate in writing or speech the comprehension, analysis and interpretation of those text.
- Write a literary expository text using the convention of standard English as stylistically appropriate, while showing a nuanced use of language.
- Demonstrate knowledge and comprehension of major texts and traditions of language and literature written in English, as well as their social, cultural, theoretical and historical context.
- Analyze and interpret texts written in English, evaluating and assessing the result in written or oral arguments using appropriate support.

Total marks- 50 Total credits-2

Practical Exercises:

Examination pattern:

Attendance:5 Marks

Weightage of Internal assessment: - 50% i.e. 25 marks out of 50

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Internal Assessment (25 marks)

4. Group Discussion based on the general topic assigned. (10 marks)
5. Presentation on any of the topic assigned.(10 marks)
6. Seminar based on the topics from the prescribed syllabus (5 marks)

External Examination (25 marks)

1. A power point presentation on the topics not covered under question no 1 (15 marks)
2. Viva voce (10 marks).

The Examination pattern shall be same as followed by the College.

External Examiner shall be appointed by the Principal on the recommendations of the HoD, of the concerned department.

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GOVT. COLLEGE FOR WOMEN, PARADE GROUND, JAMMU

Detailed syllabus for the Examination to be held in the year 2024, 2025, & 2026.

Programme: Undergraduate Programme in English (FYUGP)

Semester- I

Course Type: Minor Theory Course

Course Title: Functional English-I

Course Code: UELMNT-105

Total Marks: 100, Total Credits: 04+2

Teaching hours: 60 Hrs.

Objectives of the Course:

- A holistic approach to facilitate the learners to develop effective communication skills in English language with proficiency in basic skills of English Language—listening, speaking, reading, and writing as the outcome.
- In line with contemporary times of globalization, facilitating the learners to gain efficiency in phonetics and develop the associated skills with the use of technology aided methods.
- Using modern pedagogy, facilitating learners to develop English language based skill sets needed for transacting day to day modern business in the competitive world, become self-reliant and be able to meet the demands of job market.

Learning Outcomes:

- Learners will develop pronunciation skills based on their understanding of International Phonetic Alphabet.
- Learners will gain confidence to speak English fluently in their work life and social life.
- Learners will acquire necessary understanding of applied grammar, and use of specific formats of written discourse.

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COURSE CONTENT

Unit -I

Introduction to Phonetics, and International Phonetic Alphabet (IPA)

This unit aims to help learners become familiar with linguistics, organs of speech, and IPA for gaining proficiency in English language.

- Introduction to linguistics: components of linguistics- phonetics, phonology, morphology, syntax, and semantics.
- Organs of speech
- Introduction to International Phonetic Alphabet (IPA), transcription of words, and sentences.

Unit -II

Understanding Vowels and Consonants

This unit intends to expose the learners to the nuances associated with the production of vowel and consonant sounds.

- Description and classification of vowel.
- Description and classification of consonants.
- Minimal pairs, phonemes and allophones.

Unit-III

Writing Skills

This unit aims to make the learners familiarize themselves with sub skills of writing and therefore enhance their writing skills.

- Paragraph writing: types, formats and structural organization of different types of paragraphs- informative, descriptive, narrative, and argumentative.
- Punctuation
- Letter writing: formal, and informal.

Unit-IV

Writing Skills:

This unit will enhance the writing skills of the students.

- Comprehension,
- Précis writing,
- Note making

Unit- V

Applied Grammar

This unit provides a conceptual understanding of the elements of grammar to enhance learners' ability to communicate effectively.

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- Syntax: subject – verb agreement,
- Question tag.
- Choosing appropriate word from the given options.

Suggested Readings:-

- Balasubramanian, T. (2013) *A Textbook of English Phonetics for Indian Students*, Macmillan, New Delhi.
- Sethi, J. and P. V. Dhamija (2007) *A Course in Phonetics and Spoken English*, Prentice Hall, New Delhi
- Oxford *Advanced Learner's Dictionary*.
- Jones, Daniel. *English Pronouncing Dictionary*
- Paul, D.S. *English Language and Linguistic*

Suggested E-resources:-

<https://learningenglish.britishcouncil.org>

<https://speakingcenter.uiowa.edu>

Testing and Evaluation

Examination pattern shall be as under:-

1. 20 marks shall be earmarked for internal assessment (5 marks for attendance +15 for assessment test).
2. Scheme for award of marks for attendance shall be same as followed by the college.
3. Internal assessment test shall be conducted after the completion of 40% of the syllabus.

Pattern of Internal Assessment Test:

Total Marks: 15, Time Allowed: 1 hour

The paper shall comprise of three sections:

Section A

Short answer questions- Attempt two questions of 2 marks each out of three questions (Maximum of 30 words each).

Section B

Medium answer questions- Attempt two questions of 3 marks each out of three questions (Maximum of 50 words each)

Section C

Long answer questions- Attempt one question out of two questions of 5 marks each (maximum of 100 words)

Note: - Questions shall be set in such a way that the syllabi prescribed for the examination is fully represented.

Pattern of External Examination:-

Total marks: - 80 Time allowed- 3 hours

The paper shall comprise of 3 sections.

Section A

Short answer questions- 5 questions of 3 marks each (one question shall be asked from each unit)

All questions are compulsory.

Section B

Medium answer questions- 5 questions of 7 marks each (one question shall be asked from each unit). All questions are compulsory.

Section C

Long answer questions- 5 questions will be asked from five units, and the students are required to attempt 2 questions only. Each question shall be of 15 marks.

(Functional English) Minor- Practical Course

Code: UFEMNP-106

Total marks- 50

Credits-02

Objectives:

- To help the students imbibe a practical approach which in turn will boost their confidence.
- Focus would be on the intensive drill in the production of various speech sounds with the help of different organs of speech.
- Students would be intensively exposed to the speech sounds of English (Vowels and Consonants).

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Learning outcomes:

- Learners will develop pronunciation skills based on their understanding of International Phonetic Alphabet.
- Learners will gain confidence to speak English fluently in their work life and social life.
- Learners will be able to expand their arguments in group discussions and hold the floor.
- Learners will be able to understand the nuances of British and American Pronunciation.

Examination pattern:

Weightage of Internal assessment: - 50% i.e. 25 marks out of 50

Internal Assessment (25 marks)

1. Attendance (5 marks)
2. Assessment Test (15 marks)
3. Presentation/ Viva-voce (5 marks)

External examination (Practical) (25 Marks)

Weightage of external examination: 50% i.e. 25 marks out of 50.

Assessment Test (15 Marks)

Presentation/ Viva-voce (10 Marks)

The examination pattern shall be same as followed by the College

External Examiner shall be appointed by the Principal on the recommendations of the HoD of the concerned department.



GOVT. COLLEGE FOR WOMEN, PARADE GROUND, JAMMU

Detailed Syllabus for the Examination to be held in the year 2024, 2025 & 2026.

Semester: I

Course Title: Soft Skills and Personality Management -I

Course Code: UELSEC-107

Total marks:-75, Total credits: 03, Total Teaching hours: 45 hrs

Objectives:

- The soft skills training provides strong practical orientation to the students and help them in building and improving their skills in communication.
- The soft skills training will help the students to make an effective use of English in business correspondence, presentations, team building, leadership, time management, group discussions, interviews and inter- personal skills.

Learning Outcomes:

By the end of the soft skills training program, the students should be able to:

- Develop Effective Communication Skills (Spoken And Written).
- Develop Effective Presentation Skills.
- Prepare their CVs in an effective manner.

Unit –I

Soft Skills

- Introduction to Soft Skills.
- Types of Soft Skills.
- Soft Skills versus Hard Skills.
- Importance of Soft Skills.

Unit II:

Presentation skills

- Types of presentations.
- Internal and external presentations.
- Opening and closing a presentation.
- Using presentation tools.
- Handling questions.

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Unit III

Interview Skills

- Meaning and types of Interview (face to face, telephonic, video)
- Dress code, background research, Do's and Dont's
- Interview procedure (Opening, Listening Skills, Closure)
- Important questions generally asked in a job interview. (Open and close ended questions)

Suggested Readings:

Sabina Pillai and Agna Fernandez: *Soft Skills and Employability Skills*.
Cambridge University Press, 2018.

Testing and Evaluation

Examination pattern shall be as under:-

Maximum Marks: 75

Attendance:(5 Marks) Common for both Internal and External

Internal Assessment (40marks)

Daily Assessment: based on performance: 25 marks.

PPT/Viva : 10 Marks

Attendance: 5 Marks

Term End Assessment (35 marks)

Practical project file/ Report :15 marks

Written Exam: 20 marks

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GOVT. COLLEGE FOR WOMEN, PARADE GROUND JAMMU

Detailed Syllabus for the examination to be held in the year 2024, 2025, & 2026.

Programme: Undergraduate Programme in English (FYUGP)

Semester- I

Course Type: Major- Theory Course

Course Title: Translation Studies -I

Course Code: UELSEC-108

Total Credits: 3, Total Teaching Hours: 45 Hrs

Total Marks: 75

Objectives of the Course:

- To introduce the students to different types of translation
- Introducing grammar rules and vocabulary lists followed by translation exercises.

COURSE CONTENT:

Unit-I

- Translation: Meaning and Definition
- Types of Translation (Literary, free, Technical)

Unit- 2

- Translation from Hindi to English/English to Hindi (words, phrases)
- Translation from Dogri to English / English to Dogri

Unit- 3

- Advertisement, slogan & pamphlets (Translation practice)
- Translation by different words of communication

Suggested Readings:

Dictionary of Translation by Mark Shuttleworth & Moira Cowie.

Translation and Re-Translation by Gangadhar Banerjee.

Revised by Dr. Sisir Chattopadhyay, Rathia Das.

English Translation Book, Basic Advance DSL, Bilingual.

A Practical Guide to English Translation and composition by K.P Thakur.

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Testing and Evaluation

Examination pattern shall be as under:-

Maximum Marks: 75

Attendance:(5 Marks) Common for both Internal and External

Internal Assessment (40marks)

Daily Assessment: based on performance: 25 marks.

PPT/Viva : 10 Marks

Attendance: 5 Marks

Term End Assessment (35 marks)

Practical project file/ Report :15 marks

Written Exam: 20 marks

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GOVT. COLLEGE FOR WOMEN, PARADE GROUND, JAMMU

Detailed syllabus for the examination to be held in the year 2024, 2025, & 2026.

Programme: Undergraduate Programme in English Language

Semester: 1st

Course type: Ability Enhancement Course

Course Title: English Language-I

Course code: UELA ET-109

Total marks:-75, Total credits: - 3, Total teaching hours: - 45hrs.

Objectives of the Course:

- To enhance the comprehension, reading, writing & speaking skills of the students through the exercise in language & literature.
- The listening skills will be developed & assessed in the class by the teacher.

Learning Outcomes:

By the end of this course, the students should be able to:

- Read and understand any text in English by listening to the inputs given by the teacher in the classroom.
- Use correct English grammar in writing and speaking
- Develop interest in and appreciation of literature
- Develop and integrate the use of the four language skills i.e. Reading, listening, Speaking and writing.

COURSE CONTENT:

Unit-I

Prose

- J.C. Hill : Good Manners
- G.B. Shaw : How Wealth Accumulates and Men Decay.
- M.K. Gandhi: : To Students

Unit-II

Poetry

- Rabindranath Tagore : Where the Mind is Without Fear
- William Wordsworth : The World is Too Much With Us
- Robert Frost : Mending Wall

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Unit-III

Short Story

- 'O' Henry : The Gift of Magi
- Munshi Premchand : The Child
- Anton Chekov : The Bet

Unit-IV

Speaking and Reading Skills

- Comprehension of Unseen Passage
- Description of Consonant and Vowel Sounds

Suggested Readings:

- *Embark English for Undergraduate* by Steve Hart, Arvind R, Nair & Veena Bharti published by Cambridge University Press.
- *The pierion Spring* Orient Blackswan
- *Timeless thoughts* Orient Blackswan

Suggested E- resources:

- <https://www.enotes.com>bertolt>
- <https://owlcation.com>humanities>
- <https://www.litcharts.com>john>
- <https://youtu.be/5Goe8K1QApA>
- <https://youtu.be/b6nAM424-Sw>
- <https://youtu.be/PjAo91rKyRg>

Testing and Evaluation

Examination pattern shall be as under:

Internal Assessment 15 marks

1. 15 marks shall be earmarked for internal assessment (5 marks for attendance +10 for assessment test).
2. Scheme for award of marks for attendance shall be same as followed by the college.
3. Internal assessment test shall be conducted after the completion of 40% of the syllabus in a particular course. (10 marks).

Pattern for setting internal assessment test paper

Duration of the paper: $\frac{3}{4}$ hour (45 Minutes)

The paper shall comprise of three units:

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1. Short answer questions- Attempt two questions of 1 mark each out of three questions (Maximum of 20 words each)
2. Medium answer questions- Attempt two questions of 2 marks each out of three questions (Maximum of 30 words each)
3. Long answer questions- Attempt one question out of two questions 4 marks (Maximum of 50 words each)

Questions should be set in such a way that the entire syllabus prescribed for the examination is represented.

Pattern of external Examination

Total marks: 60 Time allowed: 2.5 hours

The paper shall comprise of 3 units.

1. Short answer questions -4 questions of three marks each. The questions shall be set in such a way that the syllabus prescribed for a course is represented. All questions are compulsory.
2. Medium answer questions -4 questions of 6 marks each (one questions shall be asked from each unit). All questions are compulsory.
3. Long answer questions -4 questions to be set from four units, and the students shall be asked to attempt 2 questions only. Each question shall be of 12 marks.

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GOVT. COLLEGE FOR WOMEN, PARADE GROUND, JAMMU

Detailed Syllabus for the Examination to be held in the year 2024, 2025, & 2026.

Programme: Undergraduate Programme in English Language

Semester: 1st

Course type: Ability Enhancement Course

Course Title: Communicative English-I

Course code: UELAET-110

Total marks:-75, Total credits: - 3, Total teaching hours: - 45hrs.

Objectives of the course:

- To provide the students with an ability to build and enrich their communication skills by making them familiar with different types of communication.
- To help the students attain a high level of proficiency in all the four language skills.

Learning Outcomes:

At the completion of the course the learner will be able to:

- Develop vocabulary and improve the accuracy in grammar.
- Produce words with right pronunciation.
- Improve LSRW- listening, speaking, reading and writing skills and the related sub-skills.

COURSE CONTENT

Unit- I

Fundamentals of Communication

- Communication: Definition, meaning, basics of communication
- Importance of communication
- Barriers to communication (how to overcome communication barriers)

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- Channels of communication: Formal and Informal, verbal and non-verbal
- Intrapersonal and Interpersonal Communication: Group and mass communication, Network communication.

Unit-II

Listening Skills

- Listening: Concept (Active, Passive, Interpretive, Accent)
- Difference between hearing and listening
- Principles of effective listening

Unit-III

Speaking Skills

- Introduction to Speaking Skills
- Principles of effective speaking (stress, intonation, assertion, exclamation, emphasis)

Unit-IV:

Grammar

- Articles
- Prepositions
- Homonyms, homophones, words often confused

Suggested Readings:

- *Interactive English*. Macmillan Publishers India Ltd.
- Baber, Eric. *Business English, Using the Internet*. Delhi: Orient Black Swan.
- Wood, J. *Interpersonal Communication: Everyday Encounters*. Boston, MA: Wadsworth-Cengage Learning, 2010.
- Raydu, C.S. *Developing Communication Skills*. Himalaya Publishing House, 2012.
- Hewing, Martin. *Advanced English Grammar*. New Delhi: Cambridge University Press, 2010.

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Suggested E- resources:

- <https://youarticlelibrary.com/management/communication/communication.concept>
- <https://skillyouneed.com/ips/what-is-communication.html&ved>.

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