



List of Revised Courses

Department : English and Foreign Language

Program Name : B.A. English

Academic Year : 2021-22

List of Revised Courses

Sr. No.	Course Code	Name of the Course
01.	ESUAA1	English Communication
02.	ESUAA12	English Language
03.	ESUAL1	Soft Skill Development and Power Point Presentation
04.	ESUBA2	English through Literature
05.	ESUBL2	Listening and Speaking Skill
06.	ESUCA3	Soft Skills
07.	ESUDA4	Business Communication in English
08.	ESUEA5	Technical Writing
09.	ESUFS	Seminar
10.	ESUFD	Dissertation/Project

Minutes of Meetings (MoM) of Board of Studies (BoS)



Department of English and Foreign Language Guru Ghasidas Vishwavidyalaya

(A Central University Established under the Central Universities Act, 2009 No.25 of 2009)
Koni, Bilaspur-495009 (C.G.) Website: www.ggu.ac.in

Minutes of the Meeting of Board of Studies (BoS)

Academic Year : 2021-2022

School : School of Studies in Arts

Department : English and Foreign Language

Date and Time : 24 December 2021, 12.30 p.m.

Venue : Room number 26, UTD and online

The following members were present in the meeting:


1. Professor Bhavatosh Indra Guru (online) –External Expert
2. Professor Manish Shrivastava--Member
3. Dr. Anurag Chauhan-- Chairman
4. Dr Shabana Yasmee Khan--Member

Other teachers of the department, Dr Prasenjit Panda and Dr Ashutosh Singh were also present.

The following points were discussed during the meeting:

Discussion over and approval of syllabus for B.A. English (CBCS) and of pre-Ph.D. coursework

The external expert had seen the syllabi and had given his approval for them which was considered by the BOS. The Board of Studies discussed over the proposed syllabi and approved them. The approved syllabi are attached herewith.


(Anurag Chauhan)
Chairman BoS and Head of the Department
अध्यक्ष/HEAD
अंग्रेजी विभाग/Department of English
गुरु घासीदास विश्वविद्यालय
Guru Ghasidas Vishwavidyalaya
बिलासपुर (छ.ग.)/Bilaspur (C.G.)

The following courses of B.A.English (CBCS) were revised in the I, II, III,IV, V & VI Semesters:

- English Communication
- English Language

- Soft Skill Development and Power Point Presentation
- English through Literature
- Listening and Speaking Skill
- Soft Skills
- Business Communication in English
- Technical Writing
- Seminar
- Dissertation/Project



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Semester	Course	Course Code	Course Name	Credits	L/T/P	MARKS DISTRIBUTION
I	C1	ESUAT1	Indian Classical Literature	5	4(L)+1(T)	100 (70 Marks : End Sem +30 Marks : Internal assessment)
	C2	ESUAT2	European Classical Literature	5	4(L)+1(T)	100 (70 Marks : End Sem +30 Marks : Internal assessment)
	GE1	ESUAG1	Academic Writing and For the students from other Composition	5	4(L)+1(T)	100 (70 Marks : End Sem +30 Marks : Internal assessment)
	AEC1	ESUAA1	English Communication	2	2(L)	100 (70 Marks : End Sem +30 Marks : Internal assessment)
		ESUAA12	English Language	2	2(L)	100 (70 Marks : End Sem +30 Marks : Internal assessment)
	SEC1	ESUAL1	Soft Skill Development and Power Point Presentation	2	2(L)	100 (70 Marks :

						End Sem +30 Marks : Internal assessment)
	Additional Credit Course		May be chosen from a pool of ACC courses, as notified by the University			
	Total			19		
II	C3	ESUBT3	Indian Writing in English	5	4(L)+1(T)	100 (70 Marks : End Sem +30 Marks : Internal assessment))
	C4	ESUBT4	British Poetry and Drama: 14th to 17th Centuries	5	4(L)+1(T)	100 (70 Marks : End Sem +30 Marks : Internal assessment))
	GE2	ESUBG2	Language, Literature and Culture	5	4(L)+1(T)	100 (70 Marks : End Sem +30 Marks : Internal assessment))
	AEC2	ESUBA2	English through Literature	2	2(L)	100 (70 Marks : End Sem +30 Marks : Internal assessment))
	SEC2	ESUBL2	Listening and Speaking Skill	2	2(L)	100 (70 Marks : End Sem +30 Marks :

						Internal assessment)
	Additional Credit Course		May be chosen from a pool of ACC courses, as notified by the University			
	Total			19		
III	C5	ESUCT5	American Literature	5	4(L)+1(T)	100 (70 Marks : End Sem +30 Marks : Internal assessment) nt)
	C6	ESUCT6	Popular Literature	5	4(L)+1(T)	100 (70 Marks : End Sem +30 Marks : Internal assessment) nt)
	C7	ESUCT7	British Poetry and Drama: 17th and 18th Centuries	5	4(L)+1(T)	100 (70 Marks : End Sem +30 Marks : Internal assessment) nt)
	GE3	ESUCG3	Media and Communication Skills	5	4(L)+1(T)	100 (70 Marks : End Sem +30 Marks : Internal assessment) nt)
	AEC3	ESUCA3	Soft Skills	2	2(L)	100 (70 Marks : End Sem +30 Marks : Internal assessment) nt)

	Additional Credit Course		May be chosen from a pool of ACC courses, as notified by the University			
	Total			22		
IV	C8	ESUDT8	British Literature: 18th Century	5	4(L)+1(T)	100 (70 Marks : End Sem +30 Marks : Internal assessment)
	C9	ESUDT9	British Romantic Literature	5	4(L)+1(T)	100 (70 Marks : End Sem +30 Marks : Internal assessment)
	C10	ESUDT10	British Literature: 19th Century	5	4(L)+1(T)	100 (70 Marks : End Sem +30 Marks : Internal assessment)
	GE4	ESUDG4	Text and Performance	5	4(L)+1(T)	100 (70 Marks : End Sem +30 Marks : Internal assessment)
		ESUDG41	Language and Linguistics	5	4(L)+1(T)	100 (70 Marks : End Sem +30 Marks : Internal assessment)
		ESUDG42	Contemporary India: Women	5	4(L)+1(T)	100 (70 Marks :

			and Empowerment			End Sem +30 Marks : Internal assessment)
		ESUDG43	Gender and Human Rights	5	4(L)+1(T)	100 (70 Marks : End Sem +30 Marks : Internal assessment)
	AEC4	ESUDA4	Business Communication in English	2	2(L)	100 (70 Marks : End Sem +30 Marks : Internal assessment)
	Internship *		During Summer	6**		
	Additional Credit Course		May be chosen from a pool of ACC courses, as notified by the University			
	Total			22 + 6		
V	C11	ESUET11	Women's Writing	5	4(L)+1(T)	100 (70 Marks : End Sem +30 Marks : Internal assessment)
	C12	ESUET12	British Literature: The Early 20th Century	5	4(L)+1(T)	100 (70 Marks : End Sem +30 Marks : Internal assessment)
	DSE1	ESUED1	1. Modern Indian Writing in EnglishTr	5	4(L)+1(T)	100 (70 Marks : End Sem

			anslation			+30 Marks : Internal assessme nt)
	ESUED11		2. Literature of the Indian Diaspora	5	4(L)+1(T)	100 (70 Marks : End Sem +30 Marks : Internal assessme nt)
	ESUED12		3. Literary Criticism	5	4(L)+1(T)	100 (70 Marks : End Sem +30 Marks : Internal assessme nt)
	ESUED13		4. Literary Theory	5	4(L)+1(T)	100 (70 Marks : End Sem +30 Marks : Internal assessme nt)
	ESUED14		5. Literature and Cinema	5	4(L)+1(T)	100 (70 Marks : End Sem +30 Marks : Internal assessme nt)
	ESUED15		6. World Literature s	5	4(L)+1(T)	100 (70 Marks : End Sem +30 Marks : Internal assessme nt)
DSE2	ESUED2		1. Science fiction	5	4(L)+1(T)	100 (70

			and Detective Literature			Marks : End Sem +30 Marks : Internal assessment)
	ESUED21		2. Research Methodology	5	4(L)+1(T)	100 (70 Marks : End Sem +30 Marks : Internal assessment)
	ESUED22		3. British Literature: Post World War II	5	4(L)+1(T)	100 (70 Marks : End Sem +30 Marks : Internal assessment)
	ESUED23		4. Nineteenth Century European Realism	5	4(L)+1(T)	100 (70 Marks : End Sem +30 Marks : Internal assessment)
	ESUED24		5. Partition Literature	5	4(L)+1(T)	100 (70 Marks : End Sem +30 Marks : Internal assessment)
	ESUED25		6. Travel Writing	5	4(L)+1(T)	100 (70 Marks : End Sem +30 Marks : Internal assessment)

		ESUED26	7. Autobiography	5	4(L)+1(T)	100 (70 Marks : End Sem +30 Marks : Internal assessment)
	AEC5	ESUEA5	Technical Writing	2	2(L)	100 (70 Marks : End Sem +30 Marks : Internal assessment)
	Additional Credit Course		May be chosen from a pool of ACC courses, as notified by the University	2-4		
	Total			22		
VI	C13	ESUFT13	Modern European Drama	5	4(L)+1(T)	100 (70 Marks : End Sem +30 Marks : Internal assessment)
	C14	ESUFT14	Postcolonial Literatures	5	4(L)+1(T)	100 (70 Marks : End Sem +30 Marks : Internal assessment)
	DSE3	ESUFD3	Science fiction and Detective Literature/Research Methodology / British Literature: Post World War II / Nineteenth Century European Realism/ Partition Literature /Travel writing / Autobiography	5	4(L)+1(T)	100 (70 Marks : End Sem +30 Marks : Internal assessment)

	Seminar	ESUFS	Seminar will be conducted by the faculty members of the department in which a student has to defend/present a topic allotted to him/her by the course coordinator. Every student has to present minimum 2 presentations. The seminar classes will preferably be conducted for 2 hours during a working day in a week.	2	1(L)+1(T)	50 Marks
	Dissertation/Project	ESUFD	Topic and Supervisor/Advisor will be allotted by the Head. Dissertation submission will be followed by a presentation and Viva-voce.	6	3(L)+3(T)	100 (70 Dissertation + 30 Viva- Voce)
	Additional Credit Course		May be chosen from a pool of ACC courses, as notified by the University	2-4		
	Total			23		
MOOC's				2-5		

* May be offer during summer

*** MOOC's courses should be offered at least one time during entire UG programme in lieu of Core Course. If the core is not available any course similar to Generic elective, Discipline specific elective, AEC course, Skill enhancement course may be offered on MOOC's platform. If any such course related to your subject is not available on MOOC's platform, department may continue with regular courses.

1V. Ability Enhancement Course

Semester 1

Paper 1: English Language

Course Level Learning Outcomes

The purpose of this course is to introduce students to the theory, fundamentals and tools of communication and to develop in them vital communication skills which should be integral to personal, social and professional interactions. One of the critical links among human beings and an important thread that binds society together is the ability to share thoughts, emotions and ideas through various means of communication: both verbal and non-verbal. In the context of rapid globalization and increasing recognition of social and cultural pluralities, the significance of clear and effective communication has substantially enhanced.

The present course hopes to address some of these aspects through an interactive mode of teaching-learning process and by focusing on various dimensions of communication skills. Some of these are:

Language of communication, various speaking skills such as personal communication, social

interactions and communication in professional situations such as interviews, group discussions and office environments, important reading skills as well as writing skills such as report writing, note-taking etc.

While, to an extent, the art of communication is natural to all living beings, in today's world of complexities, it has also acquired some elements of science. It is hoped that after studying this course, students will find a difference in their personal and professional interactions.

The recommended readings given at the end are only suggestive; the students and teachers have the freedom to consult other materials on various units/topics given below. Similarly, the questions in the examination will be aimed towards assessing the skills learnt by the students rather than the textual content of the recommended books.

COURSE CONTENT

1. **Introduction:** Theory of Communication, Types and modes of Communication

2. **Language of Communication:**

Verbal and Non-verbal

(Spoken and Written) Personal,

Social and Business Barriers

and Strategies

Intra-personal, Inter-personal and Group communication

3. **Speaking Skills:**

Monologue

Dialogue

Group Discussion

Effective Communication/ Mis- Communication

Interview

Public Speech

4. **Reading and Understanding**

Close Reading Comprehension

Summary Paraphrasing

Analysis and Interpretation

Translation (from Indian language to English and vice-versa) Literary/Knowledge Texts

5. **Writing Skills**

Documenting

Report Writing

Making Notes

Letter writing

Recommended Readings:

1. *Fluency in English* - Part II, Oxford University Press, 2006.
2. *Business English*, Pearson, 2008.
3. *Language, Literature and Creativity*, Orient Blackswan, 2013.
4. *Language through Literature* (forthcoming) ed. Dr. Gauri Mishra, Dr Ranjana Kaul, Dr Brati Biswas

Paper 2: English Communication

Learning outcomes-

- To develop a deep understanding of the fundamentals of communication in business world.
- To understand basic rules of business etiquette and how to follow them, both in person and online.
- To improve communication skills by appreciating the importance of speaking, and learning essential techniques to improve the same.
- To develop good presentation and interview skills by learning the essential steps for its planning and preparation.
- To enhance writing skills of the learners by enabling them to write effective resume and other forms of business correspondence.

Unit-I Communication in Business

- i. Role of communication in the business world
- ii. Patterns of business communication

UNIT- II Business Correspondence-

- i. Business letters
- ii. Writing memos
- iii. Writing minutes
- iv. Writing agenda
- v. Writing circulars
- vi. Writing notices
- vii. Writing CV
- viii. E-communication

UNIT-3 Etiquettes of Communication

- i. Etiquettes of Telephonic Communication.
- ii. Office Etiquettes
- iii. E-mail Etiquettes
- iv. Meeting and Social Etiquettes

UNIT-4 Oral Communication

- i. Placement interview
- ii. Presentation skills

Suggested Readings:

1. Bhatia, R.C., Business Communication, New Delhi: Ane Books Pvt Ltd
2. Scot, Q. Contemporary Business Communication, New Delhi: Biztnatra
3. Parikh, JP et al, Business Communication: Basic Concepts and Skills Hyderabad: Orient Blackswan
4. Ramon & Prakash, Business Communication, Oxford.
5. Sydney Greenbaum Oxford English Grammar, Oxford
6. Successful Communications, MalraTreece (Allyn and Bacon)
7. Effective Technical Communication, M. Ashraf Rizvi.
8. Anjane SETHI & Bhavana Adhikari, Business Communication, Tata McGraw Hill
9. Creative English for Communication, Krishnaswamy N, Macmillan
10. Communication skills, Sanjay Kumar, Pushpalata, 1stEdition, Oxford Press, 2011
11. Organizational Behaviour, Stephen .P. Robbins, 1stEdition, Pearson, 2013
12. The Ace of Soft Skills: Attitude, Communication and Etiquette for success, Gopala Swamy Ramesh, 5thEdition, Pearson, 2013

Paper 3: Language through Literature

Learning Objectives

- ❖ Develop an understanding of the relationships between studies in language and literature.
- ❖ Foster a lifelong interest in and enjoyment of language and literature.
- ❖ To enhance students basic knowledge of various figure of speeches
- ❖ Develop skills in interpretation, analysis and evaluation.
- ❖ To make students how to use literature in English communication skills

Unit 1: Understanding the Relationship between Language and Literature through Vocabulary, Literal versus Metaphorical Meaning etc.

Unit 2: Literary Devices

Figures of Speeches: Metaphor, Simile, Alliteration, Metonymy etc.

Unit 3: Rhetorical Devices

Introduction to Rhetoric, Structure and Style etc.

Unit 4: Study of Literary Texts: Dramas, Poetry, Fictions, Short Stories etc.

Suggested Readings

Hill, McGraw. *Language Through Literature*. McGraw, 2001.

Simpson, Paul. *Language Through Literature: An Introduction*. Routledge, 1996.

Martino, Emilia Di. *Studying Language Through Literature*. Cambridge, 2014.

Kaul, Ranjana. *Language Through Literature*. Delhi Publication House, 2019.

Howie, H. S. (1993). Critical thinking: A critical skill for students. *Reading TODAY*, 24.

Paper 4: Soft Skills

Course Level Learning Outcomes

Some of the course learning outcomes that students of this course are required to demonstrate runs thus:

- Communicate with others effectively Exhibit qualities of leadership
- Take responsibility to undertake a work and complete it. Aware of their own weaknesses
- Work in groups either as members or leaders Think critically or laterally and solve
- problems Be flexible to the needs of others
- Negotiate with others to solve problems
- (conflict resolution) Cope with pressure
- and yet produce results

COURSE CONTENT

Teamwork
Emotional Intelligence Adaptability
Leadership
Problem solving

Suggested Readings

1. *English and Soft Skills*. S.P. Dhanavel. Orient BlackSwan 2013
2. *English for Students of Commerce: Precis, Composition, Essays, Poems* eds. Kaushik, et al.

Paper 5: Business Communication in English

Course Level Learning Outcomes

Some of the course learning outcomes that students of this course are required to demonstrate run thus:

- develop a comprehensive understanding of the theoretical and practical aspects of business communication
- develop both basic and advanced skills in business communication from writing minutes of meetings to project reports
- demonstrate through their speech and writing, appropriate business communication
- communicate at different levels of social and
- receptive domains perform appropriate roles of business personnel in different locations

COURSE CONTENT

1. Introduction to the essentials of Business Communication: Theory and practice
2. Citing references, and using bibliographical and research tools
3. Writing a project report
4. Writing reports on field work/visits to industries, business concerns etc. /business negotiations.
5. Summarizing annual report of companies
6. Writing minutes of meetings
7. E-correspondence
8. Spoken English for business communication
(Viva for internal assessment)
9. Making oral presentations
(Viva for internal assessment)

Suggested Readings:

1. Scot, O.; *Contemporary Business Communication*. Biztantra, New Delhi.
2. Lesikar, R.V. & Flatley, M.E.; *Basic Business Communication Skills for Empowering the Internet Generation*, Tata McGraw Hill Publishing Company Ltd. New Delhi.
3. Ludlow, R. & Panton, F.; *The Essence of Effective Communications*, Prentice Hall Of India Pvt. Ltd., New Delhi.
4. R. C. Bhatia, *Business Communication*, Ane Books Pvt Ltd, New Delhi

Paper 6: Technical Writing

Course Level Learning Outcomes

This paper aims to introduce the student to various features of the exalted art of Technical Writing. They are acquainted with the basics of communication and with

the contrasting elements of speech and writing. The course then moves on to Writing Skills, focusing especially on Selection of topic, thesis statement, developing the thesis introductory, developmental, transitional and concluding paragraphs, etc. Finally, we turn to various examples of technical writing and the conventions of each type.

Course Content

1. Communication: Language and communication, differences between speech and writing, distinct features of speech, distinct features of writing.
2. Writing Skills; Selection of topic, thesis statement, developing the thesis introductory, developmental, transitional and concluding paragraphs, linguistic unity, coherence and cohesion, descriptive, narrative, expository and argumentative writing.
3. Technical Writing: Scientific and technical subjects; formal and informal writings; formal writings/reports, handbooks, manuals, letters, memorandum, notices, agenda, minutes; common errors to be avoided.

SUGGESTED READINGS

1. M. Frank. *Writing as thinking: A guided process approach*, Englewood Cliffs, Prentice Hall Regents.
2. L. Hamp-Lyons and B. Heasley: *Study Writing: A course in written English*. For academic and professional purposes, Cambridge Univ. Press.
3. R. Quirk, S. Greenbaum, G. Leech and J. Svartik: *A comprehensive grammar of the English language*, Longman, London.
4. Daniel G. Riordan & Steven A. Panley: *“Technical Report Writing Today”* - Biztaantra.

Additional Reference Books

5. Daniel G. Riordan, Steven E. Pauley, Biztantra: *Technical Report Writing Today*, 8th Edition (2004).

V. Skill Enhancement Course

Semester 1

Paper 1: Soft Skill Development and Power Point Presentation

- Soft Skills: Communication: Verbal and Non-Verbal, Teamwork, Problem Solving, Decision-Making, Ability, Time Management, Negotiation and Conflict Resolution, Persuasion
- Mock interview
- Emotional Intelligence

- Group discussion
- PowerPoint Presentation: techniques and application
- Digital Literacy: Using web for development of individuals.

RECOMMENDED READINGS

- Keep Talking:Friederike Klippel ,CUP
- Speaking power point. The new language of business by Bruce k Gabriella.
- Presentation Zen by Garr Reynolds.
- Slide:ology:The Art and Science of Creating Great Presentations. Nancy Duarte
- Bridging the Soft Skills Gap by Bruce Tuglan.
- Personality Development and Soft Skills. BY Braun Mitra
- Communication skills by Sanjay kumar
- Professional speaking Skills:Aruna Koneru,OUP

Semester 2

Paper 2: Listening and Speaking Skills

About the Course/Objective of the Course: Learning any Language involves the growth and development of four major language skills, popularly known as LSRW, i.e. Listening, Speaking, Reading and Writing. Without these skills the language acquirement process remains incomplete and unsuccessful. This course will focus on the first two skills and make the learners aware of their importance. Listening as a skill surprisingly is often neglected. But it is the first major skill through which everyone learns to utter his/her first sounds. This course will— attempt to explain the significance of Listening as a skill, strategies of listening, and types of listening, as well as it will highlight on the various barriers to Listening. This course will also elaborate on the second language skill, i.e. Speaking. Everyone nourishes a dream of speaking fluently and speaking with confidence. In order to focus on fluency and confidence, often we forget that Speaking is a skill and that needs proper understanding and training. This course will highlight how developing one language skill is dependent on the development of another language skill—e.g. Speaking depends on the development of Listening skills. This course will attempt to reflect on the various stages of Speaking, Sub-skills of Speaking.

Course outcome:

- The students will get a holistic view of the four Language skills
- The students will learn the importance of Listening as a major Language Skill.
- The students will be able to adopt various strategies of Listening and learn about various types of Listening
- The students will be able to understand that interdependence of the Language skills
- They will learn about various stages of Speaking and its purposes
- They will also know about the major sub-skills of Speaking.

Course Credit: 2

Syllabus:

Unit-1.

- i. General Introduction to Language Skills— LSRW
- ii. General concepts of Oracy, Literacy and Linguacy
- iii. What are Receptive Skills and Productive Skills?
- iv. How are the four skills interdependent on each other?

Unit-2.

- i. What is listening?
- ii. Why Listening is a skill?
- iii. Strategies of Listening
- iv. Types of Listening
- v. Importance of Listening and idea of Active Listening?

Unit-3.

- i. What is Speaking?
- ii. Speaking as a skill
- iii. Various Stages of Speaking
- iv. Purpose of Speaking
- v. Sub-skills of Speaking

Unit-4.

- i. Practicing Listening
- ii. Practicing Speaking

Suggested Readings:

1. *Listening*. Anne Anderson & Tony Lynch. Oxford University Press, 2003.
2. *Listening in Everyday life: A Personal and Professional Approach*. Eds. Michael Purdy and Deborah Borisoff. University Press of America, 1997.
3. *Reasons for Listening*. David Scarborough. Cambridge University Press, 1984.
4. *Listening Effectively: Achieving High Standards in Communication*. John A. Kline. Prentice Hall, 2003.
5. *The Power of Listening*. Mary Hartley. Jaico Publishing House, 2016.
6. *Listening Skills Training*. Lisa J. Downs. ASTD Press, 2008.
7. *Essential Speaking Skills*. [Joanna Baker](#) and [Heather Westrup](#). Continuum, 2008.
8. *Little Red Book of Effective Speaking Skills*. Terry O' Brien. Rupa Publications, 2011.
9. *Speaking*. [James Schofield](#) and [Anna Osborn](#). Collins, 2011.
10. *Handbook of Communicative Competence*. Eds. Gert Rickheit and Hans Strohner. Mouton de Gruyter, 2008.



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