



2. William Shakespeare: *Julius Caesar*

Unit IV: Poetry of the Seventeenth and Eighteenth Centuries

1. John Donne: “The Canonization”
2. John Milton: “Me Thought I Saw My Late Espoused Saint”
3. Alexander Pope: “The Dunciad”

Unit V: Eighteenth Century Fiction

1. Daniel Defoe: *Robinson Crusoe*
2. Henry Fielding: *Tom Jones*

Recommended Reading:

1. Carter, Ronald, and John McRae. *The Routledge History of Literature in English: Britain and Ireland*. 3rd ed., Routledge, 2021.

Scheme of End Semester Examination:

The Core Course will be of 100 marks.

Internal Examination: 30 marks.

End Semester Examination: 70 marks.

End Semester Examination (70 Marks):

Five essay-type questions taking one from each unit (10x5=50)

Five short answer-type questions taking one from each unit (4x5=20).

SEMESTER I: SEC ENGSEC101 English Communication and Soft Skills

Course Objectives: The primary objective of this course is to inculcate in the students the need to build up adaptive strategies in multiple situations by developing inter-personal skills, workplace etiquette, relation building and written communication with a view to attaining hard skills subsequently.

Learning Outcome: Students, on the completion of this course, will be able to acquire the



necessary soft skills in English by gaining insight into the finer and subtler aspects of personal and inter-personal relationships especially in a public environment. This syllabus will also improve the capabilities of the students to work and conduct themselves appropriately in the institution and the workplace by being caring, sensitive, tolerant and reciprocal to others.

Unit I

1.1 Listening Skills

- (i) The importance of listening
- (ii) Characteristics of listening
- (iii) Active and Passive listening
- (iv) Word pairs and their difference
- (v) Use of noun suffixes
- (vi) Practical

1.2 Teamwork Skills

- (i) The basics and necessity of teamwork
- (ii) Characteristics of teamwork
- (iii) Teamwork in workplace
- (iv) Use of adjectival suffixes
- (v) Practical

Unit II

2.1 Emotional Intelligence Skills

- (i) Concept and features of Emotional Intelligence Skills
- (ii) Importance of Emotional Intelligence Skills
- (iii) Necessity of identifying different characters in a text
- (iv) Adverbial suffixes
- (v) Words used as adverbs and adjectives
- (vi) Practical

2.2 Assertive Skills

- (i) Concept and features of Assertive Skills
- (ii) How assertiveness is different from aggression
- (iii) Characteristics of an assertive person
- (iv) Reasons for mismatch between education and employment
- (v) Personal Qualities and assertive behaviour
- (vi) Verb and verb suffixes
- (vii) Practical

Unit III

3.1 Learning Skills

- (i) Concept and features of Learning Skills



- (ii) Use of prefixes
- (iii) The necessity to update knowledge and skills
- (iv) Different sources to acquire knowledge
- (v) Importance of role play
- (vi) Practical

3.2 Problem – Solving Skills

- (i) Concept and features of Problem – Solving Skills
- (ii) Prepositions and their use
- (iii) Qualities needed to solve problems
- (iv) Steps involved in problem solving
- (v) Characteristics of effective solution
- (vi) Practical

Unit IV

4.1 Interview Skills

- (i) Importance of Interview Skills
- (ii) Characteristics of different types of interviews
- (iii) Sources of information about jobs
- (iv) Job applications (Cover letter, Resume, Curriculum Vitae)
- (v) Use of conjunctions
- (vi) Practical

4.2 Adaptability Skills

- (i) Concept and features of Adaptability Skills
- (ii) Adaptability as a survival skill in an organisation
- (iii) Organisational Communication
- (iv) Good and bad communication
- (v) Memo writing
- (vi) Voice change and Narration
- (vii) Practical

Unit V

5.1 Non – verbal Communication Skills

- (i) Concept and features of Non-Verbal Communication Skills
- (ii) Importance of Non-Verbal Communication Skills
- (iii) Non-Verbal Communication Skills in an institution/organisation
- (iv) Necessity of understanding people
- (v) Practical

5.2 Written Communication Skills

- (i) Concept and features of Written Communication Skills
- (ii) Different types of written communication
- (iii) Official Letters, Covering letter, Enclosure



- (iv) Use of punctuation
- (v) Correction of sentences
- (vi) Practical

Prescribed Text:

1. Dhanavel, S. P. *English and Soft Skills*. Orient Blackswan Pvt Limited, 2011.

Scheme of End Semester Examination:

The Core Course will be of 100 marks.

Internal Examination and practical: 50 marks (30 marks internal Exam and 20 marks practical).

End Semester Examination: 50 marks.

SEMESTER II: SEC ENGSEC151 Creative Writing in English

Course Objectives: The primary objective of this course is to enable students to read literature with particular attention to voice, style, form, language and technique. The Craft of creative writing will help students to collaborate and communicate effectively through writing, sharing and revising creative thoughts. The Course is designed to produce skills to create awareness to comprehend creativity in literature.

Learning Outcome: After completing the course the students will be expected to exhibit artistic potential in a significant way with an understanding of the creative process for critical as well as intuitive thinking and problem solving.

Unit I: The Basics of Creative Writing

- i. Defining Creativity
- ii. Measuring Creativity
- iii. Creativity and Resistance
- iv. Role of Imagination and Inspiration in Creative Writing
- v. Practical

Unit II: The Art & Craft of Writing