

**SRI DHARMASTHALA MANJUNATHESHWARA COLLEGE, UJIRE-574240**

**(Autonomous)**

**(Re-Accredited by NAAC at 'A' Grade with CGPA 3.61 out of 4)**



# **DEPARTMENT OF ENGLISH**

*Syllabus of*  
**BACHELOR OF VOCATIONAL  
PROGRAMME (Language)**  
**(SEMESTER SYSTEM)**

**2019 – 2020 ONWARDS.**

**Approved by the BOS meeting held on 15<sup>th</sup> September 2020**  
**Approved by the Academic Council meeting, held on 10-10--2019**

**English Language for Bachelor of Vocational Programme** shall have 2 hours per week in the first two years amounting to 4 credits.

**English language for B Voc Programmes:**

Sl. No	Semester	Code No	Title of the Course
43	1	BVOC ENL131	Speech Skills
44	11	BVOC ENL181	Writing Skills
45	11	BVOC ENL231	Business English
46	1V	BVOC ENL281	Reading Literature And Professional Ethics

**English for B Voc Programmes:**

**Table-5**

Semester	No. of Papers	Hours per week	Credits Allotted	Total Credits	Internal Assessment	End Semester Exam	
1	1	2	1	1	20	80	
11	1	4	1	1	20	80	
111	1	4	1	1	20	80	
1V	1	4	1	1	20	80	

**English Language for Bachelor of Vocational Programme:**

The four English language courses for B.Voc Programme are designed to provide the language skills with 75% weight to practical mode and 30% on theory mode. 80:20 marks (sem end exam and Internal assessment) pattern is followed

I SEMESTER  
**BVOC ENL131: SPEECH SKILLS**  
**30 hours; 100 marks; 2 credits**

**Module-1 Speech Skills**

**Learning Objectives:**

1. To familiarize learners with the **basics of English language – English sounds**
2. To enable learners to achieve **accuracy in pronunciation.**
3. To enhance **intelligibility and neutralization of accent.**
4. To enable learners **to use English language in communication.**

**Course outcomes:**

CO1: To demonstrate the familiarity with the English sounds

CO2: To show awareness of the subtle differences and the use English sounds accurately

CO3: To neutralise mother tongue influence and use english intelligibly in conversation

CO4: To use the language effectively for basic communicational purposes

**Course content:**

**Unit-1**

1.The phonology of English - International Phonetic Alphabet [IPA]: consonants, vowels, Diphthongs and Consonant Clusters. Places and manners of articulation of sounds.

**Unit II**

2.The syllable and stress patterns: strong and weak forms. Sentence-stress-pause.

3.Intonation: patterns of intonation and use of them for reading and speaking purposes

**Unit III**

4.Greeting/Introduction/Leave Taking/ Making registers/Granting requests/Refusing requests/ Making Enquiries/Giving information/Giving Directions/ withholding information.

5. Describing people, process, procedure, objects/Narrative events. Extending Invitations/Accepting and Declining Invitation.

6. Making complaints and suggestion/ Apologizing/Offering Excuses. Negotiating and Persuading People/Expressing Dissent and Caution

## Unit IV

7. Offering Emotional Support/Motivating People/Expressing Condolences

8. Warning/ Expressing Disapprovals and Displeasure Making Announcement / public addressing.

**Mode of Examination: 100 marks**

**Written (80 marks): Internal Assessment (20marks) includes practicals, Projects, assignments, tests**

**Question Paper Pattern:**

**Answer as Directed**

- |                                                                          |    |
|--------------------------------------------------------------------------|----|
| 1. Provide the IPA of the following words. [5]                           | 10 |
| 2. Transcribe the following words into IPA [5]                           | 10 |
| 3. Underline the letter/s which are stressed in the following words. [5] | 5  |
| 4. Find the rhyming words in the following list [5]                      | 5  |
| 5. Identify the silent letter/s in the following words [5]               | 5  |
| 6. Identify the number of syllables in the words [5]                     | 5  |

**Answer any four of the following:**

- |                                          |    |
|------------------------------------------|----|
| 7. Introduce oneself or someone.         | 5  |
| 8. Describe an object/place or something | 5  |
| 9. Make a public announcement            | 10 |
| 10. Narrate an incident                  | 10 |
| 11. Write a speech.                      | 10 |

**Reference Books:**

1. Hornby A S, Oxford Advanced Learner's Dictionary OUP. Oxford. 2015. pt
2. Pronouncing Dictionaries
3. Balasubramanian, T. English Phonetics For Indian Students (3rd Edition) Trinity Publications. New Delhi 2013. pt
4. An Introduction to the pronunciation of English, ELBS London, 1989.
5. Advanced Learner Dictionary. Fifth edition, Oxford University Press, Oxford, 1996.
6. English Pronouncing Dictionary, 14th Ed., University Book Stall, New Delhi, 1991.
7. Handbook of Pronunciation of English Word, Prentice Hall, New Delhi, 1994.
8. A Course in Phonetics and Spoken English. CIEFL, Hyderabad
9. (A set of cassettes). Ahuja, Promila. Bown, G.

10. How to listen Letter, Sterling Publishers, New Delhi, 1990. Listening and spoken English , Longman, London 1990.
11. Notions in English, Cambridge University Press, Cambridge 1979.
12. Functions of English Students Book, Cambridge University Press, Cambridge 1981.
13. Functions of English Teachers Book, Cambridge University Press, Cambridge 1981.
14. Activities for language Teaching, Cambridge University Press, Cambridge, 1984.
15. Study listening, Cambridge University Press, 1983. Lend Me Your Ears, New Jersey,1980.
16. Listening Cambridge Proficiency Examination
17. Practice listening, Cambridge University Press, Cambridge, 1987.
18. An Outline of English Phonetics, Ludhiana, Kalyani Publishers.1979.
19. Teaching Spoken English and Communicative Skill. (Ed) (Resources book for teachers series).
20. Better English Pronunciation Oxford University Press, Oxford, 1991.
21. English phonetics and Phonology, Oxford Univ. Press, Oxford 1991
22. A Course in Phonetics & Spoken English , Prentice Hall, N.Delhi,1992

## II SEMESTER

### **BVOC ENL181: WRITING SKILLS**

**30 hours; 80+20=100 marks; 2 credits**

#### **Module -2 Writing Skills**

##### **Learning Objectives:**

- To train the students about the academic writing
- To familiarize the basics and advanced academic presentations
- To introduce to reference skills, taking notes, referring and documenting data and materials
- To develop critical thinking and sharpen their accuracy in writing

##### **Course outcomes:**

CO1: To understand the mechanism of different modes of general and academic writing.

CO2: To make professional presentation.

CO3: To demonstrate the reference skills, taking notes, referring and documenting data and materials.

CO4: To show higher level of critical thinking and sharpen their accuracy in writing.

##### **Course Content:**

###### **Unit 1**

1. Writing as a skill

Mechanism of writing – words and sentences - paragraph as a unit of structuring a whole text – combining different sources – functional use of writing – personal, academic and business writing – creative writing

2. Writing process: Planning a text – finding materials - drafting – revising – editing - finalizing the draft; Computer as an aid – key board skills - word processing - desk top publishing

###### **Unit II**

3. Writing models : Essays - précis - expansion of ideas – dialogue;

4. letter writing – personal letters, formal letters - CV; Surveys – questionnaire; e-mail writing– fax - job application - report writing.

###### **Unit III**

5.Presentation as a skill - elements of presentation strategies – audience – objectives – medium – key ideas - structuring the material - organizing content - audio-visual aids – handouts

#### **Unit IV**

6.use of power point - clarity of presentation - non-verbal communication - seminar paper presentation and discussion.

5.Advertisements - USP - Slogans - Product details - contact details

#### **Mode of Examination: 100 marks**

**Written (80 marks): Int. Assessment 20marks) includes practicals, projects, assignments, tests**

#### **Unit I**

1.Write a paragraph using the following key words. 10

2,Write an Essay critically examining the situation of \_\_\_\_\_ [Draught, flood, inflation...]

#### **1. Unit II**

3.Edit the following paragraph and inform the corrections you made. 10

4.Narrate the way you draft a letter of application and submit it against a position advertised.

5.Edit the following paragraph and make it presentable . 10

#### **Unit III (Any One)**

6.Prepare 10 speech cards for making a speech on the occasion of Gandhi Jayanti. 10

7.You are going to launch a product. Prepare slides for PowerPoint Presentation for addressing the gathering.

#### **Unit IV (Any One)**

8.Prepare an advertisement and identify USP, Slogans, Product details and contact details.

9.Respond to Job advertisement. 20

#### **Reference Books:**

1. English for Effective Communication. Oxford University Press, 2013.
2. Write Rightly: A Course for Sharpening Your Writing Skills. (CUP) Module 4:
3. Guide to Presentations. Mary Munter and Lynn Rusell. Pearson Education

4. Further reading:
5. Robert, Barraas. *Students Must Write*. London: Routledge, 2006.
6. Bailey, Stephen. *Academic Writing*. Routledge, 2006.
7. Hamp-Lyons, Liz, Ben Heasley. *Study Writing*. 2nd Edition. Cambridge Uty Press, 2008.
8. Ilona, Leki. *Academic Writing*. CUP, 1998.
9. McCarter, Sam, Norman Whitby. *Writing Skills*. Macmillan India, 2009.
10. Jay. *Effective Presentation*. New Delhi: Pearson, 2009.
11. Munter, Mary and Lynn Rusell. *Guide to Presentations*. Pearson Education.
12. Mayor, Michael, et al, Ed. *Longman Dictionary of Contemporary English*. 5th Edition. London: Pearson Longman Ltd, 2009.



III SEMESTER  
**BVOC ENL231: BUSINESS ENGLISH**

**30 hours; 80+20=100 marks; 2 credits**

**Module -3 : Business English**

**Learning Objectives:**

- To introduce the learners to the use of English language in business contexts
- To familiarize them with the differences and similarities in the spoken and written expressions .
- To train the students in verbal and nonverbal expressions in business situations
- To install employable skills among the students

**Course Outcomes:**

CO1: To use English language in business contexts

CO2: To show familiarity with the differences and similarities in the spoken and written expressions.

CO3: To use verbal and nonverbal expressions in business situations.

CO4: To demonstrate language skills in workplaces

**Unit I**

**Introduction to Business English-** face to face, telephonic communication, video conference, correspondences

**Job interviews,** press meets, business meets, business launches

**Unit II**

**Business Etiquette-** strong interpersonal and etiquette skills, communication skills, behaviour, mannerisms, dressing, postures, plans, and working for completion, deadlines, sincerity and friendly attitude, greetings, punctuality, dignity, civility, courtesies

**Unit III**

**Business Meetings:** Memo writing for meetings, procedures of conducting meeting, writing minutes, business presentations

**Writing Business letters-** order, request, follow up, cancellation, enquiry, adjustment, compliant, acknowledgement, resignation, reporting letter

**Unit IV**

**Business Projects:** Projects writing, Advertisements, teleconference and video conferencing

**Mode of Examination: 100 marks**

**Written (80 marks): Int.Assessment 20marks) includes practicals, projects, assignments, tests**

**Marks 10X6=60**

**Question Paper Pattern:**

**Unit I (ANY TWO)**

1. Write a telephonic conversation
2. Write a successful job interview for the post of \_\_\_\_\_
3. Book or cancel an appointment

**Unit II**

4. Explain a train ticket or a boarding pass in a paragraph
5. Explain the dos and Don't of a public speaking

**Unit III(ANY TWO)**

6. Write a notice informing the members of the committee regarding the meeting informing the agenda.
7. write the minutes of a meeting
8. Prepare a print advertisement

**Unit IVMarks 20X1=20**

9. Project Proposal Writing

**Reference Books**

1. Aspinall Tricia, Bethell George. Test your Business Vocabulary in Use. Cambridge University Press, 2003.
2. Bruce Kay, Parrish Betsy, Wood Allan. Business Review. Longman Group UK Limited, 1992.
3. Cambridge ESOL. BEC 1, 3. Cambridge University Press, 2001.
4. Deller Sheelagh, Jones Rodri. Vista. Advanced English Learning. Heinemann Publishers (Oxford) Ltd., 1992.
6. Encarta Encyclopedia Deluxe. Microsoft Corporation, 2004.
7. <http://en.wikipedia.org>
8. <http://jobsearchtech.about.com>
9. <http://resume-help.org>

10. <http://www.bbc.co.uk>
11. <http://www.jobsinusa.al.ru/>
12. Jones Leo, Alexander Richard. *New International Business English*. Cambridge University Press, 2003.
13. Kay Susan. *Reward Intermediate Resource Pack*. Heinemann English Language Teaching, 1995.
14. Lees Gerald, Thorne Tony. *English on Business. Practical English for International Executives*. Chancere International Publishers, 1993.
15. MacKenzie Ian. *English for Business Studies*. Cambridge University Press. 1997.
16. MacKenzie Ian. *Financial English with Mini-dictionary of Finance*. Language Teaching Publication Series, 1995.
17. MacKenzie Ian. *Management and Marketing*. Language Teaching Publications, 1997.
18. Mascull Bill. *Business Vocabulary in Use, Advanced*. Cambridge University Press, 2004.
19. Mascull Bill. *Business Vocabulary in Use*. Cambridge University Press, 2002.
20. Miller Roger LeRoy. *Economics Today and Tomorrow*. Glencoe Division of
21. Macmillan/McGraw-Hill School Publishing Company, 1995.
22. Misztal Mariusz. *Tests in English Thematic Vocabulary. Intermediate and Advanced Level*. Киев: «Знання», 1999.
23. Naterop B. Jean, revel Rod. *Telephoning in English. Third Edition*. Cambridge University Press, 2004.
24. Powell Mark. *Business Matters*. Language Teaching Publications, 1999.
25. *Practice tests for IELTS. Edition 1*. Cambridge University Press, 2000.
26. *Practice tests for IELTS. Edition 2*. Cambridge University Press, 2000.
27. *Practice tests for IELTS. Edition 3*. Cambridge University Press, 2000.
28. Sandler P.L., Stott C.L. *Manage with English*. Oxford University Press, 1993.
29. Vicki Hollett. *Business Opportunities*. Oxford University Press, 1999.
30. Vince Michael with Paul Emerson. *First Certificate. Language Practice with Key*.
31. *English Grammar and Vocabulary*. Macmillan Education, 2006.
32. Vince Michael with Peter Sunderland. *Advanced Language Practice*. Macmillan Education, 2003.
33. Wyatt Rawdon. *Check your Vocabulary for English for the IELTS examination*.
34. *A workbook for students*. Peter Collin Publishing, 2001.

IV SEMESTER  
**BVOC ENL281: READING LITERATURE  
AND PROFESSIONAL ETHICS**  
**30 hours; 80+20=100 marks; 2 credits**  
**Module -4 : Reading Literature and Professional Ethics**

**Learning Objectives:**

- To introduce students to serious literature for a better understanding of human values
- To familiarize the complexes and challenges in life
- To train students in Interpretation of verbal expressions in poetry
- To familiarize narrative genre of literature

**Course Outcomes:**

- CO1: To demonstrate the ability to analyze, both verbally and in writing, a text by applying various approaches the theme, plot, character, setting, et
- CO3: To demonstrate the ability to use research to support original textual interpretations
- CO4: To demonstrate the ability, both verbally and in writing, to relate texts with historical time periods and/or specific historical events; and
- CO5: To demonstrate the ability to Recognise and understand major literary movements.

**Course Content:**

**Unit I- Novel -**

1. **Apprentice** by Arun Joshi

**Unit II**

2. “Resolution and Independence ” by William Wordsworth

3. “Death of a Bird” by A D Hope

**Unit III-**

4. “The Collar” by John Donne

5. “My Last Duchess” by Robert Browning

6. “The Road Not Taken” by Robert Frost

**Unit IV**

7. “The Love Song of J. Alfred Prufrock” by T.S. Eliot

8. “Ode on a Grecian Urn” by John Keats

**Mode of Examination: 100 marks**

**Written (80 marks): Int.Assessment 20marks) includes practicals, projects, assignments, tests**

**Unit I**

1. Answer any FOUR of the following questions in a paragraph each. [Inferential and referential questions from the Novel] 4x5=20

2. Answer any TWO of the following questions in a paragraph each. [Inferential and referential questions from the Novel studied] 2x15=30

**Unit II**

3. Answer any ONE of the following in 250 words each. [Descriptive Questions from the Novel and Poetry ] 1X10=10

**Unit III**

4. Answer any ONE of the following in 250 words each. [Creative Questions from Poetry] 1X10=10

**Unit IV**

5. Answer any ONE of the following in 250 words each. [Creative Questions from Poetry] 1X10=10

**Reference Books**

1. Joshi, Arun. Apprentice The. Orient Publishers. NewDelhi. 2016. pt.

2. Norton Anthology of English Poetry. Vol. 1&2 WW Norton. London. pt.

The above English syllabus for UG Programmes (Core Courses, Open Elective Courses, Foundation Courses, Additional English Courses and BVoc English Language Courses) has been revised and approved in the BOS meeting (Online on Google Meet Platform) held on Friday, 14<sup>th</sup> August 2020