

BHARATHIDASAN UNIVERSITY, TIRUCHIRAPPALLI – 620 024
M.A. English – Revised Course Structure under CBCS
(For the candidate admitted from the academic year 2008-2009 onwards)

Sem ester	Course	Course Title	Ins. Hrs / Week	Credit	Exam Hrs	Marks		Total
						Int.	Ext.	
I	Core Course – I (CC)	Language & Linguistics	6	5	3	25	75	100
	Core Course – II (CC)	Prose - From the Elizabethans to the Moderns	6	5	3	25	75	100
	Core Course – III (CC)	Poetry - From the Elizabethans to the Moderns	6	5	3	25	75	100
	Core Course – IV (CC)	Drama - From the Elizabethans to the Moderns	6	5	3	25	75	100
	Core Course – V (CC)	From the Classical Antiquity to the Victorians	6	5	3	25	75	100
		Total	30	25				
II	Core Course – VI (CC)	British Literature from 18 th Century to the Moderns	6	5	3	25	75	100
	Core Course – VII (CC)	American Literature	6	5	3	25	75	100
	Core Course – VIII (CC)	Indian Writing in English	6	5	3	25	75	100
	Core Course – IX (CC)	Shakespeare	6	5	3	25	75	100
	Elective Course – I (EC)	Women’s Studies	6	4	3	25	75	100
			Total	30	24			
III	Core Course - X (CC)	Translation: Theory and Practice	6	4	3	25	75	100
	Core Course – XI (CC)	From Modernist to Post Modernist Criticism	6	4	3	25	75	100
	Core Course – XII (CC)	New Literatures in English	6	4	3	25	75	100
	Elective Course – II (EC)	Communication and Soft Skills (or) Journalism and Mass Communication	6	4	3	25	75	100
	Elective Course – III (EC)	English for Teaching (or) English for Business Communication	6	4	3	25	75	100
			30	20				

IV	Core Course - XIII (CC)	Diasporic Literature	6	4	3	25	75	100
	Core Course – XIV (CC)	Discourse Types, Thesis Writing and Mechanics	6	4	3	25	75	100
	Elective Course IV	English for B.P.O. (or) Functional English	6	4	3	25	75	100
	Elective Course V	English for Special Purposes (or) E-Publishing	6	4	3	25	75	100
	Core Course – XV (CC)	Project Work Viva voce 20 marks Dissertation 80 marks	6	5				100
			30	21				
			120	90				2000

Core Course I – Language & Linguistics

Unit I:

Theories of Origin of Language
Language Families, Indo-European & Proto-Indo-European
Evolution of English and Standardization
Foreign elements, Word formation and Change of Meaning in English
Language Variety

Unit II:

Traditional Approaches to study of the English Language Merits and Inadequacies
Linguistics as an autonomous science
Parts of Speech and Word – Classes
Criteria for classification: form and function
Problems in definition of the Word
Morphology Free, Bound, Zero morphemes, Allomorphs

Unit III:

Grammar and Syntax
Phrases, Clauses, Basic Patterns and Sentence Typologies
I.C. Analysis: features, merits and limitations
Phrase structure Grammar: features, merits and limitations
T.G. Grammar

Unit IV

Phonetics, Phonology and Phonemics/Phonematics
Phoneme, Allophone, Free Variants
Speech Sounds vs natural sounds and human noise
Organs of speech, classification of sounds
Vocoids and vowels, consonoids and consonants in English
Cardinal Vowel Diagram

Unit V

IPA Symbols
Word-stress, word in connected speech
Intonation
Broad Transcription

Core Course II – Prose – from the Elizabethans to the Moderns

Unit I:

Bacon : Of Truth, Of Adversity, Of envy, Of Revenge, Of studies
The Bible: Psalms - 23. 46. 51. 90, 121 to 126, 139
Sermons - St. Matthew's Gospel: Chapters 5 to 8

Unit II:

Addison and Steele: From the Spectator – Essays 1, 2, 5, 10, 58
Jonathan Swift: The Battle of the Books

Unit III:

Charles Lamb 1. A Dissertation upon a Roast Pig
2. Dream Children: A Reverie
William Hazlitt: My First Acquaintance with the Poets

Unit IV:

Ruskin – Sesame and Lilies
Walter Pater – From 1. The Renaissance
2. Romanticism

Unit V:

E.M. Forster: 1. Notes on the English Character
2. Tolerance
3. What I Believe
Bertrand Russell: “Can we afford to keep open Minds?”
(Selected Prose Models, ed. A.E. Augustine, Macmillan 1985)

Core Course III – Poetry – From the Elizabethans to the Moderns

Unit I

Spenser: “The Red Cross Knight & Una” and “The House of Pride” (The Fairy Queene: Selections – Peacock Vol I P. 161 to 168)

Donne: Canonization, Extasie, Valediction Forbidding Mourning

Milton: Paradise Last Book 9

Marvel: To His Coy Mistress, Thoughts in A Garden

Unit II:

Dryden: Mac Flecknoe

Pope : Epistle to Arbuthnot

Gray : Elegy Written in a Country Churchyard

Unit III:

Wordsworth: Ode on the Intimations of Immortality & Tintern Abbey

Blake : Songs of Innocence & Experience

Coleridge : The Ancient Mariner

Keats : Ode on a Grecian Urn, Ode to Autumn

Shelley : Ode to the West Wind

Unit IV:

Browning: Andrea Del Sarto

Tennyson: Lady of Shallot

Arnold : Dover Beach

Hopkins : The Windhover

Unit V:

Yeats : Second Coming, Byzantium poems

Eliot : Prufrock
Auden: In Memory of WB Yeats

Core Course IV: Drama – from the Elizabethans to the Moderns

Unit I:

Marlowe : Dr. Foustus
Shakespeare: Twelfth Night, Macbeth & The Tempest

Unit II:

Ben Jonson: Everymen in His Humour”
Webster : The Duchess of Malfi

Unit III:

Congreve: The Way of the World
Sheridan : The Rivals

Unit IV:

G.B. Shaw : Caesar and Cleopatra
T.S. Eliot : Murder in the Cathedral

Unit V:

Beckett: Waiting for Godot
Osbarne: Look Back in Anger

Core Course V – From the Classical Antiquity to the Victorians

Literary Criticism – I

Unit I

Plato: The Ion (Extract in Ramasamy and Sethuraman vol.II pp 679 -681)
The Republic (Extract: Ramasamy and Sethuraman Vol. II pp. 681 -685)

Aristotle: On Poetics (Extract: Ramasamy and Sethuraman pp. 686 -696)

Horace: The Art of Poetry (Extract: Ramasamy and Sethuraman pp. 696 -700)

Longinus: On the Sublime (Extract: Ramasamy and Sethuraman vol.II
pp. 706 -708)

Unit II:

Sidney: Apology for Poesie

Unit III:

Dryden: Preface to the Fables
Johnson: Preface to Shakespeare

Unit IV:

Wordsworth: Preface to the Lyrical Ballads
Coleridge: Biographia Literaria (Chapter XIV)
Shelley: A Defence of Poetry

Unit V:

Arnold: The Study of Poetry
Carlyle: Hero as poet

Core Course VI – BRITISH LITERATURE FROM 18TH CENTURY TO THE MODERNS

Unit I - Fielding : Tom Jones

Unit II: - Jane Austen : Pride and Prejudice
Scott : Ivanhoe

Unit III - Charles Dickens : A Tale of Two Cities
Hardy : Tess of the D'urbervilles

Unit IV - D.H. Lawrence : Sons and Lovers

Unit V - Virginia Woolf : Mrs. Dalloway

Graham Greene : The Power and the Glory

Core Course VII – AMERICAN LITERATURE

Unit I –	Emerson: Henry Adams:	The American Scholar The Dynamo and the Virgin (Chapter XXV <u>The Education of Henry Adams</u>) OBAMA’s Acceptance Speech
Unit II –	Edgar Allan Poe: Walt Whitman Robert Frost Emily Dickinson Sylvia Plath Wallace Stevens	To Helen O Captain ! My Captain! The Road Not Taken Because I could not stop for death Mirror The Snowman
Unit III –	Hemingway Mark Twain	The Old Man and the Sea Huckleberry Finn
Unit IV –	Toni Morrison : Malamud	The Bluest Eye The Assistant
Unit V –	Tennessee Williams Arthur Miller	The Glass Menagerie : All My Sons

Core Course VIII – INDIAN WRITING IN ENGLISH

Unit I: Ananda Coomaraswamy : The Dance of Shiva
(The Cosmic Dance)

Nirad C. Chaudhri : Initiation into Scholarship
(Chapter IV The Autobiography of an Unknown Indian)
Jawharlal Nehru : The Indian Philosophical Approach

Unit II: - Tagore - Gitanjali : Heaven of Freedom, Separation

Aurobindo The Tiger and the Deer

Toru Dutt Our Casuarina Tree

Unit III: - R. Parthasarathy: River once
A.K. Ramanujam: Small Scale Reflections on a Great House
Kamala Das : An Introduction

Unit IV: - Girish Karnad: Hayavadhana
Vijay Tendulkar Silence! The Court Is in Session

Unit V: R.K. Narayan The Guide
Mulk Raj Anand The Untouchable
Shashi Deshpande The Dark Holds No Terrors

Core Course IX - SHAKESPEARE

Unit I: The Merchant of Venice

Unit II: Richard II

Unit III: Othello

Unit IV: The Winter's Tale

Unit V: General Shakespeare

1. Shakespearean Theatre
2. Fools and Clowns in Shakespeare
3. Women in Shakespeare
4. Supernatural Elements in Shakespeare
5. Soliloquies in Shakespeare
6. Shakespeare as a Sonneteer and a Narrative Poet

Elective Course I – WOMEN’S STUDIES

Unit I:

Anne Bradstreet : The Prologue
Anne Sexton : Praying for a daughter
Marian More : Poetry
Adrienne Rich : Aunt Jennifer’s Tigers

Unit II:

Bell Hooks : Writing Autograph Chapter III
Virginia Woolf : A Room of one’s Own

Unit III:

Lorraine Hansberry : A Raisin in the Sun

Unit IV:

Alice Walker : Colour Purple
Dorris Lessing : Love Again
Margret Atwood : Edible Woman

Unit V:

Shashi Deshpande : Roots and Shadows
Arundhathi Roy : God of Small Things
Kiran Desai : The Inheritance of Loss

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CORE COURSE X – TRANSLATION: THEORY AND PRACTICE

The general aim of this course is two fold: one is to provide the student with a historical – theoretical perspective on the evolution of translation – activity and the other is to equip the student with basic requirements for practical translation activity:

The objectives are:

1. To make the student comprehend the different approaches to translation based on different theoretical perceptions.
2. To help the student perceive the significance of the linguistic communicative fibre present in the translation activity.
3. To introduce the student to the complex issues involved in equivalence – identification and rewriting.
4. To facilitate the student appreciate the culture-environmental determiners in translation
5. To make the student get acquainted with the conceptual/practical dimensions in machine translation
6. To make the student gain evaluative proficiency in assessing the structural and communicative merits or inadequacies of translated texts
7. To provide the student with hands on experience on a smaller scale.

Unit I: Definitions of Translation

Paraphrase, transliteration, transference, transcreation and translation

History of Bible translation

Language varieties and task of translation – Phonological, lexical, grammatical & syntactic analysis

Unit II

Concept of equivalence

Kinds of equivalence – linguistics, textual and cultural

Problems in equivalence identification and use

Difficulties in translation – linguistics level, formal level, cultural –social level, Ideological level

Unit III

Types of translation – literal and free, partial, total and restricted – constraints imposed by socio-cultural contexts – Translatability and limits of translation – Machine. Translation.

Translation of scientific texts – terminology, syntax

Unit IV

Study and assessment of translations: Tamil to English: A.K. Ramanujan's Interior Landscape

English to Tamil: Desika Vinayakam Pillay's translation of Fitzgerald's Omarkayam

Unit V

Practical Work: A short History or scientific text to be given, Students are asked to identify and discuss the difficulties in translating the given text

Books for Reference:

Susan Bassnett McGuire	Translation Studies
Arrowsmith, W & Shattuck R (eds)	Crafts and context of Translation
Savoy Theodore, H	The Art of Translation
Catford	Linguistics Theory of Translation
The Routledge Encyclopadia of Translation	

Core Course XI —FROM MODERNIST TO POST-MODERNIST CRITICISM

UNIT -I

T.S. ELIOT.
I.A.RICHARDS

Tradition and Individual Talent
Four Kinds of Meaning

UNIT-II

JOHN CROWE RANSOM
SIGMUND FREUD

Criticism Inc.
Creative Writers and Day Dreaming

UNIT-III

ROLLAND BARTHES
NORTHORPE FRYE

Criticism as Language
Archetypes of Critism

UNIT -IV

ROMAN JACOBSON
PAUL DEMAN

Linguistics And Poetics
Critism and Crisis

UNIT—V

HENRY JAMES
ELAINE SHOWALTER

Art as Fiction
Towards aFeminist Poetics

CORE COURSE XII (CC) NEW LITERATURES IN ENGLISH

UNIT -I

POETRY

MARGARET ATWOOD
P.G.PAGE
WOLE SOYINKA
DAVID DIOP

JOURNEY TO THE INTERIOR
ADOLESCENCE
TELEPHONE CONVERSATION
AFRICA

UNIT -II

JUDITH WRIGHT
SHAW NEILSON
DERECK WALCOTT
ALLEN CURNEW

FIRE AT MURDERING HUT
TO A BLUE FLOWER
A FAR CRY FROM AFRICA
HOUSE AND LAND

UNIT -III

DRAMA

GEORGE RYGA
WOLE SOYINKA

ECSTASY OF RITA JOE
KONGI'S HARVEST

UNIT-IV

FICTION

ATWOOD
CHINUA ACHEBE

HANDMAID'S TALE
THINGS FALL APART

UNIT-V

PROSE

RICHARD WRIGHT
SUSANNA MOODIE

BLUE PRINT FOR NEGRO WRITING
EXTRACTS from ROUGHING IT IN THE
BUSH:
OUR FIRST SETTLEMENT AND THE
BORROWING SYSTEM
A JOURNEY TO THE WOODS

ELECTIVE II – (a) COMMUNICATION AND SOFT SKILLS

UNIT –1 (Communication vs Effective Communication)

Importance and significance of communication)
Principles of effective communication
Types of communication-verbal & nonverbal
Barriers to effective communication-how to get rid of them

UNIT II (Conversation skills & basic etiquettes)

Modes of Greeting, Requesting, Thanking, Writing, Introducing, Congratulating, Giving Opinions and Permission.

Expression of Agreement, Disagreement, Giving Orders, Advice, Suggestion Apology Warning Gratitude etc

Telephone conversation -dos and donts
(specific dialogues to be given to enable the students)

Telephone conversation-dos and donts
(specific dialogues to be given to enable the students understand and use the expressions in conversations)

UNIT- III (Presentation Skills)

Preparing,planning and presenting a talk
Preparing for the introduction,body and conclusion of presentation
Structure,language and delivery of the presentation.
How to make an impressive presentation?

UNIT-IV (Interview Skills)

How to attend an interview? -Types of Interviews.
Head to foot appearance -Preparation-Punctuality-Sincerity -Handling of Initial moments- Honesty, Boldness and Confidence.
Possible questions and methods of responding -Attitude-
Clarity in expressions -tone of the language etc.

UNIT- V (Group Dynamics)

Behavior Pattern-Peer Group- Cooperation-Analysis of the given Topic-
Arguments and Force of Expressions- Choice of Words for Effective Presentation of Ideas- Avoiding Interference and Rudeness of Language -Guiding the Group Members at points of dullness- Leadership qualities- summing up.

Books for reference

- 1.Dutt,Kiranmai &Geetha Rajeevan. Basic Communication Skills
Rev.ed.foundation books pvt. ltd, Cambridge house, new delhi,2006
- 2.Bill R.Swetmon Communication Skills for the 21st century,
Chennai:eswar press,first south asian edition.2006.
- 3.Glass ,Lillian. Talk to win. New york:perigee books,1987
- 4.Pillai,G.Radhakrishna &Rajeevan. K. Spoken English for you
Emerld publishers,chennai.1987
- 4.Mandal,S.K. How to Succeed in Group Discussions & Personel Interviews? mumbai:
JAICO Publishing House.

ELECTIVE II: (b) JOURNALISM AND MASS COMMUNICATION

UNIT I

1. Introduction and History of Journalism
2. Role of the Press, Freedom of the Press
3. Introduction to Mass Communication, growth and development of Mass Communication.
4. Different kinds of Mass Communication.

UNIT II

1. The Print Media
2. Functions of the Press
3. Reporting
4. Newspaper Writing
5. Editing
6. Interviewing
7. Newsroom maintenance

UNIT III

1. Electronic media- TV & radio
2. Types of Radio program
3. Radio recording, transmission, receiving technologies
4. Types of TV programs
5. recording, transmission, receiving technologies
- 6.. Impact of Radio and TV

UNIT IV

1. Electronic Media-Film and Internet
2. History of Cinema
3. Production Process of Cinema
4. Effects of Cinema on Society
5. Film appreciation
6. Internet
7. Internet concepts
8. Application and Potential of Internet
9. Internet based broadcasting

UNIT V

1. Advertisements
2. Advertising concepts
3. Different types
4. Formats and structure of ads
5. How to design an ad
6. Story boarding

- Reference books: - 1. Writing for the mass media-Peter Grundy
2. Mass communication in India-Keval J.Kumar
3. Theory and Practice of journalism -Ahuja

ELECTIVE COURSE - III (a) ENGLISH FOR TEACHING

UNIT—1

NEED FOR TEACHING /LEARNING ENGLISH

TEACHING ENGLISH:AS SECOND LANGUAGE

PROBLEMS FACED BY THE LEARNERS.

UNIT---2

MAJOR APPROACHES—TRANSLATION/AUDIO-LINGUAL
COMMUNICATIVE .

DIRECT METHOD / SITUATIONAL APPROACH

UNIT—3

TEACHING THE FOUR SKILLS.

TEACHING PROSE POETRY ,DRAMA,EXTENSIVE READING.

.UNIT--4

TEACHING LEVELS---PRIMARY, SECONDARY, HIGHER SECONDARY
COLLEGIATE.

CURRICULUM DESIGN—SYLLABUS FRAMING,CHOICE,AND
PRODUCTION OF TEACHING MATERIALS.

MOTIVATION AND USE OF TEACHING AIDS

UNIT -5

TESTING—PURPOSE,NEED,TOOLS,AND TYPES.

TYPES OF QUESTION AND OBJECT(S) OF TESTING.

EVALUATION OF TECHNIQUES.

ELECTIVE COURSE – III - (b) ENGLISH FOR BUSINESS COMMUNICATION

UNIT-1

PRONOUNS,ADJECTIVES, VERBS, ADVERBS ,PREPOSITIONS
CONJUNCTIONS,PARTICIPLES----(-CHAPTER-5—GARTSIDE)

WORDS AND EXPRESSIONS:ABSTRACT AND CONCRETE
WORDS,EXAGGERATION,TAUTOLOGY,CLICHÉ,SLANG, JARGON ,
COMMERCIALS, TECHNICAL TERMS,SIMPLICITY, BREVITY,
CLARITY,COHERENCE,COURTESY—(CHAPTERS 6 and 7—GARTSIDE)

COMMON ERRORS TO BE AVOIDED

UNIT-2

FORM AND STRUCTURE OF LETTERS.—(CHAPTERS 13 and 14-
GARTSIDE)

UNIT—3

TONE, APPROACH ,PLANNING, ORGANISATION,FORMS, LETTERS AND
CIRCULARS.

UNIT-4

KINDS OF BUSINESS LETTERS:SALES LETTER, LETTER OF ENQUIRY,REPLY TO
ENQUIRY, QUOTATION LETTER, LETTER OF COMPLAINT, RECOVERY
LETTER,GOODWILL LETTER (.CHAPTER 15 GARTSIDE)

UNIT-5

BUSINESS REPORT:TYPES OF REPORT, STRUCTURE OF REPORTS,
CHECKING THE REPORT PRESENTATION,THE MEMORANDUM(-CH---18-
GARTSIDE)

BOOKS FOR REFERENCE :GARTSIDE. L. MODERN BUSINESS
CORRESPONDENCE. PLYMOUTH:MACDONALD and EVANSLMT..1976.

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CORE COURSE XIII - DIASPORIC LITERATURE

UNIT-I

Introduction –defining diaspora-enforced and shared diasporas-scope and parameters of diaspora writing-origin of diaspora writing- historical perspective- multiple heritage -victims and beneficiaries of transnational displacement-major themes in diasporic literature.

UNIT- II

POETRY

A.K.Ramanujan	-	Small Scale Reflections on a Great House
Cyril Dabedeen	-	December in Winter
R.Parthasarathy	-	Home Coming
Allen Currow	-	House and Land

UNIT- III

PROSE

W.H.New	The Disappointed Decade
D.J.Enright	In a Free State

UNIT- IV

DRAMA

Uma Parameswaram	Sita's Promise
Rana Bose	Baba Jacques Doss

UNIT –V

FICTION

Bharathi Mukerjee	Jasmine
Jumpa Lahari	Namesake

Books for reference:

1. Twentieth Century Canadian Poetry-Ed, Manaroma Trikha, Pencraft International, Delhi: 2001.
2. Readings in Commonwealth Literature: Ed, William Walsh Clarendon Press, Oxford, 1973.
3. Ten Twentieth Century Indian Poets : ed ..R. Parthasarathy, Delhi, 1981
4. Goldberg, David Theo (ed), Multiculturalism: A Critical Reader. Blackwell, London, 1994.
5. Hall Stuart, 'Cultural Identity and Diaspora' in Williams P. and Chrisman, Laura , eds, Colonial Discourse and postcolonial Theory : a Reader . Harvester Wheatsheaf, New York , 1993.
6. Nelson, Emmanuel (ed.) , Reworking : the literature of the Indian Diaspora , Green Wood, New York, 1992
7. Rushdie, Salman, 'the Indian Writer in England' in The Eye of the Beholder: Indian Writing in English , ed .M. Butcher, Commonwealth Institute, London, 1983: 75-83
Imaginary Homelands , Granta, London, 1991
8. Safran , William, 'Diasporas in Modern Societies : Myths of Homeland and Return'.
Diaspora: A journal of transnational studies. I .(spring 91) , 83-99.

CORE COURSE XIV - Discourse Types , Thesis- Writing & Mechanics

UNIT. I

1. Definition of Research- Types of Research- Literary and Scientific
Research- Philosophy of research.
2. Area of Literary Research: field, author, theme, and topic
3. Collection and organization of material- primary and secondary
sources - reference work
4. Sources: Library, electronic medium, etc

UNIT. II

- 1.Style of thesis writing: general principles-kinds and suitability of style.
- 2.Style Sheet conventions-thesis format-note taking –documentation: parenthetical documentation, end notes, kinds of bibliography etc
Abbreviations-typographic conventions
punctuation: period, comma, colon, semicolon, dash, hyphen, parenthesis, square bracket, etc

UNIT III

- 1.Types of argument-inductive and deductive reasoning-fallacies.
- 2.Types of exposition
- 3.Explanation & analysis, different types
- 4.Description: subjective and objective, point of view, order and sequence.
- 5.Discourse: purpose, context, audience.

UNIT. IV

Sentence structure: fragmentary sentences, comma-splices, fused sentences, balanced sentences, loose sentences, periodic sentences-position and use of word classes- mood- case subordination, coordination, complement, antecedent-position of modifiers, ambiguity: Punctuation(The comma, the semicolon, the colon, the dash, the parenthesis, square brackets, question marks, and punctuation, capitalization, the apostrophe, the hyphen) and typography..

UNIT V

Diction and style – Standard English, Slang, archaism, idioms, improprieties, wordiness, repetition ,vagueness, specific and concrete words, connotation , denotation, figurative language, jargon, assertion, assumption, pejorative language, value judgment euphemism, metaphor, tone, irony.

Elective Course IV -- (a) **English for B.P.O**

UNIT 1 : INTRODUCTION

1. What is BPO?
2. Types of BPO businesses
3. Where English is used?

UNIT 2: PRONUNCIATION

1. Phonetic symbols
2. Accent and Intonation

UNIT 3: NEUTRALIZING ACCENT

1. Variations and types of accent
2. Neutral Accent

UNIT 4: MOST COMMON MISTAKES IN ENGLISH USAGE

1. Commonly Confused words
2. Errors in using the parts of speech
3. Errors in using Punctuation
4. Redundancies
5. Style

UNIT 5: SMART SKILLS FOR JOB MARKET

1. Comprehension
2. Spelling
3. Vocabulary
4. Grammar

TEXT BOOK:

1. W W S Bhaskar and N S Prabhu *English Through Reading*
Macmillan: India, 2008 (rpt.).
2. Thomas Elliott Berry *The Most Common Mistakes in English Usage*
Tata McGraw-Hill, India, 2007 (rpt.).

REFERENCE:

1. Daniel Jones

Elective Course IV - (b) Functional English

Unit I: Listening Skills

- (1) a. Form completion , b. Notes completion
- (2) Labeling a diagram
- (3) Short answer questions in comprehension
- (4) Dialogue and monologue

Unit II Speaking Skills

- (a) Introducing oneself (spoken Greetings requests)
- (b) Interview – answers – questions
- (c) Two-way discussions

Unit III: Writing Skills

- (a) Describing bar charts, pie-charts and tables
- (b) Letter writing requests, complaints
- (c) General essay (Agree or disagree, for and against)
- (d) Organization of paragraphs

Unit IV: Reading Skills

- (a) Matching headings to paragraph
- (b) Table completion
- (c) Skimming and scanning

Unit V: Practical Testing: Language Lab

Elective Course V: (a) English for Special purposes

Tourism and Front Office Management

Unit I: English for special purposes – an overview – English as an International language, an effective tool of communication in various activities like travel, medical treatment, business, scientific research and so on.

Unit II: Role of English in Tourism:

Tourism as a fast growing industry involving various aspects like pleasure travel, cultural travel educational and medical travel business travel, outgoing travel and incoming travel – economic aspects of travel. Role of English in the success of travelers and tour operators, guide, hotel, industries, etc.

Unit III: Tourism – definition – Travel through Ages – Types of Tourism – Objectives Tourism and Marketing – Advertising, Publicity – Brochure – Publicity – India as Tourist Destination, history and culture.

Unit IV: Front Office – Conversation Skills & Basic etiquettes

- (a) Modes of Greeting, requesting thanking, introducing, giving opinions, permission.
- (b) Expression of agreement, disagreement, giving instructions advice, suggestion, apology, warning, methods of responding.
- (c) Telephone conversation – do's & don'ts
(Specimen dialogues to be given to enable students understand and use the expressions in conversation.

Unit V: (a) Communication – verbal & non-verbal

- (b) Clarity in expressions
- (c) Presentation of ideas – avoiding interference and rudeness of language
- (d) Tone and presentation

ELECTIVE COURSE V - (b) E-PUBLISHING

(This paper focuses on copyediting under the domain E-Publishing)

UNIT 1 : INTRODUCTION

1. What is copy-editing?
2. Typescripts: hard-copy, electronic and camera-ready
3. Typescripts corrected by the author
4. Copy-editing on-screen

UNIT 2: PROOFS

1. Proof correction symbols
2. How to read proofs
3. The author's corrected proof
4. Collating the proofs

UNIT 3: ORIENTING STUDENTS TO COPYEDITING

1. How much copy-editing to do
2. Complete, self-explanatory copy
3. A well-organized and consistent book
4. Copyright permissions and acknowledgements

UNIT 4: HOUSE STYLE 1

1. Abbreviations
2. Bias and parochialisms
3. Capitalization
4. Cross-references
5. Dates and time
6. Foreign languages

UNIT 5: HOUSE STYLE 2

1. Italic
2. Measurements
3. Money
4. Numbers
5. Proper names
6. Punctuation
7. Spelling

TEXT BOOK:

BUTCHER'S COPY-EDITING

Cambridge University Press

978-0-521-84713-1 - Butcher's Copy-Editing - The Cambridge Handbook for Editors, Copy-editors and Proofreaders - by Judith Butcher, Caroline Drake and Maureen Leachw