

UNIVERSITY OF KERALA

FIRST DEGREE PROGRAMMES (CBCS SYSTEM)

Career related 2(b)

Revised Syllabi for  
2013 Admissions onwards

Semesters 1 & 2

LANGUAGE COURSES IN ENGLISH

## SEMESTER I

### FIRST DEGREE PROGRAMME IN ENGLISH (CBCS System)

#### LISTENING AND SPEAKING SKILLS: EN 1111.4

#### Language Course I (English I) for Career related 2 (b)

**No. of credits: 2**

**No. of instructional hours: 3 per week (Total 54 hrs.)**

**AIMS** 1. To familiarize students with English sounds and phonemic symbols.  
2. To enhance their ability in listening and speaking.

**OBJECTIVES:** On completion of the course, the students should be able to

1. listen to lectures, public announcements and news on TV and radio.
2. engage in telephonic conversation.
3. communicate effectively and accurately in English.
4. use spoken language for various purposes.

### COURSE OUTLINE

#### **Module 1**

Pronunciation

Phonemic symbols – consonants – vowels – syllables – word stress - strong and weak forms - intonation.

#### **Module 2**

Listening Skills

Difference between listening and hearing – active listening – barriers to listening - academic listening - listening for details - listening to announcements - listening to news programmes.

#### **Module 3**

Speaking Skills

Interactive nature of communication - importance of context - formal and informal - set expressions in different situations – greeting – introducing - making requests - asking for / giving permission - giving instructions and directions – agreeing / disagreeing - seeking and giving advice - inviting and apologizing telephonic skills - conversational manners.

### COURSE MATERIAL

#### **Modules 1 – 3**

**Core reading:** *English for Effective Communication*. Oxford University Press, 2013.

#### **Further reading**

1. Marks, Jonathan. *English Pronunciation in Use*. New Delhi: CUP, 2007.
2. Lynch, Tony. *Study Listening*. New Delhi: CUP, 2008.
3. Kenneth, Anderson, Tony Lynch, Joan MacLean. *Study Speaking*. New Delhi: CUP, 2008.

## **SEMESTER II**

### **FIRST DEGREE PROGRAMME (CBCS System)**

### **WRITING AND PRESENTATION SKILLS**

#### **Language Course for Career related 2(b) - EN 1211.4**

**No. of credits: 2**

**No. of instructional hours: 3 per week (Total 54 hrs.)**

#### **AIMS**

1. To familiarize students with different modes of general and academic writing.
2. To help them master writing techniques to meet academic and professional needs.
3. To introduce them to the basics of academic presentation
4. To sharpen their accuracy in writing.

#### **OBJECTIVES**

On completion of the course, the students should be able to

1. understand the mechanism of general and academic writing.
2. recognize the different modes of writing.
3. improve their reference skills, take notes, refer and document data and materials.
4. prepare and present seminar papers and project reports effectively.

### **COURSE OUTLINE**

#### **Module 1**

Writing as a skill – its importance - 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 use of writing.

#### **Module 2**

Writing process - planning a text - finding materials – drafting – revising – editing -finalizing the draft - computer as an aid - key board skills.

#### **Module 3**

Writing models – essay - précis - expansion of ideas – letter writing - personal letters - formal letters - CV – surveys – questionnaire - e-mail – fax - job application - report writing.

#### **Module 4**

Presentation as a skill - elements of presentation strategies – audience – objectives – medium - key ideas - structuring the material - organizing content - audio-visual aids - hand-outs - seminar paper presentation and discussion.

## COURSE MATERIAL

### Modules 1 – 4

**Core reading:** *English for Effective Communication*. Oxford University Press, 2013.

### Further reading

1. Robert, Barraas. *Students Must Write*. London: Routledge, 2006.
2. Bailey, Stephen. *Academic Writing*. Routledge, 2006.
3. Hamp-Lyons, Liz, Ben Heasley. *Study Writing*. 2<sup>nd</sup> Edition. Cambridge University Press, 2008.
4. Ilona, Leki. *Academic Writing*. CUP, 1998.
5. McCarter, Sam, Norman Whitby. *Writing Skills*. Macmillan India, 2009.