



# **HAJEE KARUTHA ROWTHER HOWDIA COLLEGE**

(An Autonomous Institution Affiliated to Madurai Kamaraj University, Madurai.)

**Uthamapalayam, Theni District. Pin Code: 625 533.**

## **DEPARTMENT OF ENGLISH**

### **PART – IV NME ENGLISH**

### **SYLLABUS**

### **Choice Based Credit System – CBCS**

**(As per TANSCH/MKU Guidelines)**

**(Academic Year 2020 -2021 onwards)**

## Details of Course Category, Code, Credits & Title

Course Category	Course Code	Course Title	Hrs	CIAE	TEE	Max. Marks	Credits
<b>Semester - I</b>							
<b>Part - IV</b>							
NME - I	20UENN11	English Speaking Skills	2	25	75	100	2
<b>Semester - II</b>							
<b>Part - IV</b>							
NME - II	20UENN21	English Writing Skills	2	25	75	100	2

Course Code	Course Title	Category	Total Hours	Credits
20UENN11	English Speaking Skills	NME- I	30	2

Nature of Course	
Knowledge Oriented	✓
Skill Oriented	✓
Employability Oriented	✓
Entrepreneurship Oriented	✓

Course Relevance	
Local	✓
Regional	✓
National	✓
Global	✓

## Preamble

To enable the students to acquire an understanding of the techniques of active listening and communication skills. Communication techniques such as the interpretive listening, perception check, paraphrasing and questioning will be presented and opportunity to practice these skills are included.

## Syllabus

### UNIT I 6 Hours

Meeting People-Exchanging Greetings and Taking Leave  
 Introducing Yourself  
 Introducing People to Others  
 Giving Personal Information

### UNIT II 6 Hours

Answering the Telephone and Asking for someone  
 Dealing with a wrong Number  
 Taking and Leaving messages  
 Making inquiries on the Phone

### UNIT III 6 Hours

Getting People's attention and interrupting  
 Giving Instructions and seeking Clarifications  
 Making Requests and Responding to Requests  
 Asking for directions and Giving Directions

### UNIT IV 6 Hours

Inviting and accepting and Refusing an Invitation  
 Apologizing and Responding to an Apology  
 Congratulating and responding to Congratulations  
 Asking for, Giving and Refusing Permission

### UNIT V 6 Hours

Talking about the weather  
 Describing daily routines  
 Talking about possessions  
 Talking about current activities

### Reference Books

Sadanand, Kamlesh and Susheela Punitha. *Spoken English: A Foundation Course (Part 1)*. Chennai: Orient Longman Ltd, 2009.

### Pedagogy

Chalk & Talk, E-Resources, Group Discussion, Learner – centred classroom

### Teaching aids

Black Board, LCD Projector

### Course Contents and Lecture Schedule

Module No.	Topic	No. of Lectures	Content Delivery Methods
<b>UNIT - I</b>			
1.1	Meeting People-Exchanging	2	Lecture
1.2	Greetings and Taking Leave	2	PPT
1.3	Introducing Yourself	1	Text Book
1.4	Introducing People To Others	1	Lecture
<b>UNIT - II</b>			
2.1	Answering the Telephone and Asking for someone	2	PPT
2.2	Dealing with a wrong Number	1	Text Book
2.3	Taking and Leaving messages	1	Lecture
2.4	Making inquiries on the Phone	2	PPT
<b>UNIT - III</b>			
3.1	Getting People's attention and interrupting	2	Text Book
3.2	Giving Instructions and seeking Clarifications	1	Lecture
3.3	Making Requests and Responding to Requests	1	PPT
3.4	Asking for directions and Giving Directions	2	Text Book
<b>UNIT - IV</b>			
4.1	Inviting and accepting and Refusing an Invitation	1	Lecture
4.2	Apologizing and Responding to an Apology	2	PPT

4.3	Congratulating and responding to Congratulations	1	Text Book
4.4	Asking for, Giving and Refusing Permission	2	Lecture
<b>UNIT - V</b>			
5.1	Talking about the weather	1	PPT
5.2	Describing daily routines	2	Text Book
5.3	Talking about possessions	1	Lecture
5.4	Talking about current activities	2	PPT
<b>Total</b>		<b>30</b>	

**Course Designer**

**Mr. V. Rajesh Kanna**

Assistant Professor of English

Course Code	Course Title	Category	Total Hours	Credits
20UENN21	English Writing Skills	NME- II	30	2

Nature of Course	
Knowledge Oriented	✓
Skill Oriented	✓
Employability Oriented	✓
Entrepreneurship Oriented	

Course Relevance	
Local	✓
Regional	✓
National	✓
Global	✓

### Preamble

To acquaint the students constructing the ideas of writing skills for various professional competence.

### Syllabus

<b>UNIT I</b>	6 Hours
Parts of Speech	
Sentence Completion	
Rearranging Statements	
<b>UNIT II</b>	6 Hours
Conditional Clauses	
Direct Speech and Indirect Speech	
Spotting the error	
<b>UNIT III</b>	6 Hours
One-word substitutes	
Words-Parts of Speech	
Analogy Questions	
<b>UNIT IV</b>	6 Hours
Note-making	
Cloze test	
Hints Development	
<b>UNIT V</b>	6 Hours
Writing Letters	
Curriculum Vitae	
Interview	

### Reference Books

Ravindranathan,S ,Nagarajan ,S. *English For Effective Writing*. Emerald Publishers, 2007.

Radhakrishna Pillai, *English Grammar and Composition*. Emerald Publishers 2015.

## Pedagogy

Chalk and Talk, ICT.

## Teaching aids

Blackboard, ICT, LCD Projector, PPT.

## Course Contents and Lecture Schedule

Module No.	Topic	No. of Lectures	Content Delivery Methods
<b>UNIT - I</b>			
1.1	Parts of Speech	2	Lecture
1.2	Sentence Completion	2	PPT
1.3	Rearranging Statements	2	Lecture
<b>UNIT - II</b>			
2.1	Conditional Clauses	2	Handout
2.2	Direct Speech and Indirect Speech	2	PPT
2.3	Spotting the error	2	Text Books
<b>UNIT - III</b>			
3.1	One-word substitutes	2	Handout
3.2	Words-Parts of Speech	2	PPT
3.3	Analogy Questions	2	Text Books
<b>UNIT - IV</b>			
4.1	Note-making	2	Lecture
4.2	Cloze test	2	Text Books
4.3	Hints Development	2	Lecture
<b>UNIT - V</b>			
5.1	Writing Letters	2	Text Books
5.2	Curriculum Vitae	2	Lecture
5.3	Interview	2	Text Books
<b>Total</b>		<b>30</b>	

## Course Designer

**Ms. M. Rebbana Fathima**

Assistant Professor of English