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 PG - NME ENGLISH

SYLLABUS

Choice Based Credit System – CBCS

(As per TANSCHE/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
		Semester - III					
		Part – IV					
NME	20PENN31	English for Career Advancement	6	25	75	100	3

Course Code	Course Title	Category	Total Hours	Credits
20PENN31	**English for Career Advancement**	**NME**	**90**	**3**

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

Course Relevance	
Local	
Regional	
National	
Global	✔

Preamble

To enable the Non-major English students to acquire proficiency in English

Syllabus

UNIT I   18 Hours

Parts of Speech Framing Sentences (Conjugation), Affirmative, Negative, Interrogative, Exclamatory, Concord and Error Detection

UNIT II   18 Hours

Translation: English to Tamil (Words/ Sentences)

UNIT III   18 Hours

Dialogue Writing: Writing Conversations from Reports Group Discussion

UNIT IV   18 Hours

Job Application, Resume, Agenda, Circular, Minutes Writing for a Meeting

UNIT V   18 Hours

Art of Public Speaking – Welcome Address, Vote of Thanks, Presidential Address, Chief Guest / Keynote Address

Reference Books

➤Radhakrishna Pillai. ***Spoken English for You***. Emerald Publications, Chennai, 2007.

➤M.Ashraf Rizvi. ***Resumes and Interviews***. Tata McGraw Hill, New Delhi.2012.

➤S.Hariharan et.al. ***Soft Skills***. MJP Publishers, Chennai.2010.

Pedagogy

Chalk & Talk, E-Resources, Group Discussion

Teaching aids

Black Board, LCD Projector

Course Contents and Lecture Schedule

Module No.	Topic	No. of Lectures	Content Delivery Methods
**UNIT - I**		
1.1	Parts of Speech Framing Sentences (Conjugation)	6	Discussion
1.2	Affirmative, Negative, Interrogative	6	Discussion
1.3	Exclamatory, Concord and Error Detection	6	Discussion
	UNIT - II		
2.1	Translation: English to Tamil (Words/ Sentences)	18	Discussion
	UNIT - III		
3.1	Dialogue Writing: Writing	6	Discussion
3.2	Conversations from Reports	6	Discussion
3.3	Group Discussion	6	Discussion
	UNIT - IV		
4.1	Job Application, Resume	6	Discussion
4.2	Agenda, Circular	6	Discussion
4.3	Minutes Writing for a Meeting	6	Discussion
	UNIT - V		
5.1	Art of Public Speaking	6	Discussion
5.2	Welcome Address, Vote of Thanks	6	Discussion
5.3	Presidential Address, Chief Guest / Keynote Address	6	Discussion
	Total	**90**	

Course Designer
Mr. S. Abubacker Siddiq
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