# HAJEE KARUTHA ROWTHER HOWDIA COLLEGE

(An Autonomous Institution Affiliated to Madurai Kamaraj University, Madurai.)
Re-Accredited with A++ Grade by NAAC (3<sup>rd</sup> Cycle)
Uthamapalayam - 625 533.



# **DEPARTMENT OF ENGLISH**

MASTER OF ARTS - ENGLISH
PART IV-SYLLABUS
Choice Based Credit System - CBCS

(As per TANSCHE)

With

**Outcome Based Education (OBE)** 

(Academic Year 2023 -2025)

#### Semester - II

Course Category	Course Code	Course Title	Hrs	CIAE	TEE	Max Marks	Credits
Part – IV	23PENSE21	Communication Skills	2	25	75	100	2

## Semester - III

Course Category	Course Code	Course Title	Hrs	CIAE	TEE	Max Marks	Credits
	23PENSE31	Leader Ship Skills	3	25	75	100	2
Part – IV	23PENIS31	Internship/ Industrial Activity	-	-	-	-	2

#### **Semester - IV**

Course Category	Course Code	Course Title	Hrs	CIAE	TEE	Max Marks	Credits
Part – IV	23PENSE41	Employability Skills	4	25	75	100	2

			Si	S		Mark	S
Course Code	Course Title	Category	Credit	Hours	CIAE	TEE	Total
<b>23PENSE21</b>	COMMUNICATION SKILLS	SEC	2	2	25	75	100

	Learning Objectives						
L1	To provide an overview of prerequisites to Business Communi	cation					
L2	To impart the correct practices of the strategies of Effective Bu		iting				
L3	To equip the students with the knowledge of written and oral of						
<u>L3</u>	To familiarize the learners to various oral and written skills.	ZOIIIIIIIIII	zacion.				
L5	The ability to communicate effectively with a range of audience	<u></u>					
UNIT	Contents		No. of Hours				
	COMMUNICATION: AN INTRODUCTION		Hours				
	1.Definition, Nature and Scope of Communication		6				
I	2. Types of Communication Process of Communication						
	Barriers to Communication						
	ORAL/AURAL COMMUNICATION						
	1. Describing directions and routes in English						
II	2. Congratulating people on their success		6				
	3.Expressing Opinions						
	CORPORATE COMMUNICATION						
III	1.Demanding explanations 2.Giving Instructions						
***	3. Requesting and responding to requests						
	VERBAL COMMUNICATION- WRITTEN						
	1. Circular						
IV	2. Memorandum		6				
	3.Minutes						
	PRACTICAL ASSESSMENT						
	1.Making Comparisons						
V	2.Reporting what others say		6				
	3.Persuading						
	Course Outcomes	Knowle	edge Level				
СО	On completion of this course, students will						
1	Understand the role of communication in professional	K1,K2	,K3,K4,K5				
	success.						
2	Develop an awareness of appropriate communication	K1,K2	,K3,K4,K5				
	strategies.	,					
3	Analyze a variety of communication acts with referenceto	K1,K2,K	3,K4,K5,K6				
4	written and oral skills.						
4	Prepare and present messages with a specific intent.	K1,K2,K	3,K4,K5,K6				
5	An understanding of professional, ethical and social	K1,K2,K	3,K4,K5,K6				
	responsibilities.  Textbooks						
1.							
2.	Brent C. Oberg. Interpersonal Communication  John Sooly. The Oxford Cuide to Writing and Speaking.						
۷.	John Seely. The Oxford Guide to Writing and Speaking						

	Reference Books						
1.	Asha Kaul. Effective Business Communication						
2.	S.K. Mandel. Effective Communication and Public Speaking						
	Web Resources						
1.	www.researchgate.net						
2.	https://business.tutsplus.com/tutorials/effective-public-speaking-skills-techniques-cms- 308048						
3.	https://wikieducator.org/INTRODUCTION_TO_COMMUNICATION						
4.	https://akpsi.org/what-is-oral-communication/						
5.	https://www.northeastern.edu/graduate/blog/what-is-corporate-communications/						

# **Mapping with Programme Outcomes:**

CO /PO	PO 1	PO 2	PO 3	PO 4	PO 5	P0 6	PO 7	PO 8	PO 9	PO10
CO 1	3	3	3	3	3	3	3	2	3	2
CO 2	2	3	3	3	2	3	3	2	2	2
CO 3	3	3	3	2	3	3	3	2	3	2
CO 4	3	3	3	3	3	3	3	2	2	2
CO 5	3	2	3	3	3	3	3	2	2	3

Strong-3 Medium-2 Low-1

## Level of Correlation between PSO's and CO's

CO /PSO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	3	3	3	3	3
CO2	3	3	3	3	3
CO3	3	3	3	3	3
CO4	3	3	3	3	3
CO5	3	3	3	3	3

Strong-3 Medium-2 Low-1

			S	S	Marks		
Course Code	Course Title	Category	Credits	Hour	CIAE	TEE	Total
<b>23PENSE31</b>	LEADERSHIP SKILLS	SEC	2	3	25	75	100

	Learning Objectives					
L1	To introduce the students to all aspects of leadership and or	ganizations.				
<b>L2</b>	Enable them to master Soft Skills.					
L3	Help them improve their body language and Non – Verbal Co	ommunication	Skills.			
L4	To make them become good leaders.					
	Teach them organizational behavior Conflict management, s	trategy and				
L5	entrepreneurship,					
UNIT	Contents		No. o Hour			
	INTRODUCTION					
I	1. Role of a Leader		9			
•	2. Leadership Development and Behavior					
	3. Trust, Intergrity and Ethics Personality and Leadership					
	SELF-ASSESSMENT		_			
II	1. Work/Life Balance		9			
	2. Leader/Follower Relationship making/Leading change					
	LEADERSHIP SKILLS					
***	8					
III						
	2. Delegation Skills (Successful Delegation-Barriers to delegation-The					
	who and how of delegating – The SMART acronym)					
	NEGOTIATION SKILLS					
IV	1. Definition of negotiation		9			
	2. Types of negotiation					
	3. Stages of negotiation  CONFLICT RESOLUTION					
	1. Reasons for conflict					
V	2. Consequences of conflict		9			
	3. Resolution Strategies					
	Total		45			
	Course Outcomes	Knowledge	Level			
CO	On completion of this course, students will					
1	Demonstrate an understanding of leadership qualities	K1,K2,K3,				
2	Identify the different aspects of leadership.	K1,K2,K3,	K4,K5			
3	Exhibit their mastery in body language and Non Verbal	K1,K2,K3,K4	1 K5 K <i>6</i>			
	Communication					
4	Master negotiation skills K1,K2,K3,K4					
5	Will be able to analyses organizational behavior, conflicts K1,K2,K3,K4,K					
	and entrepreneurship skills	112,112,110,11	-,-10,110			
	Textbooks	ml Dec				
1.	Maxwell, John. Developing the Leader Within You. New Delhi	, Three ESS				
	Publication					

2.	Maxwell , John. The 21 Irrefutable Laws of Leadership Dana Daniel. Conflict							
۷.	Resolution							
	Reference Books							
1.	Schiffman, Stephen. Negotiation Techniques (That Really Work)							
2.	Open Journal of Leadership - SCIRP ISSN Print:2167-7743 ISSN Online: 2167 -							
۷.	7751 Journalof Leadership & Organizational Studies (JLOS).							
	Web Resources							
1.	https://www.skillsyouneed.com> leadership-skills							
2.	https://www.mindtools.com> Leadership Skills							
3.	https://www.techtarget.com/searchcio/definition/leadership-skills? amp =1							
4.	https://www.skillsyouneed.com/leadership-skills.html							
۲	https://haiilo.com/blog/what-are-the-top-leadership-skills-that-make-a-great-							
5.	leader/							

#### **Mapping with Programme Outcomes:**

CO /PO	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8
CO 1	3	3	3	3	3	3	3	2
CO 2	2	3	3	3	2	3	3	2
CO 3	3	3	3	2	3	3	3	2
CO 4	3	3	3	3	3	3	3	2
CO 5	3	2	3	3	3	3	3	2

Strong-3 Medium-2 Low-1

#### Level of Correlation between PSO's and CO's

CO /PSO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	3	3	3	3	3
CO2	3	3	3	3	3
CO3	3	3	3	2	3
CO4	3	3	3	3	3
CO5	3	3	3	3	3

Strong-3 Medium-2 Low-1

			Credits	Hours	Marks		
Course Code	Course Title	Category			CIAE	TEE	Total
<b>23PENSE41</b>	EMPLOYABILITYSKILLS	SEC	2	4	25	75	100

	Learning Objectives						
L1	To help students identify the knowledge and skills requestion employment.	uired for obtainin	g				
L2	To emphasize on individual skill assessments and interpersonal communication skills.						
L3	To help them understand workplace responsibilities, to issues and personal management skills required for the	To help them understand workplace responsibilities, teamwork skills, safety issues and personal management skills required for the workplace.					
L4	To assist the minunder standing long term and short-to	erm goals					
L5	To aid them in understanding decision making strategi work and personal life.	es and setting pri	orities in				
UNIT	Contents		No. of Hours				
I	BehaviouralSkills-PersonalStrengthAnalysis-Ethics,Values&Etiquette-SocialEtiquette-RoleModeling.						
II	EnglishLiteracy-FunctionalEnglish-Reading-WrittenEnglish-Communicationskills-SelfIntroduction-VerbalandNon-VerbalCommunication-Campustowork.						
III	ITLiteracy-BasicsofComputers-OperatingSystem-MsWord-MsExcel-Webbrowsersandsearchengines-email-mobile application.						
IV	EntrepreneurshipSkills-MaintainingEfficiencyatWorkplace- OccupationalSafety,HealthandEnvironment Education.						
V	Career plan-basic professional skills-resume preparation- mock interview- career pathways-search and apply for job.						
	Total		60				
	Course Outcomes	Knowledge L	evel				
CO	On completion of this course, students will						
1	Get to know value clarification and matching assessment skills into employment.	K1,K2,K3,K4	,K5				
2	Understand factors that contribute to confidence and self-esteem	K1,K2,K3,K4,K5					
3	Gain knowledge on the skill of communicating effectively with employers, supervisors and coworkers.	K1,K2,K3,K4,K5,K6					
4	Understand teamwork approach to completing tasks.	K1,K2,K3,K4,K5,K6					
5	Get an awareness on the strategies for handling stress and work pressure.	K1,K2,K3,K4,K5,K6					
	Textbooks						
1.	Arvind M Nawale, Mahesh M Nivargi, An Introduction to Employability Skills-A text book for College Students. Macmillan Publications.						
2.	A.K.Xavier and S.Radhakrishnan, A Text book of Employability Skills , JKP Publications.						
3.	Manojkumar CShimpi, Employability Skills. Neelam Pul	olications					

Reference Books						
1	Soft Skills & Employability Skills by Sabina Pillai & Agna Fernadez. Cambridge					
1.	University Press.					
	Web Resources					
1	https://cbseacademic.nic.in/web_material/ Curriculum 21/publication					
1.	/secondary/Employability_Skills10.pdf					
2.	https://leverageedu.com/blog/behavioural-skills/					
3.	https://in.indeed.com/career-advice/career-development/professional-					
	skills					
4.	https://www.countryliving.com/life/g15915245/social-etiquette/					

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CO 1	3	3	3	3	3	3	3	2
CO 2	2	3	3	3	2	3	3	2
CO 3	3	3	3	2	3	3	3	2
CO 4	3	3	3	3	3	3	3	2
CO 5	3	2	3	3	3	3	3	2

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CO2	3	3	3	3	3
CO3	3	3	3	3	3
CO4	3	3	3	3	3
CO5	3	3	3	3	3

Strong-3 Medium-2 Low-1