

DEPARTMENT OF ENGLISH SHIFT II
LEARNING OBJECTIVES AND OUTCOME

2020 – 2021

II – UG

PART – II. GENERAL ENGLISH

III Semester

Text Books: Reflections and Spring Board.

Course Objectives:

- Prose and Poetry have been selected to quench the thirst for literary knowledge and to satisfy the young minds aesthetically.
- Short stories and one act plays are to evoke the interest and to entertain the creative minds
- Grammar exercises are given to enhance communicative abilities and to groom the aspiring students for a global setting.

Third Semester

Text - **Reflections** by Foundation Books Cambridge University Press. Rs.105/-

Inspiring Lives by Maruthi Publications Rs.60/-

	Test	05 hours
Unit – I	Prose	10Hours
Unit – II	Poetry	15 Hours (including all exercises to be done in class in the text itself)
Unit - III	Short Stories	15 Hours (including all exercises to be done in class in the text itself)
Unit - IV	Biographies	15 Hours (including all exercises to be done in the class)
Unit – V	Grammar	15 Hours (including all exercises to be done in class)

Refer to Grammar exercises given in the Text - **Reflections** and also

Part -V from **Spring Board** by Orient Black Swan Pvt. Ltd Rs.95/-

Face-to-Face

Preparing for an Interview, Win the Game of Life, The First Written Encounter: WritingSkills.

Second Year- Third Semester

Text - **Reflections** by Foundation Books Rs.105/-

Inspiring Lives by Maruthi Publications Rs.60/-

Unit-I Prose

1. Dress in Communication -
2. Fusion Music - *Pt. RaviShankar*
3. About "An Inconvenient Truth" - *DavisGuggenheim*
4. A Speech - N.R. Narayana Murthy
5. A Speech - BarackObama
6. Unity of Minds - *A.P.J. AbdulKalam*

Unit-II Poetry

1. The Justice of Peace - *HillariBellock*
2. A Different History - *SujataBhatt*
3. Digging - *SeamusHeaney*
4. I Love You Mom-
5. Ozymandias of Egypt - *Percy ByssheShelly*
6. Leave this Chanting and Singing and Telling of Beads - *RabindranathTagore*

Unit-III Short Stories

1. Happy Prince - *OscarWilde*
2. The Story of Stanford-
3. Engine Trouble - *R.K.Narayan*
4. After Twenty Years - *O.Henry*
5. Two Gentlemen of Verona - *A.J.Cronin*
6. The Avenger - *AntonChekhov*.

Unit-IV Biographies from InspiringLives

1. MadamCurie
2. MotherTeresa
3. SubrahmanyamChandrasekhar
4. Dr. Amartya Kumar Sen
5. GertrudeElion
6. VikramSarabhai
7. CharlesChaplin
8. WangariMaathi

Unit-V Grammar

Refer to the exercises given in the text and **Part -V** from **Spring Board** by Orient Black swan Pvt. Ltd Rs.105/-

Face-to-Face

Preparing for an Interview, Win the Game of Life, The First Written Encounter: Writing Skills.

Learning Outcomes:

After completing the course, students will be able to do the following

- Activity based learning and learner–centered approach enable the students to develop their personality traits.
- Literary texts create aesthetic sense and motivate them to be skill based literary people.
- Using the language in an effective way and to inspire and guide them along a successful path of education and carrier growth.

DEPARTMENT OF ENGLISH SHIFT II
LEARNING OBJECTIVES AND OUTCOME

2020 – 2021

II Year Part-II General English

IV Semester

Text Books: Gifts to Posterity

Six One-Act Plays

Building Competency

Course Objectives:

- To improve the emotional competence and soft skills of the students, apart from developing their communication skills & knowledge in grammar and vocabulary.
- To make the students' reading, an enjoyable and interesting experience and to meet their requirements.
- To make the learners well equipped with the necessary skills are comprehension, communication and interaction.

Text-Six one- Act plays by Pavai Publications Rs.50/-

Gifts to posterity An anthology of Short stories by Anu Chithra Publications (the collection which has got six short stories only) Rs.32/-

Building Competency A Course in Reading and Writing English by Maruthi Publications Rs.50/-

	Test	05 hours
Unit - I	Six One-Act Plays	20Hours (Including all exercises to b done in class in the text itself)
Unit – II	Short Stories	20 Hours (including all exercises to be done in class in the text itself)
Unit - III	Prose and Scenes from	20 Hours (including all exercises to be done in class in the text itself)
Unit - IV	Writing Skill Excercises	10 Hours
	Letter Writing (Formal & Informal)	
	Precise Writing	
	Paraphrasing	
	Comprehension	
	Report Writing	

For Communicative and Presentation skills Classroom exercises can be given from Part II and Part IV sections from **Spring Board**.

Fourth Semester

Text - **Six One - Act Plays** by Pavai Publications Rs.50/-

Gifts to Posterity by Anu Chithra Publishers (**the collection which has got six short stories only**) Rs. 32/-

Unit-I **Six One-Act Plays**

1. The Bishop's Candlesticks - *Norman McKinnell*
2. The Two Corporals - *Val Gielgud*
3. Wurzel-Flummery - *A.A. Milne*
4. Old Man River - *Dorothy Deming*
5. Hewers of Coal - *Joe Corrie*
6. Five at "The George" – *Stuart Ready*

Unit-II **Short Stories**

1. Comrades – *Nadine Gardiner*
2. Games at Twilight – *Anita Desai*
3. Gateman's Gift - *R. K. Narayan*
4. Open Window - *Munro (Saki)*
5. Some Words with a Mummy - *Edgar Allan Poe*
6. The Ant and the Grasshopper - *Somerset Maugham*

Unit - III Prose and Scenes from Shakespeare

Scenes from Shakespeare:

1. Merchant of Venice - Lines on Quality of Mercy
2. Julius Ceaser - Antony's Funeral Oration
3. * Macbeth - Line from Sleep Walking Sign

*Instead of Macbeth- line from Sleep Walking Sign the following Amendment occurs w.e.f. 2016-17(batch of candidates admitted to the course from the academic year 2015-16):-:-

3. Macbeth-Murder Scene in the same text Building Competency

Prose:

1. Little Girls are Wiser than Men - *Leo Tolstoy*
2. The Last Clock - *James Thurber*
3. How far is the River - *Ruskin Bond*

Unit-IV **Writing Skill Exercises**

Letter Writing (Formal & Informal)

Précis Writing

Paraphrasing

Comprehension

Report Writing.

Part II and **Part IV** from **Spring Board** can be used for Class room exercises to enhance the students' communicative and presentation skills

Learning Outcomes:

On completing the course the learners will be able to

- Communicate in their own words and identify written meaning from context cues.
- Develop reading and writing competencies, viewing them as interrelated aspects of understanding language.
- Understand the nuances of the language and fast changes in its usage.
- Do the intelligent exploration of life and psychological penetration.

DEPARTMENT OF ENGLISH SHIFT II

LEARNING OBJECTIVES AND OUTCOME

2020 – 2021

**ESSENTIALS OF SPOKEN AND PRESENTATION SKILLS – LEVEL I
TSSEC**

**II UG B. Com Corporate Secretaryship/B.Sc
Odd Semester (Third)**

Course Objectives:

- To inculcate students with a strong conceptual and practical framework to build, develop and manage teams
- To shape the students' overall personality and enhance their career prospects
- To impart practical knowledge in building and improving their skills in communication, especially English for business correspondence, presentations, team building, leadership, time management, group discussions, interviews and inter-personal skills.
- To enable them in career planning and drafting resume

SYLLABUS

Recommended Text:

ESSENTIALS OF SPOKEN AND PRESENTATION SKILLS - LEVEL – I
prescribed by the University of Madras

UNIT – I (6 Hours)

Communication Skills for effective Business Presentation, perfecting oral skills; aural skills; Reading Skills

UNIT – II (6 Hours)

Non Verbal Communication: cultural codes for effective and business Presentations; Business Etiquettes.

UNIT – III (6 Hours)

Informal and Informal conversations, Introducing, Opening and closing Speeches, Inviting, thanking, Apologizing, Expressing anger Resolving conflict, Giving and taking information.

UNIT – IV (6 Hours)

Etiquettes for Public Speaking (extempore and lectures), Interviews and Group Discussions, Telephone conversations and Business Meetings

UNIT – V (6 Hours)

Etiquettes for Business presentations – Team presentations and Individual presentation.

Recommended texts:

Powell. In Company. MacMillan.

Cotton, et al. Market Leader. Longman.

Pease, Allan. 1998. *Body Language: How to Read Others Thoughts by their Gestures*. Suda Publications. New Delhi.

Gardner, Howard. 1993. *Multiple Intelligences: The Theory in Practice: A Reader Basic Book*. New York.

De Bono, Edward. 2000. *Six Thinking Hats*. 2nd Edition. Penguin Books. De Bono, Edward. 1993. *Serious Creativity*. Re print. Harper Business.

Learning Outcome:

By the end of the soft skills training program, the students should be able to:

- Develop effective communication skills (spoken and written).
- Develop effective presentation skills.
- Conduct effective business correspondence and prepare business reports which produce results.
- Become self-confident individuals by mastering inter-personal skills, team management skills, and leadership skills.
- Develop all-round personalities with a mature outlook to function effectively in different circumstances.
- Develop broad career plans, evaluate the employment market, identify the organizations to get good placement, match the job requirements and skill sets.
- Take part effectively in various selection procedures adopted by the recruiters.

DEPARTMENT OF ENGLISH SHIFT II

LEARNING OBJECTIVES AND OUTCOME

2020 – 2021

PROFESSIONAL ENGLISH FOR COMMERCE & MANAGEMENT

SEMESTER - I

• INTRODUCTION

In view of increasing demand to learn English as a tool for academic and global communication, and the persistent emphasis on training learners to acquire the essential language skills for the industry, the syllabus for Professional English for Commerce and Management has been designed to address competency in core subjects.

• COURSE OBJECTIVE

The language course will help learners to,

- Improve the language proficiency of the ESL learners by emphasising LSRW (Listening, Speaking, Reading and Writing) skills.

- Equip learners to comprehend subject specific text through ESP (English for Specific Purpose)
- To focus on sharpening learners 'critical and problem-solving skills and to make them culturally aware of the target situation beyond classroom learning.

SYLLABUS

Recommended Book: Professional English for Commerce and Management-I by Tamil Nadu State Council for Higher Education (TANSICHE)

UNIT 1: COMMUNICATION (10 hours)

Listening: Listening to audio text and answering questions

- Listening to Instructions

Speaking: Pair work and small group work.

Reading: Comprehension passages –Differentiate between facts and opinion

Writing: Developing a story with pictures.

Vocabulary: Register specific - Incorporated into the LSRW tasks

UNIT 2: DESCRIPTION (10 hours)

Listening: Listening to process description.- Drawing a flow chart.

Speaking: Role play (formal context)

Reading: Skimming/Scanning-

Reading passages on products, equipment and gadgets.

Writing: Process Description –Compare and Contrast

Paragraph-Sentence Definition and Extended definition- Free Writing.

Vocabulary: Register specific -Incorporated into the LSRW tasks.

UNIT 4: PRESENTATION SKILLS (10 hours)

Listening: Listening to lectures.

Speaking: Short talks.

Reading: Reading Comprehension passages

Writing: Writing Recommendations, Interpreting Visual Inputs

Vocabulary: Register specific -Incorporated into the LSRW tasks

- **LEARNING OUTCOME**

Upon completion of the programme, the ESL learner will be able to,

- Use the English language for speaking with confidence and effectively.
- Understand the significance of writing techniques for both academic and industry.
- Comprehend the role of reading and listening skill to improve one's language and communication skill.

DEPARTMENT OF ENGLISH SHIFT II

LEARNING OBJECTIVES AND OUTCOME

2020 – 2021

PROFESSIONAL ENGLISH FOR COMMERCE AND MANAGEMENT

I YEAR/II SEM

• **INTRODUCTION**

The Professional English course for Commerce and Management is committed to develop the professional standards of communication in learners across various disciplines. The aim of this course is to create critical thinkers making them aware of the social and cultural changes taking place around them and to completely equip them to face industrial challenges.

• **COURSE OBJECTIVE**

The language course will help learners to,

- attain and enhance competence in the LSRW (Listening, Speaking, Reading and Writing) skills and use them effectively in the communicative contexts such as writing assignments and class activities.
- develop vocabulary and grammatical forms in the English language.
- improve writing skill by getting exposed to the latest technology in writing style such as Blogs.

SYLLABUS

Recommended Book: Professional English for Commerce and Management-II by Tamil Nadu State Council for Higher Education (TANSICHE)

UNIT 1: COMMUNICATIVE COMPETENCIES (10 hours)

Listening: Listening to audio text and answering questions

Speaking: Group work.

Reading: Answer the following questions based on the reading

Comprehension

Writing: Summary writing

Vocabulary: Register specific - Incorporated into the LSRW tasks

UNIT 2: Persuasive Communication (10 hours)

Listening: Listening to audio clip on persuasive communication and answer the questions given.

Speaking: Role play (formal context)

Reading: Skimming/Scanning

Writing: Process Description

Vocabulary: Register specific -Incorporated into the LSRW tasks.

UNIT 3: Digital Competence(10 hours)

Listening: Active Listening

Speaking: Interviews.

Reading: Reading article on Digital Competence

Writing: creating a vlog , website Vocabulary: Register specific -Incorporated into the LSRW tasks

- **LEARNING OUTCOME**

Upon completion of the course, the ESL learner will be able to,

- revamp their reading skill by exploring various genres of discipline.
- write a research paper on their respective subject by implementing intensive and extensive reading techniques.
- do a presentation in class enhancing their public speaking abilities integrating the subject knowledge along with the acquired presentation skills.

DEPARTMENT OF ENGLISH SHIFT II

LEARNING OBJECTIVES AND OUTCOME

2020 – 2021

PROFESSIONAL ENGLISH FOR PHYSICAL SCIENCES

I UG – B.Sc / BCA

ODD SEMESTER

INTRODUCTION

The growing popularity of STEM – Integration of Science, Technology, Engineering and Mathematics – has necessitated the importance of learning English as a tool for critical and analytical thinking that forms the basis of STEM curriculum. In this specialized syllabus, Professional English for Physical Sciences the learners acquire the essential language skills to acclimatize themselves to utilize language for scientific approach and theoretical analysis.

COURSE OBJECTIVE

The language course will help learners to,

- Understand the core concepts of their respective fields in an analytical manner through argumentation.
- Supplant their rational thinking with evidence based explanation using subject specific text through ESP (English for Specific Purpose).
- To equip the ESL learners with English for critical thinking, problem solving, creative and collaborative skills required for their academic and professional competence.

SYLLABUS

RECOMMENDED BOOK: Professional English for B.Sc Physical Sciences by TamilNadu State Council for Higher Education (TANSCHÉ)

Unit 1 (10 Hours) COMMUNICATION	Listening: Listening to audio text and answering questions – Listening to Instructions Speaking: Pair work and small group work Reading: Comprehension Passages – Differentiate between facts and opinion Writing: Developing a story with pictures Vocabulary: Register specific – Incorporated into the LSRW skills
Unit 2 (10 Hours) DESCRIPTION	Listening: Listening to process description – Drawing a flow chart. Speaking: Role play (formal context) Reading: Skimming/Scanning – Reading passages on products, equipment and gadgets. Writing: Process Description – Compare and Contrast Paragraph – Sentence Definition and Extended Definition – Free Writing Vocabulary: Register specific – Incorporated into the LSRW skills
Unit 3 (5 Hours) NEGOTIATION	Listening: Listening to interviews of specialists/ Inventors in fields. (Subject specific) Speaking: Brainstorming. (Mind mapping). Small group discussions (Subject-Specific) Reading: Longer Reading text. Writing: Essay Writing (250 words) Vocabulary: Register specific – Incorporated into the LSRW skills
Unit 4 (10 Hours) PRESENTATION SKILLS	Listening: Listening to lectures Speaking: Short talks Reading: Reading Comprehension Passages. Writing: Writing Recommendations. Interpreting Visuals inputs Vocabulary: Register specific – Incorporated into the LSRW skills
Unit 5 (5 Hours) CRITICAL THINKING SKILLS	Listening: Listening comprehension – Listening for information Speaking: Making presentations (with PPT –practice) Reading: Reading Comprehension Passages – Note making. Comprehension: Motivational article on Professional Competence, Professional Ethics and Life Skills. Writing: Problem and Solution essay – Creative Writing – Summary Writing Vocabulary: Register specific – Incorporated into the LSRW skills

LEARNING OUTCOME

Upon completion of the programme,

- Learners will be able to demonstrate and illustrate subject specific concept.
- Identify and emphasize solutions through LSRW skills as they progress to become active learners from passive learners.
- Categorize and examine outcomes based on real-world problems related to science and industry.

DEPARTMENT OF ENGLISH SHIFT II

LEARNING OBJECTIVES AND OUTCOME

2020 – 2021

PROFESSIONAL ENGLISH FOR PHYSICAL SCIENCES

I UG – B.Sc / BCA

EVEN SEMESTER

INTRODUCTION

In order to prepare the new generation ESL learners for the globalizing Science, Technology, Engineering and Mathematics (STEM) workplace, Professional English for Physical Sciences - II is a specialized syllabus that combines various pedagogies to improve students' 21st century skills specifically in communication.

COURSE OBJECTIVE

The language course will help learners to,

- Understand the key aspects of communication as a vital tool in workplace and for effective collaboration in interpersonal relationships.
- Bridge high technical knowledge with communicative competence so as to express opinions in clear, simple and persuasive manner.
- Articulate thoughts efficiently and creatively using all forms of communication in a variety of contexts.

SYLLABUS

RECOMMENDED BOOK: Professional English for B.Sc Physical Sciences by TamilNadu State Council for Higher Education (TANSICHE)

Unit 1 (10 Hours) COMMUNICATIVE COMPETENCY	Listening: Listening to Short Videos Speaking: Story Telling and Group Discussion, Brain Storming, Pronunciation Reading: Comprehension Passages: Identifying the Vocabulary and the problem discussed in the passage Writing: Summary Writing Vocabulary: Register specific – Incorporated into the LSRW skills
Unit 2 (10 Hours) PERSUASIVE COMMUNICATION	Listening: Listen to the video of product launch of a fitness tracker. Arranging points in a chronological manner and difference between debate and JAM Speaking: Speaking individually and groups Reading: Reading and understanding Argumentative Essay Writing: Based on video of Natural Language Processing writing reports, opinion writing essay writing and dialogue writing Vocabulary: Register specific – Incorporated into the LSRW

	skills
Unit 3 (10 Hours) DIGITAL COMPETENCY	Listening: Listening to Interviews. Problem solution, Evaluation in scientific texts Speaking: Role play of student and teacher Reading: Passage Reading, Note Taking and Story Telling through Fibonacci series Writing: Categorizing words according to function and creating webpage. Vocabulary: Register specific – Incorporated into the LSRW skills
Unit 4 (5 Hours) CREATIVITY AND IMAGINATION	Listening: Listening to creative science based inventions Speaking: Describing process creatively Reading: Reading Comprehension Passages. Writing: Creating web pages, blogs, flyers and brochures, poster making, script writing Vocabulary: Register specific – Incorporated into the LSRW skills
Unit 5 (5 Hours) WORKPLACE COMMUNICATION AND BASICS OF ACADEMIC WRITING	Listening: Workplace communication Speaking: Academic Powerpoint Presentations (with PPT – practice) Reading: Reading Comprehension Passages – Note making. Comprehension: Motivational article on Professional Competence, Professional Ethics and Life Skills. Writing: Product Description, Drafting a Circular, Writing minutes of a meeting, Writing introduction, paraphrase and summary, Punctuations. Vocabulary: Register specific – Incorporated into the LSRW skills

LEARNING OUTCOME

Upon completion of the programme,

- Learners are able to communicate for a variety of purposes and audiences.
- Understand the use of media and technology to communicate with impact.
- Develop their own critical and creative perspectives to communicate and fulfill their personal and professional requirements.

Communicative English - I
I UG - B.COM / B.Sc / BCA
Odd Semester

Course Objectives:

- To hone the basic communication of students and prepare them for career challenges.
- To train students on effective listening.
- Trained to better express themselves through the right choice of words for formal and informal writing and speaking.
- To nurture and develop efficient reading by introducing them to reading techniques.
- To break the barriers of public speaking and build confidence to face the audience/people.

SYLLABUS

Recommended Book: Communicative English by Tamilnadu State Council for Higher Education (TANSCHE)

Semester I

Unit I (20 hours)

1. Listening and Speaking

- a. Introducing self and others
- b. Listening for specific information
- c. Pronunciation (without phonetic symbols)

- i. Essentials of pronunciation
- ii. American and British pronunciation

2. Reading and Writing

- a. Reading short articles – newspaper reports / fact based articles
 - i. Skimming and scanning
 - ii. Diction and tone
 - iii. Identifying topic sentences
- b. Reading aloud: Reading an article/report
- c. Journal (Diary) Writing

3. Study Skills - 1

- a. Using dictionaries, encyclopaedias, thesaurus

4. Grammar in Context:

Naming and Describing

- Nouns & Pronouns
- Adjectives

Unit II (20 hours)

1. Listening and Speaking

- a. Listening with a Purpose
- b. Effective Listening
- c. Tonal Variation
- d. Listening for Information

e. Asking for Information

f. Giving Information

2. Reading and Writing

1. a. Strategies of Reading:

Skimming and Scanning

b. Types of Reading :

Extensive and Intensive Reading

c. Reading a prose passage

d. Reading a poem

e. Reading a short story

2. Paragraphs: Structure and Types

a. What is a Paragraph?

b. Paragraph structure

c. Topic Sentence

d. Unity

e. Coherence

f. Connections between Ideas: Using

Transitional words and expressions

g. Types of Paragraphs

3. Study Skills II:

Using the Internet as a Resource

- a. Online search
- b. Know the keyword
- c. Refine your search
- d. Guidelines for using the Resources
- e. e-learning resources of Government of India
- f. Terms to know

4. Grammar in Context

Involving Action-I

- a. Verbs
- b. Concord

Unit III (16 hours)

1. Listening and Speaking

- a. Giving and following instructions
- b. Asking for and giving directions
- c. Continuing discussions with connecting ideas

2. Reading and writing

- a. Reading feature articles (from newspapers and magazines)
- b. Reading to identify point of view and perspective (opinion pieces, editorials etc.)
- c. Descriptive writing – writing a short descriptive essay of two to three paragraphs.

3. Grammar in Context:

Involving Action – II

- Verbals - Gerund, Participle,

Infinitive

- Modals

Unit IV (16 hours)

1. Listening and Speaking

- a. Giving and responding to opinions

2. Reading and writing

- a. Note taking

- b. Narrative writing – writing narrative essays of two to three paragraphs

3. Grammar in Context:

Tense

- Present

- Past

- Future

Unit V (18 hours)

1. Listening and Speaking

- a. Participating in a Group Discussion

2. Reading and writing

- a. Reading diagrammatic information – interpretations maps, graphs and pie charts

- b. Writing short essays using the language of comparison and contrast

3. Grammar in Context: Voice (showing the relationship between Tense and Voice)

Learning outcome:

- Students show progress in their ability to focus and effectively interpret other's speech.
- Significant improvement in efficient reading- both in academic and pleasure reading.
- Trained to better express themselves in different scenarios of formal and informal writing and speaking.
- Exhibit improved oral and aural skills through in-class activities and assignments.

Communicative English - II
I UG - B.COM / B.Sc / BCA
Even Semester

Course Objectives:

- To train students on functional English including language proficiency- Grammar & Vocabulary building.
- To equip them with essential career/job oriented skills - Presentation (PPT techniques), formal communication (email, report writing, etc)
- To teach them formal meeting etiquettes: both face-face and virtual mode.
- To prep students to face interviews.
- Encourage and guide students on opinion writing, reviews and feature writing.

Recommended Book:

Communicative English - Semester II - E book by Tamil Nadu State Council For Higher Education (TANSCHE)

SYLLABUS

Semester II

Unit I (18 hours)

1. Listening and Speaking

a. Listening and responding to complaints (formal situation)

b. Listening to problems and offering solutions (informal)

2. Reading and writing

- a. Reading aloud (brief motivational anecdotes)
- b. Writing a paragraph on a proverbial expression/motivational idea.

3. Word Power/Vocabulary

- a. Synonyms & Antonyms

4. Grammar in Context

- Adverbs
- Prepositions

Unit II (20 hours)

1. Listening and Speaking

- a. Listening to famous speeches and poems
- b. Making short speeches- Formal: welcome speech and vote of thanks.

Informal occasions- Farewell party, graduation speech

2. Reading and Writing

- a. Writing opinion pieces (could be on travel, food, film / book reviews or on any contemporary topic)

- b. Reading poetry

b.i. Reading aloud: (Intonation and Voice Modulation)

b.ii. Identifying and using figures of speech - simile, metaphor, personification etc.

3. Word Power

- a. Idioms & Phrases

4. Grammar in Context

Conjunctions and Interjections

Unit III (18 hours)

1. Listening and Speaking

a. Listening to Ted talks

b. Making short presentations – Formal presentation with PPT, analytical presentation of graphs and reports of multiple kinds

c. Interactions during and after the presentations

2. Reading and writing

a. Writing emails of complaint

b. Reading aloud famous speeches

3. Word Power

a. One Word Substitution

4. Grammar in Context: Sentence Patterns

Unit IV (16 hours)

1. Listening and Speaking

a. Participating in a meeting: face to face and online

b. Listening with courtesy and adding ideas and giving opinions during the meeting and making concluding remarks.

2. Reading and Writing

a. Reading visual texts – advertisements

b. Preparing first drafts of short assignments

3. Word Power

a. Denotation and Connotation

4. Grammar in Context: Sentence Types

Unit V (18 hours)

1. Listening and Speaking

- a. Informal interview for feature writing
- b. Listening and responding to questions at a formal interview

2. Reading and Writing

- a. Writing letters of application
- b. Readers' Theatre (Script Reading)
- c. Dramatizing everyday situations/social issues through skits. (writing scripts and performing)

3. Word Power

- a. Collocation

4. Grammar in Context: Working With Clauses

Learning outcome:

- Students show progress in language proficiency.
- Better equipped with necessary job skills.
- Show confidence to face job interviews.
- Encouraged to voice their thoughts, students began to express themselves through blog writing, articles contribution, online reviewing of products and films.
- Show better understanding of nuances in formal communication and etiquettes.
