

SHIVAJI UNIVERSITY, KOLHAPUR

Established: 1962

A++ Accredited by NAAC (2021) With CGPA 3.52

New Syllabus For

Bachelor of Arts [B. A. in English]

UNDER

Faculty of Humanities

B. A. Part - II (Semester - III and IV)

STRUCTURE AND SYLLABUS IN ACCORDANCE WITH

NATIONAL EDUCATION POLICY - 2020

HAVING CHOICE BASED CREDIT SYSTEM

WITH MULTIPLE ENTRY AND MULTIPLE EXIT OPTIONS

(TO BE IMPLEMENTED FROM ACADEMIC YEAR 2025-26 ONWARDS)

NATURE OF THE QUESTION PAPER AND SCHEME OF MARKING

B.A.II, Sem. III (Major Mandatory) NEP 2.0

Introduction to English Literature (One-act Play) and Language (Speech Mechanism)-III

B. A. Part- II (Semester-III) Paper– III

Course Category: Discipline Specific Course /DSC

Course Name: Introduction to English Literature (One-act Plays) and Language (Speech Mechanism)-III

Course Number: MM 03

Course Code: BAU0325MML303C01

Course Credits: 4

Marks: Semester End: 80

Internal Assessment: 20

Total Marks: 100

Q.1 A) Multiple choice questions (On Module 2&3)
(10 MCQ) (10 marks)

B) Answer the following questions as directed: (On Module 2&3)
(10 Objective questions)(10 Marks)

Q. 2 Answer the following questions in about 250-300 words (A or B)
(To be set on Module 2) (10 Marks)

Q.3 Answer the following questions in about 250-300 words (A or B)
(To be set on Module 3) (10 Marks)

Q. 4 Write short notes in about 200 words (four out of six)
(4 on Module 1 and 2 on Module 2 & 3) (20 Marks)

Q.5 A) Write short notes : (two out of four)
(To be set on Module 4) (10 Marks)

B) I. Multiple choice questions (On module 4)
(5 MCQs) (5 Marks)

II. Answer the following questions as directed (On module 4)-
(5 Objective questions) (5 Marks)

QUESTION PAPER PATTERN

B.A. II- Semester – III Paper – IV NEP 2.0

Indian English Literature: Indian English Poetry and Drama

Course category: - Discipline Specific Course /DSC

Course Name:- Indian English Literature: Indian English Poetry and Drama

Course number :- DSC04/

Course Code:- Course credit:- 04

Marks: Semester End: 80 Internal Assessment: 20 Total Marks: 100

Q.1. A. Multiple choice questions with four alternatives. (10)

(To be set on Module I, II, III & IV)

B. Show your acquaintance with the following. (5 out of 7) (10)

(To be set on Module I, II, III & IV)

Q.2. Answer the following questions in about 250-300 words. (15)

(A or B on Module II)

Q.3. Answer the following questions in about 250-300 words. (15)

(A or B on Module III & IV)

Q.4. Write short notes in about 100-150 words each. (3 out of 5) (15)

(Module I)

Q.5. Write short notes in about 100-150 words each. (3 out of 5) (15)

(3 to be set on Module III and IV and 2 to be set on Module II)

O. E.

Open Elective Courses for (Semester III)

(For Faculty of Commerce and Management and Faculty of Science and Technology)

Course Category: Open Elective Course

Course Name: English for Enhancing Soft Skills

Course Number: OE01

Course Code: BAU0325OEL303C01

Course Credit: 02

Marks: Total Marks 50 (Semester end examination-40 Marks, Internal Examination: 10 Marks)

QUESTION PAPER PATTERN

Q.1-A: Multiple Choice Questions (based on Module I and II-4question) - 4 marks

B: Answer in one word/phrase /sentence ((based on Module I and II-4questions)

– 4 Marks

- Q.2. A. Writing email/ Notice and agenda - 8 marks
B. Preparing slides on topic/ Describing graphs, charts - 8 marks
- Q.3. A. Group Discussion on topic (with given points) (Internal option) -8 marks
B. Short Notes 2/4 (based on module 1-A) -8 marks

Internal Evaluation: Preparing slides and Presentation/ GD

B. A. II Semester - III

Course Category: Vocational Skill Course (VSC)

Course Name: English for Employability

Course Number: Paper III

Course Code: BAU0325VSL303C01

Course Credits: 02

Total Marks: 50 (Theory Exam: 40, Internal Exam: 10)

QUESTION PAPER PATTERN

Course Name: English for Employability- III

- Q1. Multiple choice questions (one mark each) (10 Marks)
(Based on Unit No. 1 & 2)
- Q.2 Answer any one of the following (one out of two) (10 Marks)
(Based on Unit No. 1)
- Q.3 Answer any one of the following (one out of two) (10 Marks)
(Based on Unit No. 2)
- Q.4 Write short notes (Any two out of three) (Based on Unit No. 1 & 2). (10 Marks)

Theory Exam: 40 Marks

Internal Evaluation: 10 Marks

B.A. II, Semester III

Course Category: Skill Enhancement Course (SEC 03)
Course Name: Effective Public Speaking and Presentation Skills
Course Number: SEC 03

Course Code: BAU0325SECL303C02
Course Credits: 02
Marks: Total Marks: 50 (Semester End: 40 Internal Assessment: 10)

- Q1. Multiple choice questions** (On module 1 and 2) **08 Marks**
- Q2. Write short notes (Any 3 out of 4)** (On module 1 and 2) **12 Marks**
A)
B)
C)
D)
- Q.3 Answer in about 250 words (Any two)** (On module 1 and 2) **20 Marks**
A)
B)
C)
-

QUESTION PAPER PATTERN

B. A. II Semester - III

Course Category: Compulsory Course

Course name: Ability Enhancement Course (AEC), English for Communication

Course Number: Paper C

Course Code: BAU0325AEL303C03

Course Credits: 02

Total Marks: 50 (Theory Exam: 40, Internal Exam: 10)

- Q.1. Multiple choice questions (One mark each) (Based on Unit No. 1 & 2) (10 Marks)
- Q.2 Answer any one of the following (based on Unit No. 1) (10 Marks)
- Q.3. Answer any one of the following (Based on Unit No. 2). (10 Marks)
- Q.4. Write short notes (Any two out of three) (Based on Unit No. 1 & 2). (10 Marks)

Theory Exam: 40 Marks

Internal Evaluation: 10 Marks

B.Com. II Semester III (NEP 2.0)

**ABILITY ENHANCEMENT COURSE (AEC)
English for Business Communication- II**

Course category: - Ability Enhancement Course
Course Name:-English for Business Communication- II
Course Code:- BAU0325AEL303C03
Course credit:- 02
Marks:- 50 (Semester end exam - 40, Internal exam - 10)

QUESTION PAPER PATTERN

Ability Enhancement Course (AEC) (For 40 Marks)

Semester III

- Q1. Multiple choice questions (On module 1 and 2) 08 Marks**
- Q2. Write short notes (Any 3 out of 4) (On module 1 and 2) 12 Marks**
A)
B)
C)
D)
- Q.3 Answer in about 250 words (Any two) (On module 1 and 2) 20 Marks**
A)
B)
C)

Internal Assessment: 10 Marks

B. Sc. Part II, Semester III

Course category: Ability Enhancement Course (AEC)
Course Name: Communication Skills in English
Course number:
Course Code: BSCU0325AEL303C01
Course Credits: 02
Marks: Semester End: 40 Internal Assessment: 10 Total Marks: 50

QUESTION PAPER PATTERN FOR SEMESTER III

(Sem. End Exam 40 + Internal Exam 10 =50)

Sem. End Exam 40

Q. 1. A. Multiple choice questions with four alternatives(To be set on Module I and II)

[05]

Q. 1. B. Answer in one word/ phrase/sentences each (To be set on Module I and II) [05]

Q. 2. Based on Module I 10

A. Based on module I (To be set on Module I Description of Place/Person/) [05]

B. Description of Process/Experiments 5

Q. 3 Question to be set On Module I

Description of an object/Event 5

Q. 4. . Question to be set on module II [15]

A. Write a covering letter of job application 5

B. Draft a C V. 5

C. Write letter of internship/acceptance 5

Internal Exam 10

Activities and exercises suggested for internal assessment:

Students will choose one of the following prompts:

- Describe your favorite place you have visited, memorable person etc.
- Describe a festive event or cultural celebration you attended.
- Describe processes and experiment done in the laboratory.
- Describe an imaginary world or fictional place.
- Students will be given a fictional job advertisement for a specific role (e.g., marketing coordinator, customer service representative, etc.).
- Based on the job description, students will draft an application letter addressing the key qualifications, skills, and experience required for the position.
- Students will create a corresponding C.V. that highlights relevant skills, qualifications, and experiences tailored to the job. The C.V. should include sections like Personal Information, Career Objective, Education, Work Experience, Skills, and References.
- Any other exercise/activity approved by concerned teacher.

QUESTION PAPER PATTERN

B.A. II (Semester-III) Paper-III

Course category: - Indian Knowledge System (IKS)

Course Name: -Introduction to Indian Poetics

Course number: - 01

Course Code: - BAU0325IKSL303C01

Course credit: - 02

Marks: - 50 (Sem end exam - 40, Internal exam - 10)

Q. 1 Multiple choice questions (To be set on Module I and II) [10]

Q.2 Long answer question (Module I) 1/2 [10]

Q.3 Long answer question (Module II) 1/2 [10]

Q. 4. Write short notes (Module I and II) 2/4 [10]

Course number:-

Course Code:- BA

Course credit:- 04

Marks- 100 (Semester end exam 80, internal exam- 20)

Internal Evaluation: case study/ oral examination/group activity

PATTERN OF QUESTION PAPER

	Marks: 80
Q. 1 A Multiple Choice Questions	10
B. Answer the following in one word/phrase or a sentence (5/7)	10
Q 2. Broad Question on module- II A/B	15
Q 3. Broad Question on module III & IV A/B	15
Q.4. Short notes 3/5 (based on module -I)	15
Q.5. Short notes 3/5 (based on all module)	15

Open Elective Courses for (Semester IV)

(For Faculty of Commerce and Management and Faculty of Science and Technology)

Course Category: Open Elective Course

Course Name: English for Employability Skills

Course Number: OE02

Course Code: BAU0325OEL303D02

Course Credit: 02

Marks: Total Marks 50 (Semester end examination-40 Marks, Internal Examination: 10 Marks)

PATTERN OF QUESTION PAPER

Q.1-A: Multiple Choice Questions (based on Module I and II-4question) - 4 marks	
B: Answer in one word/phrase /sentence ((based on Module I and II-4questions)	- 4 Marks
Q.2. A. Short Notes 2/4 (based on module 1-A)	- 8 marks
B. Prepare SOP/ Personal Profile/Interview -	- 8 marks
Q3 .A. Short notes 2/4 (based on Module 2A)	-8 marks
B. Report Writing	-8 marks
(Internal Evaluation: Home Assignment on preparing SOP/Personal Profile-	

(10 Marks)

B. A. II/Semester - IV

Course Category: Vocational Skill Course (VSC)

Course Name: English for Employability

Course Number: Paper IV

Course Code: BAU0325VSL303D02

Course Credits: 02

Total Marks: 50 (Theory Exam: 40, Internal Exam: 10)

QUESTION PAPER PATTERN

- Q1. Multiple choice questions (one mark each) (10 Marks)
(Based on Unit No. 1 & 2)
- Q.2 Answer any one of the following (one out of two) (10 Marks)
(Based on Unit No. 1)
- Q.3 Answer any one of the following (one out of two) (10 Marks)
(Based on Unit No. 2)
- Q.4 Write short notes (Any two out of three) (Based on Unit No. 1 & 2). (10 Marks)

Theory Exam: 40 Marks

Internal Evaluation: 10 Marks

B. A. - II Semester – IV (SEC)

Course Category: Skill Enhancement Course (SEC-04)

Course Name: **Introduction to Translation**

Course Number: SEC 04

Course Code: BAU0325SECL303CD03

Course Credits: 02

Marks: **Total Marks: 50 (Semester End: 40 Internal Assessment: 10)**

QUESTION PAPER PATTERN

- Que. 1. Rewrite the following sentences by choosing the correct alternative. 8 Marks
(based on Module 1 and 2)
- Que. 2. Write short notes on the following (3 out of 5). 12 Marks
(based on Module 1 and 2)
- Que. 3. Answer the following questions. 20 Marks

- A. Translate the following English paragraph into Marathi. 10 Marks
(based on Module 2)
- B. Translate the following English sentences into Marathi (7 out of 5). 05 Marks
(based on Module 2)
- C. Translate the following Marathi sentences into English (7 out of 5) 05 Marks
(based on Module 2)
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B. A. II/Semester - IV

Course Category: Compulsory Course

Course name: Ability Enhancement Course (AEC), (English for Communication)

Course Number: Paper D

Course Code: BAU0325AEL303D04

Course Credits: 02

Marks: Total Marks: 50 (Theory Exam: 40, Internal Exam: 10)

QUESTION PAPER PATTERN

- Q.1. Multiple choice questions (one mark each) (Based on Unit No. 1 & 2) (10 Marks)
- Q.2. Do as directed (Based on Unit No. 1) (10 Marks)
- Q.3. Answer any one of the following (Based on Unit No. 2). (10 Marks)
- Q.4. Write short notes (Any two out of three) (Based on Unit No. 1 & 2). (10 Marks)
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B.Com. II Semester IV (NEP 2.0)

ABILITY ENHANCEMENT COURSE (AEC)

Course category: - Ability Enhancement Course

Course Name:-English for Business Communication- II

Course Code:- BAU0325AEL303D04

Course credit:- 02

Marks:- 50 (Semester end exam - 40, Internal exam - 10)

QUESTION PAPER PATTERN

Ability Enhancement Course (AEC) (For 40 Marks)

- Q1. Multiple choice questions (On module 1 and 2) 08 Marks**
- Q2. Write short notes (Any 3 out of 4) (On module 1 and 2) 12 Marks**
A)
B)

- C)
- D)

Q.3 Answer in about 250 words (Any two) (On module 1 and 2) 20 Marks

- A)
- B)
- C)

Internal Assessment: 10 Marks

B. Sc. Part II, Semester IV

Course category: Ability Enhancement Course (AEC)

Course Name: Communication Skills in English

Course number:

Course Code: BSCU0325AEL303D02

Course Credits: 02

Marks: Semester End: 40 Internal Assessment: 10 Total Marks: 50

QUESTION PAPER PATTERN

(Sem. End Exam 40 + Internal Exam 10 =50)

Semester End Exam 40

Q. 1. A. Multiple choice questions with four alternatives (To be set on Module I and II)

[05]

Q. 1. B. Answer in one word/ phrase/sentence each (To be set on Module I and II) [05]

Q. 2. Based on module I

A Telephonic Conversation [5]

B. Telephonic Conversation 5

Q. 3 Based on module II (To be set on Module II) Telephonic Conversation 5

Q. 4. Based on module II (To be set on Module I) 15

A. Answer the following questions in 3-4 contingences each (2out of 4) [10])

B. Write Short note on the following in about 7-8 sentences each (1 out of 3) 5

Internal Exam 10

CURRICULUM/SYLLABUS: (Semester-III)

B. A. Part- II (Semester-III) Paper– III

Course Category: Discipline Specific Course /DSC

Course Name: Introduction to English Literature (One-act Plays) and Language (Speech Mechanism)-III

Course Number: MM 03

Course Code: BAU0325MML303C01

Course Credits: 4

Marks: Semester End: 80 **Internal Assessment:** 20 **Total Marks:** 100

Course Objectives:

- To enable students to understand the concept, elements and characteristics of one-act play as a minor form of literature.
- To enable students to comprehend and analyse the prescribed one-act plays.
- To facilitate students to understand speech mechanism.
- To expedite students to understand the role of active and passive articulators in speech mechanism.

Course Learning Outcomes:

- Students will be able to understand the concept, elements and characteristics of one-act play as a form of literature.
- Students will be able to comprehend and analyse the prescribed one-act plays.
- Students will be able to understand speech mechanism.
- Students will be able to understand the role of active and passive articulators in speech mechanism.

Detailed Syllabus (Sem. III, P. No. III) June 2025 Onwards

Course Name: Introduction to English Literature (One-act Plays) and Language (Speech Mechanism)-III				
Module No.	Title of the Module	Subtitles of the Module	Hours	Credit(s)
I	One-act Play as a Minor Form of Literature	a. Definition/s, Origin and Development of one-act play b. Elements of one-act play c. Characteristics of one-act play d. Difference between One act play and full-length play	15	1
II	One-act Play	The Dark Lady of the Sonnets: G. B. Shaw	15	1
III	One-act Play	The Sandbox: Edward Albee	15	1
IV	Speech Mechanism	a. Air-Stream Mechanism b. Systems of Organs i. The Respiratory System ii. The Phonatory System	15	1

		iii. The Articulatory System C. The Active and Passive Articulators		
		Total	60	04

REFERENCES:

- Prasad, B. (1999) . A Background to the Study of English Literature . Macmillan India Limited . New Delhi
- Hudson, W. H.. An Introduction to the Study of English Literature . AITBS Publishers, India: Delhi,(2009)
- Rees, R. J. . English Literature – An Introduction for Foreign Readers . Macmillan India Limited . London.(1991)
- Shaw, G. B. (2024). *The Dark Lady of the Sonnets* . Hardpress
- Albee, Edward . (1959) . The Sandbox . Dutton Books
- Balasubramanian, T. (2013). *A Text Book of English Phonetics for Indian Students*. New Delhi: MacMillan India Ltd.
- Bansal, R.K. (1972). *The Sound System of Indian English*. Monograph No. 7. Hyderabad.
- Cruttenden, Alan. (2008). *Gimson's Pronunciation of English*. London: Hodder Education
- Gimson, A. C. (1962). *An Introduction to the Pronunciation of English*. London: CUP
- Shetti, J. & P. V. Dhamija. (2006). *A Course in Phonetics and Spoken English*. New Delhi: Printice Hall of India Pvt. Ltd.
- O'Connor, J. D. (2009). *Better English Pronunciation* . Delhi: CUP

B.A. II - Semester – III Paper IV NEP 2.0

Indian English Literature: Indian English Poetry and Drama

Course category: - Discipline Specific Course /DSC

Course Name:- Indian English Literature: Indian English Poetry and Drama

Course number :- DSC04/

Course Code:-

Course credit:- 04

Marks:- Total Marks :-100 (Sem end exam - 80, Internal exam - 20)

Course Objectives

- To introduce students to the origin and development of Indian English Literature.
- To create literary sensibility among students so as to implant sense of appreciation of literary texts.

- To acquaint the students to Indianness in literary texts.
- To instill values and develop human concern/empathy through literary texts.
- To enhance literary and linguistic competence of students.

Course Outcomes

- Students become familiar with Indian English literature.
- Students are able to appreciate literary texts.
- Students are able to locate the Indianness the literary texts.
- Values and empathy for human kind is developed among students.
- Literary and linguistic competence is developed among students.

Course Name:- Indian English Literature: Indian English Poetry and Drama				
Module No.	Title of the Module	Subtitles of the Module	Hours	Marks
<i>I</i>	<i>Introduction to Indian English Drama and Poetry</i>	<i>A. A short history of Pre- and Post-Independence Indian English Drama. B. Characteristic features of Drama. C. A short history of Pre- and Post-Independence Indian English Poetry. D. Major themes of Indian English Poetry</i>	<i>15</i>	<i>20</i>
<i>II</i>	<i>Poetry</i>	<i>A. Rabindranath Tagore- Where the Mind is without Fear B. Toru Dutt- The Lotus C. Sarojini Naidu- The Bangle Sellers D. Nissim Ezekiel- Night of Scorpion E. Dilip Chitre - The Image of Vithoba-I F. Mamta Kaliya- After Eight Years of Marriage</i>	<i>15</i>	<i>20</i>
<i>III</i>	<i>Drama</i>	<i>A. Dharmaveer Bharati Andha Yug</i>	<i>15</i>	<i>20</i>
<i>IV</i>	<i>Drama</i>	<i>A. Dharmaveer Bharati Andha Yug</i>	<i>15</i>	<i>20</i>
		Total	60	80

Activities and exercises suggested for internal assessment:

- **Note: Semester III: 20 Marks for Internal Evaluation**

A: Home Assignment: 10 Marks

B: Unit Test / Oral / Group work like Poster Presentation etc. 10 Marks

References:

1. Abrams, M. H. *A Glossary of Literary Terms*. New Delhi: Harcourt College Publication, 2001.
2. Naik M.K, *A History of Indian English Literature*. Sahitya Academy, 2009.
3. Mishra M.K. and Tripathi Sabita, *A Critical Response to Indian English Literature*. Atlantic Publisher.
4. Nawale Arvind, *Critical Essays on Indian English Poetry and Drama: Text and Contexts*. Author's Press, 2010.
5. King Bruce, *Modern Indian Poetry in English* (Revised Edition). Oxford University Press, 2005.
6. Mitra Zinia, *Indian Poetry in English: Critical Essays*. PHI Learning, 2016.
7. Iyengar Srinivasa K.R., *Indian Writing in English*. Sterling Publication PVT, 2019.
8. Thayil Jeet, *The Penguin Book of Indian Poets*. Penguin Ltd, 2020.
9. Peeradina, Salaem, (ed): *Contemporary Indian Poetry in English: An Assessment and Selection*. Bombay: Macmillan, 1972.
10. Shahane V.A and M.Shivarama Krishna (ed): *Indian Poetry in English: A Critical Assessment*, New Delhi, Macmillan, 1980.
11. Badve V.V. and Kimbahune R.S., *A Choice of Indian English Poetry*. Phadke Prakashan, 1988.

Equivalence Table

<i>Paper No</i>	<i>Paper title of Old Syllabus</i>	<i>Paper No</i>	<i>Paper title of New Syllabus</i>
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<i>DSC C6 Paper IV</i>	<i>Partition Literature</i>	<i>DSC C6 Paper IV</i>	<i>Indian English Poetry and Drama</i>

Open Elective (OE) Courses for (Semester III)

(For Faculty of Commerce and Management and Faculty of Science and Technology)

Course Category: Open Elective Course

Course Name: English for Enhancing Soft Skills

Course Number: OE01

Course Code: BAU0325OEL303C01

Course Credit: 02

Marks: Total Marks 50 (Semester end examination-40 Marks, Internal Examination: 10 Marks)

Course Objectives:

- To introduce concept of soft skills to students
- To acquaint students with professional writing
- To help students enrich Presentation skills
- To help students develop team building through effective communication

Course Outcomes:

After completing this course the students will be able to

- understand the role of English language and nature of soft skills
- grow as leaders and know about time management at personal-professional level
- use English for official presentations
- participate in group discussions effectively

Course Name: English for Enhancing Soft Skills				
Module No.	Title of the Module	Subtitles of the Module	Hours	Marks
1	English and Soft Skills	A) Concept of Soft Skills: (Communication, Leadership Qualities, Time Management) B)-English for written communication- 1) writing emails 2) writing notice and agenda	15	20
2	English for Leadership Qualities	A) English for Presentation Skills(English for Describing graphs and charts, Framing	15	20

		points and sub-points for the Power Point Presentation B) Group Discussion (Types of Group Discussion, Role of Group Discussion and Participating in Group Discussion)		
		Total	30	40

Reference Books:

Dhanavel S. P. English and Soft Skills. Orient Blackswan, 2010.

Jahangeer S. P. English Communication Skills: Soft Skills, Writing Skills and Speaking Skills. Notion Press, 2024.

Sharma Prashant: Soft Skills: Personality Development for Life Success. BPB Publications, 2021.

Anurag Agarwal: Textbook on Effective Communication and Soft Skills, 2024.

B. A. II/Semester - III

Course Category: Vocational Skill Course (VSC)

Course Name: English for Employability

Course Number: Paper III

Course Code: BAU0325VSL303C01

Course Credits: 02

Total Marks: 50 (Theory Exam: 40, Internal Exam: 10)

Course Objectives:

- To create awareness about various fields of employments.
- To enrich linguistic skills of the students.
- To develop expected skills of students for jobs.
- To train students to get jobs.

Course Outcomes:

- Students are well acquainted with various job opportunities in media sector
- Linguistic skills of students are enriched.
- Students develop language skills required for employment.
- Students are able to get jobs.

Course Name: VSC - English for Employability

Module No.	Title of the Module	Subtitles of the Module	Hours	Marks
I	English for Media Writing	A. Journalistic Writing- Editorials and News B. Script Writing for Radio and Television (TV) C. Blogs	15	20
II	English for Marketing and Advertising	A. Crafting compelling marketing messages and campaigns B. Conducting market research and surveys C. Writing press releases and promotional content	15	20
Total			30	40

Reference Books

1. Batty, Craig, and Sandra Cain. *Media Writing*. London: Macmillan Education UK, 2016.
2. Gore, Sylee. *English for marketing & advertising*. Oxford: Oxford University Press, 2007.
3. Randy, Miller, ed. *Modern media writing*. Belmont, CA: Thomson/Wadsworth, 2003.
4. Reinke, Robert. *Marketing and advertising*. Cincinnati, OH: Procter & Gamble Co., 1988.
5. Salli, Rasberry, and Repa Barbara Kate, eds. *Marketing without advertising*. 4th ed. Berkeley, CA: Nolo, 2003.

B.A. II, Semester III

Course Category: Skill Enhancement Course (SEC 03)
Course Name: **Effective Public Speaking and Presentation Skills**
Course Number: SEC 03
Course Code: BAU0325SECL303C02
Course Credits: 02
Marks: Total Marks: 50 (Semester End: 40 Internal Assessment: 10)

Course Objectives:

- Understand importance and need of public speaking and presentations
- Overcome fear and anxiety related to speaking in public

- Enhance structuring and delivering effective speeches and presentations
- Engage audience through storytelling and effective visual aids

Course Outcomes:

After completion of this course, students will be able to:

- Learn basics of public speeches and presentations
- Overcome speaking fear and anxiety
- Use various techniques to speak confidently in public
- To structure and deliver coherent speeches and presentations

Detailed Syllabus

Effective Public Speaking and Presentation Skills				
Module No.	Title of the Module	Subtitle of the Module	Hours	Marks
I	Effective Public Speaking	<p>A. Introduction, relevance, and importance of public speaking in personal, academic, and professional settings; Types for public speakers/presenters with video examples</p> <p>B. Steps in effective public speaking-planning (occasion, audience, purpose, thesis, material), structuring (beginning-grabbing attention by using quotes, stories, facts, etc.; main body-logically developed; conclusion with a thought to take away), preparing an outline (points for reference), delivery (audience involvement, time management, etc.)</p> <p>C. Techniques for managing speaking anxiety by understanding communication basics, body language, tone, eye contact, gestures, posture, facial expressions, and other techniques.</p>	15	20
II	Effective Presentations	<p>A. Need and importance of effective professional presentations, types, video samples</p> <p>B. Creating effective visual aids-do's and don'ts of PowerPoint presentation</p>	15	20

		C. Effective presentation techniques- 3Ps- prepare, practice, perform; storytelling; using podium and dais, mic, eye contact, audience involvement, handling questions		
		Total	30	40

References:

1. Communication Skills by Raman and Sharma OUP
2. The Art of Public Speaking by Dale Carnegie
3. The Art of Public Speaking by Stephen E. Lucas
4. Effective Speaking by Christopher Turk
5. Presentation Zen: Simple Ideas on Presentation Design and Delivery" by Garr Reynolds
6. Speak with Confidence: Powerful Presentations that Inform, Inspire and Persuade" by Dianna Booher

Internal Evaluation: 10 marks

At least one prepared speech 5 marks
 At least one team presentation 5 marks

B. A. II Semester - III

Course Category: Compulsory Course

Course name: Ability Enhancement Course (AEC), English for Communication

Course Number: Paper C

Course Code: BAU0325AEL303C03

Course Credits: 02

Total Marks: 50 (Theory Exam: 40, Internal Exam: 10)

Course Objectives:

- To make students able to write resume.
- To train the students to face interviews effectively.
- To introduce students to various forms of letter writings.
- To develop writing skills of students.

Course Outcomes:

- Students become able to write resumes.
- Students are able to face interviews.
- Students write various types of official letters.
- Writing skills of students are developed.

Course Name: Ability Enhancement Compulsory Course (English for Communication)

Module No.	Title of the Module	Subtitles of the Module	Hours	Marks
I	Resume Writing and Interview Techniques	A. Writing a Resume B. Preparing for an Interview C. Facing an Interview	15	20
II	Official Letter-Writing	A. Letter of Application B. Letters related to appointment (Acceptance/Joining Report) C. Office Communication (Leave of Absence, Transfer, Permission, Requests) D. Resignation Letter / Complaint Letter	15	20
Total			30	40

Reference Books

1. Chow, Cynthia. *Letter writing: Business letters*. Vancouver, BC: Vancouver School Board, 1993.
2. David, James. *Letter writing*. London: Hodder and Stoughton, 1992.
3. Newlen, R.R. *Resume Writing and Interviewing Techniques that Work*, Neal-Schuman Publishers, 2006.

B.Com. II Semester III (NEP 2.0)

ABILITY ENHANCEMENT COURSE (AEC)

English for Business Communication- II

Course category: - Ability Enhancement Course

Course Name:-English for Business Communication- II

Course Code:- BAU0325AEL303C03

Course credit:- 02

Marks:- 50 (Semester end exam - 40, Internal exam - 10)

Course Objectives

After learning this course students will be able -

- To introduce students to the business letters
- To make students aware of how to write application letters
- To enable students develop their C.V.
- To acquaint students with the skills and sub-skills of Interview.

Course Outcomes

After completion of this course -

- Students become familiar with the concepts related to business correspondence
- Students are able to write their own C.V.
- Students become well acquainted with writing application letters
- Students know how to face the interview

Ability Enhancement Course (AEC)				
Unit No.	Title of the Unit	Subtitles of the Unit	Hours	Marks
Semester III				
I	Business Correspondence: Inquiry and Reply	1. Putting an Order & its reply 2. Making an inquiry & its reply 3. Customer Complaint & its reply	15	20
II	Writing Application Letter, C.V. and Interview Techniques	1. Characteristics of Application Letter 2. Do's & Don'ts of Interview	15	20
	Total		30	40
	Internal Evaluation for 10 Marks			

Total Teaching Hours: 15 X 2 = 30 hours

Reference Books:

- Seely, John. Oxford guide to effective writing and speaking, Oxford University Press, 2013
 - Rai, Urmila and S.M. Effective Communication, Himalaya Publication
 - Rayudu, C.S. Communication, Himalaya Publication, 2012
 - Hammond, Lisa. Dream Big, Jalco Publishing House, Mumbai 2005.
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Ability Enhancement Course (AEC)

B. Sc. Part II Sem. III

(To be implemented from Academic Year 2025-26)

Detailed Syllabus

Course category: Ability Enhancement Course (AEC)

Course Name: Communication Skills in English

Course number:

Course Code: BSCU0325AEL303C01

Course Credits: 02

Marks: Semester End: 40 Internal Assessment: 10 Total Marks: 50

Course Objectives:

- To enhance the ability to describe people, places, objects, and events vividly and accurately using sensory details, precise vocabulary, and organized structure.
- To master various descriptive techniques to create engaging, immersive and contextually appropriate content for academic, creative, and professional writing.
- To gain a comprehensive understanding of the components, formats, and language styles used in drafting effective application letters and C.Vs.
- To learn to tailor application letters and C.V.s to specific job roles, highlighting relevant skills, qualifications, and experiences to align with employer expectations.
- To write effective application letters and prepare professional CVs, emphasizing clarity, structure, and persuasive communication.

Course Outcomes:

After learning this course, students will be able:

- Compose well-organized, vivid, and contextually relevant descriptions of people, places, objects, and events using sensory details and precise language.
- Apply various descriptive techniques in academic, creative, and professional writing, enhancing clarity, engagement, and reader comprehension.
- Draft well-structured and persuasive application letters and C.V.s, demonstrating clarity, professionalism, and relevance to job requirements.
- Customize application letters and C.V.s by effectively showcasing their skills, qualifications, and experiences, enhancing their employability and career prospects.

Detailed syllabus for Semester III

Course Name: B. Sc. II Ability Enhancement Course (AEC) Semester III				
Module	Title of the Module	Subtitles of the Module	Hours	Marks
I	Description	<ul style="list-style-type: none"> Describing People, Places, Objects, Events, Processes & Experiments etc. 	15	25
II	Drafting Application letter and preparing C.V.	<p>Application Letter:</p> <ul style="list-style-type: none"> Importance of Application Letters and C.V.s Purpose and Relevance in Career Development Types of Application Letters (Job Application, Internship, Academic Admission) Key Components of Application Letter <p>C.V.:</p> <ul style="list-style-type: none"> Definition and Purpose of a C.V. Difference Between a C.V. and a Resume Key Components 	15	25

B.A. II (Semester-III) Paper-III

Course category: - Indian Knowledge System (IKS)

Course Name: -Introduction to Indian Poetics

Course number: - 01

Course Code: - BAU0325IKSL303C01

Course credit: - 02

Marks: - 50 (Sem end exam - 40, Internal exam - 10)

Course Objectives

- To introduce students to the Indian Poetics
- To acquaint students with the nine Rasas.
- To introduce students with major events from the Ramayana and the Mahabharata.
- To enable students to apply the Rasa Theory to the selected literary texts.

Course Outcomes

- Students are familiar with the Indian Poetics.
- Students know the nine Rasas introduced.
- Students know the major events from the Ramayana and the Mahabharata.
- Students are able to apply their knowledge of the Rasas to different literary texts they read.

Course Name: - Introduction to Indian Poetics				
Module No.	Title of the Module	Subtitles of the Module		Marks
I	Introduction to the Rasa Theory			20
II	Selections from the Ramayana and the Mahabharat	A. Rukmini Swayamwara (The Mahabharat—Shringara) B. Shabari (The Ramayana—Karuna) C. Draupadi Vastraharan (The Mahabharat--Bibhatsa) D. Lanka Dahan (The Ramayana—Adbhuta) E. Draupadi Swayamwara (The Mahabharat—Veera) F. Seeta Apaharan (The Ramayana—Bhayanaka) G. Krishna-Sudama (The Mahabharat—Shanta) H. Shishupal Vadha (The Mahabharat—Raudra) I. Krishna's Childhood at Vrindavan (The Mahabharata – Hasaya)		20
		Total		40

Reference Books

1. Bharat Muni *The Natyasastra*, Trans. Manmohan Ghosh, Calcutta: Asiatic Society of Bengal. 1951. Print.
2. Rajagopalachari, C. *Ramayana*, Bombay: Bharatiya Vidya Bhavan, 1958. Print.

3. ----- *The Ramayana*, Trans. Manmatha Nath Dutta, Calcutta: 1891.
www.holybooks.com
4. Upadhyay, Ami, *The Indian Poetics*, Bareilly: Prakash Book Depot. 2010. Print.
5. Dasgupta, S. N., *The Theory of Rasa*. Ed. V. S. Seturaman. *Indian Aesthetics: An Introduction*, New Delhi: Macmillan Publishers India Ltd. 2011
6. Chaudhary, S. D., *The Glimpses of Indian Poetics*, New Delhi: Sahitya Akademi. 2010.

SEMESTER-IV

B. A. Part- II (Semester- IV) Paper-V

Course Category: Major Mandatory (MM)

Discipline Specific Course (DSC-5)

Course Name: Introduction to English Literature: Novel and Language: Phonology

Course Number: MM05

Course Code: BAU0325MML303D05

Course Credits : 4

Marks: Semester End:80 Internal Assessment :20

Total Marks : 100

Introduction to English Literature: Novel and Language: Phonology

Course Objectives (COs):

1. To introduce students to the concept, elements, types, origin and development of novel.
2. To enable the students to know about various aspects of the novel.
3. To create literary sensibility among the students so as to implant a sense of appreciation of literary texts.
4. To instill values and develop human concern/empathy through literary texts.
5. To introduce the students to phonology.

Course Outcomes (CO's):

After completing the study:

1. Students will be able to understand the concept, types and origin and development of novel as a form of literature
2. Students will be familiarized with various aspects of novel.
3. Students will be able to appreciate literary texts
4. Students will develop humanitarian values.
5. Students will be able to comprehend the concept of phonology.

Detailed Syllabus (Sem. III P. No. V)

From June 2025

Course Name: Introduction to English Literature: Novel and Language: Phonology				
Module No.	Title of the Module	Subtitles of Module	Hours	Marks
I	Introduction to English Novel	A. Definition/s of novel B. Elements of novel C. Rise and development of English novel D. Types of Novel	15	20
II	Prescribed Text: The Alchemist by Paulo Coelho	Prescribed Text: The Alchemist by Paulo Coelho	15	20
III	Prescribed Text: The Alchemist by Paulo Coelho	Prescribed Text: The Alchemist by Paulo Coelho	15	20
IV	Phonology	A. Introduction to Speech Sounds in English B. Description of sounds with three term labels C. Word transcription (with primary stress)	15	20

Reference Books:

- 1.Coelho, Paulo. The Alchemist. HarperCollins Publishers, London ,U.K. (85th impression 2024.
- 2.Abrams, M.H. A Glossary of Literary Terms (8th edition) New Delhi, 2007.
- 3.Forster, E.M. Aspects of Novel . Atlantic Publishers, New York,U.K.1927.
- 4.Balsubramaniam, T.A. A Textbook of English Phonetics for Indian Students,. Delhi, Macmillan, 1981.
- 5.Bansal ,R.K. &Harrison J.B.. Spoken English, Hyderabad: Orient Longman2000.
6. O'Connor J.D. Better English Pronunciation. Cambridge University Press

Equivalence Table

B. A. Part- II (Sem. - IV)

Paper No.	Paper title of Old Syllabus	Paper No.	Paper title of New Syllabus
DSC – C29 Paper No. V	Literature and Cinema (CBCS)	Paper No.V	(DSC-P-O5) Introduction to English Literature

			:Novel and Language :Phonology
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B. A. Part-II

Discipline Specific Core (DSC) NEP 2.0

ENGLISH Paper-VI Semester IV

Indian English Literature Essay and Novel

Course category:- DSC ENGLISH

Course Name- Indian English Literature Essay and Novel

Course number:-

Course Code:- BA

Course credit:- 04

Marks- 100 (Semester end exam 80, internal exam- 20)

Course Objectives:

1. To introduce students to Indian English literature.
2. To develop literary sensibility of students to appreciate literary texts.
3. To acquaint students with the Indianness in literary texts.
4. To instill human values among the students.

Course Outcomes (CO's):

After completing the study students:

1. know the features of Indian English literature.
2. analyze literary forms like essays and novel.
3. find out the Indianness in the literary texts.
4. understand the significance of human values to mankind.

Indian English Literature Essay and Novel

Module- 1 a. Introduction to Indian English Essay

b. Origin and development of Essay

c. Characteristics of Essay

d. Types of Essay

Module -2 Indian English Essays:

- a. Hector Garcia and Francesc Miralles - Ikigai: A Mysterious Word
- b. Dr A P J Abdul Kalam- Purposeful University Education
- c. R. K. Narayan- The Radio Licence
- d. Dr M. Lakshami Narasaiah- Climate Change and Environment

Module 3 and4 - Indian English Novel

Sudha Murty- *Dollar Bahu*

Total teaching hours: 15 x 4= 60 hours

Reference books:

1. Sudha Murty *Dollar Bahu* Penguin India. 2007.
2. Hector Garcia and Francesc Miralles *IKigai Hutchinson* London. 2016.
3. B. R. Kulkarni *Indian English Essays (A Critical Study)*. Atlantic Publishers and Distributors, New Delhi. 1998.
4. David Green *A Book of Modern Essays* The Macmillan India, Madras. 1975.
5. K R Srinivasa Iyengar *Indian Writing in English* Sterling Publications. 2019.
6. M. K Naik *Indian English Literature* Sahitya Akademi. 1982.
7. B. Prasad *Background to the Study of English Literature* Macmillan India. 2006.

Equivalence Table

B. A.- II Semester- IV

Paper No	Title of Paper in Old Syllabus	Paper No	Title of Paper in New Syllabus
VI	DSC- C-30 Partition Literature NEP 1.0	VI	DSC- Indian English Literature Essay and Novel NEP 2.0

Open Elective Courses for (Semester IV)

(For Faculty of Commerce and Management and Faculty of Science and Technology)

Course Category: Open Elective Course

Course Name: English for Employability Skills

Course Number: OE02

Course Code: BAU0325OEL303D02

Course Credit: 02

Marks: Total Marks 50 (Semester end examination-40 Marks, Internal Examination: 10 Marks)

Course Objectives:

- To introduce concept of non-verbal communication
- To acquaint students with employability skills
- To help students prepare SOP, Bio statement, linked in profile for seeking career opportunities
- To make students understand and use digital communication for professional skills

Course Outcomes:

After completing this course the students will be able to

- understand importance of non-verbal communication
- develop SOP/BS /Profile for professional purpose
- use English in digital communication more effectively
- prepare reports as an employee

Course Name: English for Employability Skills				
Module No.	Title of the Module	Subtitles of the Module	Hours	Marks
1	Introduction to Workplace Communication	A) Non -verbal communication and employability skills(body language, Facial expressions, Eye Contact, Tone of Voice and Appearance) B) Writing SOP/Bio-statement/ LinkedIn profile, and Facing Job Interviews	15	20
2	Digital and Professional Skills:	A) Nature and scope of digital communication: (Types of digital communication, characteristics of digital communication, importance and challenges of DC) B) Writing Reports	15	20
		Total	30	40

Reference Books:

Masters and Wallace. Personal Development for Life and Work. Cengage Learning India Private Limited. 2011.

Bhatiya R. C. *Personality Development*. Ane Books Pvt. Limited. 2013 (Reprint)

C. B. Gupta. *Essential Business Communication*. Cengage Learning India Private Limited. 2019.

B. A. II/Semester - IV

Course Category: Vocational Skill Course (VSC)

Course Name: English for Employability

Course Number: Paper IV

Course Code: BAU0325VSL303D02

Course Credits: 02

Total Marks: 50 (Theory Exam: 40, Internal Exam: 10)

Course Objectives:

- To make the students aware about opportunities in tourism.
- To develop language skills of greetings and assisting guests.
- To enhance communicative competency of the students.
- To provide knowledge and skills required at customer service centres.

Course Outcomes:

- Students become aware about opportunities in tourism.
- Language skills of greetings an assisting guests are developed.
- Students become competent communicators.
- Students are able to get jobs at customer service centres

Course Name: VSC - English for Employability				
Module No.	Title of the Module	Subtitles of the Module	Hours	Marks
I	English for Tourism and Hospitality	A. Greeting and assisting guests B. Reservation and booking systems C. Describing tourist attractions and providing information	15	20

		D. Handling guest complaints and special requests		
II	Customer Service English	A. Effective communication techniques for service representatives B. Dealing with customer complaints and feedback C. Providing product information D. Handling difficult customers and conflict resolution	15	20
Total			30	40

Reference Books

1. Baum, Tom. *Hospitality management*. Los Angeles: Sage, 2011.
2. Gerson, Richard F. *Beyond customer service: Keeping customers for life*. Los Altos, Calif: Crisp Publications, 1992.
3. Kamin, Maxine. *Customer Service Training*. Burlington: Elsevier, 2005.
4. Lennon, John. *Hospitality management*. London: Hodder & Stoughton, 1990.
5. O'Hara, F. *Be my Guest: English for the Hotel Industry*, United Kingdom: CUP, 2008.
6. Peters, Glen. *Benchmarking customer service*. London: Pitman, 1994.

B.A. II Semester IV

Course Category: Skill Enhancement Course (SEC-04)
Course Name: Introduction to Translation
Course Number: SEC 04
Course Code: BAU0325SECL303CD03
Course Credits: 02
Marks: Total Marks: 50 (Semester End: 40 Internal Assessment: 10)

Course objectives:

- To acquaint students with basic concepts in translation
- To make them aware about the scope and the various problems in translation
- To introduce them the different types of translation, especially literal and technical translation
- To train them to translate from English into Marathi and Marathi into English

Course outcomes:

After studying the course, students will be able to:

- Understand the meaning and scope of the translation
- Know the various problems in translation
- Translate the text from English into Marathi
- Translate the text from Marathi into English

Detailed Syllabus

Introduction to Translation				
Module No.	Title of the Module	Subtitle of the Module	Hours	Marks
I	Basic concepts in translation	<ul style="list-style-type: none">• What is translation?• Scope of translation• Problems in translation	15	20
II	Practical skills in translation	<ul style="list-style-type: none">• Types of translation• Technical translation• Literary translation	15	20
		Total	30	40

References:

- Kelkar, Ashok, To translate or not to translate, *Meta, Translators' Journal*, vol. 30, No. 3, University of Montreal Press, Sept. 1985.
- Lawrence, Venuti (ed.), *The translation Studies Reader* (online version), Routledge, 2000.
- Nida, Eugene & Taber Charles, *The Theory and Practice of Translation*, United Bible Societies, Leiden, 1974.
- वरखेडे, रमेश (संपा.), *भाषांतरस्वरूप आणि समस्या*, खैरे, विश्वनाथ, भाषांतर : भाषाविकासाची दोरवाट (लेख), १९९७.

Internal Evaluation Examination

10 Marks

A paragraph will be asked to translate either from English into Marathi or Marathi into English.

(A suitable paragraph can be selected from Newspaper, Weekly, Magazine, Journal, book, etc.).

B. A. II/Semester - IV

Course Category: Compulsory Course

Course name: Ability Enhancement Course (AEC), (English for Communication)

Course Number: Paper D

Course Code: BAU0325AEL303D04

Course Credits: 02

Marks: Total Marks: 50 (Theory Exam: 40, Internal Exam: 10)

Course Objectives:

- To introduce students with common errors in written English.
- To make the students able to identify errors related to use of articles, quantifiers, and prepositions.
- To enrich students' knowledge about subject-verb agreement.
- To develop essay writing skills of students.

Course Outcomes:

- Students are able find out the errors in written English.
- Students make proper use of articles, quantifiers, and prepositions.
- Students' knowledge about subject-verb agreement is enriched.
- Essay writing skill of students is developed.

Course Name: Ability Enhancement Compulsory Course (English for Communication)				
Module No.	Title of the Module	Subtitles of the Module	Hours	Marks
I	Common Errors in Written English	A. Errors related to the use of Articles B. Errors related to the use of Quantifiers C. Errors related to the use of Prepositions D. Errors related to Subject/Verb Agreement	15	20
II	Essay Writing	A. Introduction: Purpose and Process B. Brainstorming C. Opening the Essay D. Body of Information		

		E. The Conclusion		
			Total	30
				40

Theory Exam: 40 Marks

Internal Evaluation: 10 Marks

Reference Books

1. Hudson, Richard A. *English Grammar*. London: Taylor & Francis Group Plc, 2004.
2. Roy, Jennifer Rozines. *Sharpen your essay writing skills*. Berkeley Heights, NJ: Enslow Publishers, 2012.
3. Swartz, Richard. *Real writing: Essentials of effective essay writing*. Chicago: Contemporary Books, 1989.
4. Tanner, William Maddux. *Essays and Essay-Writing*. Franklin Classics Trade Press, 2018.
5. Yule, George. *Explaining English grammar*. Oxford [England]: Oxford University Press, 1998.

**B.Com.- II Semester- IV (NEP 2.0)
ABILITY ENHANCEMENT COURSE (AEC)
English for Business Communication- II**

Course category: - Ability Enhancement Course

Course Name:-English for Business Communication- II

Course Code:- BAU0325AEL303D04

Course credit:- 02

Marks:- 50 (Semester end exam - 40, Internal exam - 10)

Course Objectives

After learning this course students will be able -

- To introduce themselves with the marketing skills
- To acquaint with advertising and promotion of products
- To learn human values

Course Outcomes

After completion of this course -

- Students know the marketing skills
- Students get acquainted with advertising and promotion of products
- Students learn human values

	Semester IV	
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Unit No.	Title of the Unit	Subtitles of the Unit	Hours	Marks
III	English for Marketing	A. Writing Advertisements B. Promotion of a Product	15	20
IV	A. Dream Big- Lisa Hammond B. If you are Wrong Admit It- Dale Carnegie	-	15	20
	Total		30	40
	Internal Evaluation for 10 Marks			

Reference Books

1. Seely, John. Oxford guide to effective writing and speaking, Oxford University Press, 2013
2. Rai, Urmila and S.M. Effective Communication, Himalaya Publication
3. Rayudu, C.S. Communication, Himalaya Publication, 2012
4. Hammond, Lisa. Dream Big, Jalco Publishing House, Mumbai 2005.

Ability Enhancement Course (AEC)

B. Sc. Part II, Semester IV

Course category: Ability Enhancement Course (AEC)

Course Name: Communication Skills in English

Course number:

Course Code: BSCU0325AEL303D02

Course Credits: 02

Marks: Semester End: 40 Internal Assessment: 10 Total Marks: 50

Course Objectives:

- To equip students with the skills needed for effective telephonic communication, including proper etiquette, active listening, and clear articulation in professional contexts.
- To train students to handle telephonic conversations involving inquiries, complaints, and negotiations by using appropriate communication strategies and maintaining a courteous tone.
- To enable students to interpret and evaluate the central themes of spirituality, human values, cultural change, and personal development presented in the literary texts.
- To foster the ability to analyse poetic techniques, narrative styles, and persuasive strategies used by the authors to convey their messages effectively.
- To encourage students to connect the moral, philosophical, and motivational lessons from the texts to everyday life challenges, fostering personal growth and emotional intelligence.

Course Outcomes:

After learning this course, students will be able:

- Communicate clearly and professionally over the phone, using appropriate language, tone, and etiquette in various business and personal contexts.
- Develop the ability to handle inquiries, complaints, and conflict situations over the phone, applying active listening and effective communication strategies to achieve positive outcomes.
- Analyse the central themes, literary devices, and emotional impact of the texts, interpreting how the authors use language to convey moral, philosophical, and societal messages.
- Demonstrate the ability to apply the lessons from these works to real-world situations, enhancing personal development, emotional intelligence, and effective problem-solving skills.

Detailed syllabus for Semester IV

Course Name: B. Sc. II Ability Enhancement Course (AEC) Semester IV				
Module	Title of the Module	Subtitles of the Module	Hours	Marks
I	Telephonic Communication	<ul style="list-style-type: none">● Introduction to Telephonic Communication● Telephonic Etiquette● Effective Listening and Response● Telephonic Communication in the Workplace● Telephonic Communication in the Digital Age● Overcoming Barriers in Telephonic Communication	15	25
II	A) The Divine Image by William Blake B) Once upon a Time by Okara C) The Magic Formula for Solving Worry Situations by Dale Carnegie	NA	15	25

Activities and exercises suggested for internal assessment:

1. Students will be given a set of role-play scenarios that involve different types of telephonic conversations, such as:

- A customer making an inquiry about a product or service
- A client requesting support for a technical issue
- A professional conducting a follow-up call after a job interview

- A complaint call about a delayed service or product
2. In pairs or groups, students will take turns playing the roles of the caller and the receiver. They will conduct the conversation based on the scenario, ensuring to:
- Greet the other person politely
 - Introduce themselves and state the purpose of the call
 - Use appropriate professional language and tone
 - Address any queries or concerns effectively
 - Close the conversation courteously

3. Thematic Analysis

Students will be assigned to one of the three texts:

- The Divine Image by William Blake
- Once Upon a Time by Gabriel Okara
- The Magic Formula for Solving Worry Situations by Dale Carnegie

Each student will identify the central theme(s) of their assigned text. They will write a brief (250-300 words) thematic analysis, exploring how the author conveys the message, the literary devices used (such as symbolism, imagery, tone, etc.), and the relevance of these themes to modern life.

4. Application to Real-Life Situations

After analyzing the text, students will choose one life lesson or moral from the reading and apply it to a real-life situation or personal experience.

5. Students will then write a reflection (200-250 words) on how applying the life lesson from the text helped resolve or better understand the situation.

5. Any other exercise/activity approved by concerned teacher.

References:

- Wood, Monica. *Description: Elements of Fiction Writing*. Writer's Digest Books, 1995.
- Strunk, William, Jr., and E. B. White. *The Elements of Style*. 4th ed., Longman, 1999.
- Leigh, Judith. *How to Write: Successful CVs and Job Applications*. Oxford University Press, 2012.
- Whitmore, Tracey. *How to Write an Impressive CV and Cover Letter: A Comprehensive Guide*. Robinson, 2019.
- Farrell, Thomas J. *Effective Telephone Skills*. Holt, Rinehart and Winston, 1995.
- Hopper, Robert. *Telephone Conversation*. Pearson Education, 2005.
- Blake, William. *The Portable Blake*. Edited by Geoffrey Keynes, Viking Press, 1946.
- Blake, William. *Songs of Innocence and of Experience*. Edited by W.H. Stevenson, Oxford University Press, 1970.
- Ojaide, Tanure. *Gabriel Okara: The Poet of the African Experience*. Heinemann, 1993.
- Akporobaro, F. O. *A Critical Study of the Poetry of Gabriel Okara*. Spectrum Books, 2001.

Carnegie, Dale. *How to Stop Worrying and Start Living*. Simon and Schuster, 1948.