

DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE (AUTONOMOUS)

DEPARTMENT OF ENGLISH (SHIFT-II)

FOUNDATION ENGLISH (Common to all UG students)

SEMESTER I

COURSE OBJECTIVES

- To inspire the students to become role models in future.
- To foster healthy competition and humility in students.
- To motivate the students to pragmatise harmonious co-existence.
- To instill unity in the minds of the students.
- To encourage the students to celebrate diversity of life.
- To enthuse the students to be diligent.
- To make them realise the role of education in the lives of human beings.
- To ensure that students speak English fluently and accurately.
- To guarantee better employability.

SYLLABUS

**PART II - FOUNDATION ENGLISH
SEMESTER – I**

Common to All First Years

(Effective from the Academic Year 2019-20)

Common to All Under Graduate Courses

Code: 99101/35105

Credits: 3

Total No. of Hours/Week: 4

Maximum Marks: 100

(External 60 & Internal 40)

DETAIL

UNIT I

PROSE

- Give Us a Role Model – Dr. A.P.J. Abdul Kalam
- My Greatest Olympic Prize – Jesse Owens
- How to Avoid an Argument – Sam Horn
- Monday Morning – Mark Twain

UNIT II

POETRY

- Bangle Sellers – Sarojini Naidu
- La Belle Dame Sans Merci – John Keats
- I Celebrate Myself – Walt Whitman
- Ulysses – Alfred Lord Tennyson

NON – DETAIL

UNIT III SHORT STORY

- The Verger – Somerset Maugham
- The Doll's House – Katherine Mansfield
- Three Questions – Leo Tolstoy

GRAMMAR

UNIT IV GRAMMAR & VOCABULARY

- Parts of Speech – Noun, Pronoun, Adjective, Verb, Adverb, Preposition, Conjunction & Interjection
- Tense – Present, Past & Future
- Synonyms & Antonyms
- Acronym
- Articles

UNIT V FUNCTIONAL ENGLISH

- Comprehension – Reading Comprehension
- Sentence Formation – with a given word
- Drafting Notice
- Drafting Minutes

COURSE OUTCOMES

After the completion of the course, the students will be able to

- Identify themselves with the great personalities and get inspired to become role models in future.
- Critique and compare the cultural and ethnic diversities of life around the world.
- Demonstrate diligence and pragmatise harmonious co-existence.
- Express their ideas and thoughts in English effectively.
- Analyse the ways of the world and try to effect a change for the betterment of the nation.
- Recall the basics of English grammar and demonstrate effective reading and writing skills.

SEMESTER II

COURSE OBJECTIVES

- To inculcate courtesy in students, thereby helping them to have smooth interpersonal relationships.
- To stimulate creative writing skills of students through an open ended story.
- To promote critical thinking amongst the students.
- To instill confidence in students to pen biography of their role models.
- To enrich the vocabulary of the students to help them adopt clear and concise communication skills.
- To ensure the students become adept in business communication.

SYLLABUS PART II - FOUNDATION ENGLISH

SEMESTER – II

(Effective from the Academic Year 2019-20)

STREAM – A/ NON – STREAM

Code: 99202/35205

Credits: 3

Total No. of Hours/Week: 4

**Maximum Marks: 100
(External 60 & Internal 40)**

DETAIL

UNIT I PROSE

- On Saying Please – A.G. Gardiner
- Headache – R.K. Narayan
- How to be a Doctor – Stephen Leacock
- The Lady or the Tiger – Francis Richard Stockton

UNIT II POETRY

- Night of the Scorpion – Nissim Ezekiel
- Mending Wall – Robert Frost
- The Village Schoolmaster – Oliver Goldsmith
- Annabel Lee – Edgar Allan Poe

NON DETAIL

UNIT III BIOGRAPHY

- Kiran Bedi – Parmesh Dangwal
- Martin Luther King – R.N. Roy
- Mother Teresa – John Frazer

GRAMMAR

UNIT IV GRAMMAR & VOCABULARY

- Framing Questions - 'Wh' questions, Question Tags
- Active and Passive voice
- Prefix /Suffix
- One-word substitution (match the word with the meaning)
- Jumbled words

UNIT V

FUNCTIONAL ENGLISH

- Letter Writing – Formal/Informal Letters
- Paragraph Writing
- Essay Writing
- Drafting Circular

COURSE OUTCOMES

After the completion of the course, the students will be able to

- Examine the eminence of values like courtesy & empathy and apply the same in their lives to have a sound interpersonal relationship.
- Write creatively through the reading of an open ended story.
- Interpret and explain the didactic purpose of literature.
- Paraphrase and pen the biography of their role models.
- Utilize the vocabulary to their benefits; to display clear and concise communication skills.
- Demonstrate adroitness in business communication.

SEMESTER III

COURSE OBJECTIVES

- To kindle the desire to write essays on lucid themes and anecdotes.
- To encourage the students to use technology as an unconventional tool of learning.
- To infuse calm confidence in students when they achieve, and instill productive introspection when they experience initial setbacks in communication.
- To help the students know the nuances of English language.
- To foster better understanding of any passage with ease.

SYLLABUS

PART II - FOUNDATION ENGLISH SEMESTER – III

(Effective from the Academic Year 2019-20)

STREAM – A/ NON – STREAM

Code: 99303

Credits: 3

Total No. of Hours/Week: 4

Maximum Marks: 100

(External 60 & Internal 40)

DETAIL

UNIT I

PROSE

- A Nice Cup of Tea – George Orwell
- Not All's Wrong with the Next Generation – Sudha Murthy
- What I Found in My Pocket – G.K. Chesterton
- The Pleasure of Learning – Gilbert Highet

UNIT II

POETRY

- Rock Walls – Dr. A.P.J. Abdul Kalam
- Ozymandias – Percy Bysshe Shelley
- Life is Fine – Langston Hughes
- Ode on a Grecian Urn – John Keats

NON DETAIL

UNIT III

ONE ACT PLAY

1. The Dear Departed – Stanley Houghton
2. Refund – Fritz Karinthy

GRAMMAR

UNIT IV

GRAMMAR

- Types of Sentences - Declarative, Imperative, Interrogative & Exclamatory
- Transformational sentences - Simple sentence, Compound sentence and Complex sentence
- Punctuation
- Concord
- Phrases and Clauses
 - Types of Clauses - Adverbial, Adjectival & Prepositional

UNIT V

FUNCTIONAL ENGLISH

- Report Writing
- Developing Hints
- Drafting Effective Agenda

COURSE OUTCOMES

After the completion of the course, the students will be able to

- Write an essay on lucid themes and anecdotes which in turn develop their creative thinking and writing skills.
- Inculcate the habit of using technology in learning.
- Recognize the importance of learning in their lives.
- Point out the initial setbacks in communication and overcome it by the enactment of the play.
- Exhibit their creativity in depicting the complex themes into visual representation through activities like poster making.
- Improve their speaking skills both in terms of fluency and accuracy by knowing the nuances of the English language.

SEMESTER IV

COURSE OBJECTIVES

- To help the students to inscribe their insight, shedding inhibitions
- To induce the students to establish an egalitarian society
- To instill in students, inspiring reverence for nature through the canons of literature
- To encourage the students to become eco-warriors
- To inspire the students to write poems on nature
- To encourage the students to use writing as a tool that would give them solace amidst adversarial circumstances
- To kindle the desire of the students to master repartee by introducing drama

SYLLABUS

PART II - FOUNDATION ENGLISH SEMESTER – IV

(Effective from the Academic Year 2019-20)
STREAM – A/ NON – STREAM

Code: 99404

Credits: 3

Total No. of Hours/Week: 4

Maximum Marks: 100
(External 60 & Internal 40)

DETAIL

UNIT I PROSE

- The Portrait of a Lady – Khushwant Singh
- Professions for Women – Virginia Woolf
- A Dissertation Upon a Roast Pig – Charles Lamb
- Three Days to See – Helen Keller

UNIT II POETRY

- Our Casuarina Tree – Toru Dutt
- Shall I Compare Thee to a Summer's Day? – William Shakespeare
- The Tyger – William Blake
- The Last Ride Together – Robert Browning

NON DETAIL

UNIT III

DRAMA

- Act IV, Scene I, lines 1–163: Trial Scene from *The Merchant of Venice* by William Shakespeare

GRAMMAR

UNIT IV

GRAMMAR AND VOCABULARY

- Direct and Indirect speech
- Phrasal Verbs and Idioms
- Homophones
- Palindrome
- Spotting errors

UNIT V

FUNCTIONAL ENGLISH

- Précis Writing
- Paraphrase
- Writing Business Proposals
- Ad-writing
- Copy-writing

COURSE OUTCOMES

After the completion of the course, the students will be able to

- Identify their inhibitions and apprehensions and overcome it through the reading of inspiring works.
- Establish an egalitarian society and promote equity among the human beings.
- Analyse and relate the prescribed texts which depict the eminence of nature and motivate them to become Eco-Warriors.
- Illustrate their environmental consciousness by penning down poems on nature.
- Demonstrate their creativity and speaking skills by performing role plays.
- Utilize the LSRW skills to attain proficiency in English to be globally competent.

SEMESTER II (STREAM - B)

COURSE OBJECTIVES

- To inculcate courtesy in students, thereby helping them to have smooth interpersonal relationships.
- To stimulate creative writing skills of students through an open ended story.
- To promote critical thinking amongst the students.
- To instill confidence in students to pen biography of their role models.
- To enrich the vocabulary of the students to help them adopt clear and concise communication skills.
- To ensure the students become adept in business communication.

SYLLABUS PART II - FOUNDATION ENGLISH SEMESTER – II

(Effective from the Academic Year 2019-20)
STREAM – B

Code: 99202/35205

Credits: 3

Total No. of Hours/Week: 4

**Maximum Marks: 100
(External 60 & Internal 40)**

DETAIL

UNIT I PROSE

- On Saying Please – A.G. Gardiner
- How to be a Doctor – Stephen Leacock
- The Lady or the Tiger – Francis Richard Stockton

UNIT II POETRY

- Night of the Scorpion – Nissim Ezekiel
- Mending Wall – Robert Frost
- The Village Schoolmaster – Oliver Goldsmith

NON DETAIL

UNIT III BIOGRAPHY

- Martin Luther King – R.N. Roy
- Mother Teresa – John Frazer

GRAMMAR

UNIT IV

GRAMMAR & VOCABULARY

- Préposition
- Articles
- Synonyms & Antonyms
- Framing Sentences
- Active and Passive voice
- Prefix and suffix

UNIT V

FUNCTIONAL ENGLISH

- Reading Comprehension
- Note Making
- Spotting Errors

COURSE OUTCOMES

After the completion of the course, the students will be able to

- Examine the eminence of values like courtesy & empathy and apply the same in their lives to have a sound interpersonal relationship.
- Write creatively through the reading of an open ended story.
- Paraphrase and pen the biography of their role models.
- Apply the right usage of articles and prepositions.
- Classify different voices and identify the voice of the verb in each sentences.
- Interpret the process of reviewing, connecting, synthesizing ideas while making notes.
- Develop questioning methodology.

SEMESTER III

COURSE OBJECTIVES

- To kindle the desire to write essays on lucid themes and anecdotes.
- To encourage the students to use technology as an unconventional tool of learning.
- To infuse calm confidence in students when they achieve, and instill productive introspection when they experience initial setbacks in communication.
- To help the students know the nuances of English language.
- To foster better understanding of any passage with ease.

SYLLABUS

PART II - FOUNDATION ENGLISH SEMESTER – III

(Effective from the Academic Year 2019-20)
STREAM – B

Code: 99303

Credits: 3

Total No. of Hours/Week: 4

Maximum Marks: 100
(External 60 & Internal 40)

DETAIL

UNIT I

PROSE

- Not All's Wrong with the Next Generation – Sudha Murthy
- What I Found in My Pocket – G.K. Chesterton
- The Pleasure of Learning – Gilbert Highet

UNIT II

POETRY

- Rock Walls – Dr. A.P.J. Abdul Kalam
- Ozymandias – Percy Bysshe Shelley
- Ode on a Grecian Urn – John Keats

NON DETAIL

UNIT III

ONE ACT PLAY

1. The Dear Departed – Stanley Houghton
2. Refund – Fritz Karinthy

GRAMMAR

UNIT IV GRAMMAR

- Adjectives & Adverbs
- Prefix and suffix and synonym and antonym
- Types of Sentences - Declarative, Imperative, Interrogative & Exclamatory
- Linkers
- Punctuation
- Completing sentence & Conditional Sentence

UNIT V FUNCTIONAL ENGLISH

- Letter - Informal
- Report Writing
- Advertisement Writing

COURSE OUTCOMES

After the completion of the course, the students will be able to

- Write an essay on lucid themes and anecdotes which in turn develop their creative thinking and writing skills.
- Inculcate the habit of using technology in learning.
- Recognize the importance of learning in their lives.
- Point out the initial setbacks in communication and overcome it by the enactment of the play.
- Distinguish between the different types of sentences, phrases and clauses in usage.
- Construct a sentence without changing its meaning.
- Demonstrate effective written communication by imparting Agendas and report writing.
- Improve their speaking skills both in terms of fluency and accuracy by knowing the nuances of the English language.

SEMESTER IV

COURSE OBJECTIVES

- To help the students to inscribe their insight, shedding inhibitions
- To induce the students to establish an egalitarian society
- To instill in students, inspiring reverence for nature through the canons of literature
- To encourage the students to become eco-warriors
- To inspire the students to write poems on nature
- To encourage the students to use writing as a tool that would give them solace amidst adversarial circumstances
- To kindle the desire of the students to master repartee by introducing drama

SYLLABUS PART II - FOUNDATION ENGLISH SEMESTER – IV

(Effective from the Academic Year 2019-20)

STREAM – B

Code: 99404

Credits: 3

Total No. of Hours/Week: 4

**Maximum Marks: 100
(External 60 & Internal 40)**

DETAIL

UNIT I

PROSE

- The Portrait of a Lady – Khushwant Singh
- A Dissertation Upon a Roast Pig – Charles Lamb
- Three Days to See – Helen Keller

UNIT II

POETRY

- Our Casuarina Tree – Toru Dutt
- Shall I Compare Thee to a Summer's Day? – William Shakespeare
- The Tyger – William Blake

NON DETAIL

UNIT III

DRAMA

- **Act IV, Scene I, lines 1–163: Trial Scene from *The Merchant of Venice* by William Shakespeare**

GRAMMAR

UNIT IV GRAMMAR AND VOCABULARY

- Question Tags
- Prefix and Suffix
- Gerund and Infinitives
- Framing Questions
- Degree of Comparison
- Synonyms and Antonyms

UNIT V FUNCTIONAL ENGLISH

- Letter - Formal
- Curriculum Vitae
- Paragraph Writing
- Dialogue Writing

COURSE OUTCOMES

After the completion of the course, the students will be able to

- Identify their inhibitions and apprehensions and overcome it through the reading of inspiring works.
- Establish an egalitarian society and promote equity among the human beings.
- Analyze and relate the prescribed texts which depict the eminence of nature and motivate them to become Eco-Warriors.
- Illustrate their environmental consciousness by penning down poems on nature.
- Demonstrate their creativity and speaking skills by performing role plays.
- Outline of the basic concepts of grammar.
- Evaluate the ability to construct clear sentences, write paragraphs and letters that effectively make use of supporting details, examples and evidences.
- Utilize the LSRW skills to attain proficiency in English to be globally competent.

SOFT SKILLS (Common to all UG students)

SEMESTER I

COURSE OBJECTIVES

- To help the students understand and accept their potentials, interests and limitations.
- To foster healthy cognition in students for personal and social growth.
- To inculcate value based education.
- To widen the horizon of their perspectives and to promulgate perseverance.
- To infuse in them the need to be optimistic, brimming with self-esteem.
- To assist the students in establishing their own behavioral benchmarks and goals.
- To ensure holistic development to become altruistic citizens of India.
- To help the students develop effective techniques for coping with test and other anxieties.

SYLLABUS

PART IV - SOFT SKILLS

(Effective from the Academic Year 2018-19)

Common to All Under Graduate Courses

SEMESTER I

Code:

Credits: 3

Total No. of Hours/Week: 2

Maximum Marks: 100

(External 50 & Internal 50)

UNIT I

SELF AWARENESS

- Importance of Knowing Yourself
- Process of Knowing Yourself - SWOT Analysis
- Benefits of SWOT Analysis
- Self-Discovery - Exercise

UNIT II

ATTITUDE

- Features of Attitude
- Developing Positive Attitude
- Overcoming Negative Attitude
- Measuring Your Attitude - Exercise

UNIT III

VALUES & STRESS MANAGEMENT

- Stress Management
- Civic Responsibility
- Importance of Values
- Identity of Various Values - Exercise

COURSE OUTCOMES

After the completion of the course, the students will be able to

- Analyze themselves and realise their potentials, interests and limitations through developing healthy cognition.
- Evaluate and improve upon their personal strengths and weaknesses.
- Interpret the panorama of life and remain resolute and self- assured by embracing optimism.
- Assess and establish themselves through self-discovery by setting up bench marks and highly attainable goals.
- Attain a holistic development to become altruistic citizens by incorporating civic values in their lives.
- Uphold themselves with a capacity to cope with stress and other anxieties by the employment of effective stress management techniques.

SEMESTER II

COURSE OBJECTIVES

- To promote active listening in students.
- To help the students to understand and follow commands with visual prompts.
- To stimulate and reinforce other skills to develop reading and critical thinking.
- To inculcate the ability to skim and scan for main ideas and details.
- To assist them in making use of contextual clues to infer meanings of unfamiliar words.
- To transfer information in the text into a graphic organizer.
- To help the students produce coherent and cohesive paragraphs with adequate details.
- To make them imbibe professional ethics by citing reference.
- To encourage them to use the rhetorical strategies in technical communication.

SYLLABUS

PART IV- SOFT SKILLS

(Effective from the Academic Year 2018-19)

Common to All Under Graduate Courses

SEMESTER II

Code:

Credits: 3

Total No. of Hours/Week: 2

UNIT I

Maximum Marks: 100
(External 50 & Internal 50)

LISTENING & READING SKILLS

- Listening Etiquette
- Effective Listening
- Types of Reading
- Effective Reading

UNIT II

WRITING & SPEAKING SKILLS

- Process of Communication
- Formal & Informal Speaking
- Art of Public Speaking

- Barriers of Effective Writing
- Importance of Writing Creatively

UNIT III

TECHNICAL WRITING

- Language in Technical Communication
- Process Description/Narration
- Interpretation of Diagrams
- Email

COURSE OUTCOMES

After the completion of the course, the students will be able to

- Communicate and interpret the information efficaciously through the practice of active listening.
- Cultivate the habit of reading both for knowledge and pleasure by learning different types of reading which enable them to read effectively.
- Enhance their communicative skills by interpolating vocabulary through inferring the meanings of words from contextual clues.
- Validate themselves as better communicators following the acquisition of LSRW skills.
- Formulate and demonstrate professional ethics by knowing the fundamentals of technical communication.
- Apply the skills of oracy and literacy to achieve personal and professional success.

SEMESTER III

COURSE OBJECTIVES

- To help them groom themselves to handle casual and formal situations.
- To reflect their positive attitude through body language.
- To exhibit good manners when at work and while handling ethical dilemmas.
- To infuse humble confidence and skills to interact in the business environment.
- To build a consistent professional image in the workplace.
- To understand one's body language and learn to interpret gestures.
- To strengthen interpersonal relationship through effective negotiation.
- To nurture creative thinking pattern in the students.
- To implement unconventional ideas and outline multiple solutions to their problems.

SYLLABUS

PART IV- SOFT SKILLS

(Effective from the Academic Year 2018-19)

Common to All Under Graduate Courses

SEMESTER III

Code:

Credits: 3

Total No. of Hours/Week: 2

Maximum Marks: 100
(External 50 & Internal 50)

UNIT I

ETIQUETTE AND MANNERS (SOCIAL SKILLS)

- Benefits of Etiquette
- Classification of Etiquette
- Influence of Good and Poor Manners
- Motivational Factors

UNIT II

BODY LANGUAGE

- Grooming Tips
- Guideline for Body Language
- Effective Body Language

UNIT III

CREATIVITY

- Presentation Skills
- Memory Skills
- Brainstorming/Mind Mapping
- Improving Creative Abilities

COURSE OUTCOMES

After the completion of the course, the students will be able to

- Recognize the conspicuousness of good manners and demonstrate the same to become humanistic individuals in social and professional circles.
- Handle casual and formal situations through personal grooming.
- Distinguish themselves from others by evincing grace, style and professionalism.
- Demonstrate appropriate body language to minimize misunderstandings.
- Characterize with sound interpersonal skills through effective negotiation.
- Predict the shortcomings and outline constructive solutions to any possible problems.

SEMESTER IV

COURSE OBJECTIVES

- To develop strategies that would help one to have a content career.
- To help the students understand the structure of position in business and aspire to achieve higher career goals.
- To implant self-awareness & self-assessment in students to attain their prospective career.
- To clearly articulate their career options and goals.
- To ingrain the need to manage time through prioritization.
- To introduce different stress busters to articulate one's caliber confidently.
- To train the students to be assertive and polite during group discussion.

SYLLABUS

PART IV - SOFT SKILLS

(Effective from the Academic Year 2018-19)

Common to All Under Graduate Courses

SEMESTER IV

Code:

Credits: 3

Total No. of Hours/Week: 2

Maximum Marks: 100

(External 50 & Internal 50)

UNIT I

CAREER PLANNING

- Guidelines
- Successful Career Planning
- Career Goals
- Test Your Career

UNIT II

INTERVIEW SKILLS

- Types of Interview
- Grooming/Time Management
- Resume/Bio data
- Interview Presentation Techniques

UNIT III

GROUP DISCUSSION

- Why Group Discussion?
- Role of Verbal and Non-verbal communication in Effective Participation
- Skill Sets
- Traits Identified During Group Discussion
- Team Building
- Leadership Quality

COURSE OUTCOMES

After the completion of the course, the students will be able to

- Devise strategies which assist them to have a content career.
- Design and develop approaches, to work with others to accomplish higher career goals.
- Articulate their career options and goals through self-awareness and self-assessment.
- Organize things and manage time through prioritization.
- Project confidence with humility and assert their caliber confidently.
- Acquire the competence to function in a multi-disciplinary and heterogeneous environment through the knowledge of team work, interpersonal skills and leadership skills.