

B.A. English Syllabus

Undergraduate Programme

[As per NEP 2020]



Department of English
Himachal Pradesh University
NAAC Accredited 'A' Grade University
Summer Hill Shimla - 171005

Semester-I
Course: Basic Communication Skills
SEC ENG 114
(Credits 3: Lectures 2; Tutorials 1)

(CDOE [Centre for Distance and Online Education]: As per UGC DEB Regulations 2020)

Max Marks: 75 (50-25) Duration of Exam: 2 Hours

Course Outcomes:

Targeted at students opting for English as a Major or minor subject, the SEC Course floated focuses on honing the most significant aspect of any language: Communication. Of the four components involved in Communication, the course offers hands-on training in three of them namely Reading, Listening and Speaking.

Section I: Reading

- a Meaning and Importance of Reading in Communication
- b Process of Reading: Loud Reading, Silent Reading, Extensive Reading and Intensive Reading
- c Barriers to Effective Reading

Section II: Listening

- a Meaning and Importance of Listening in Communication
- b Process of Listening: Reporting and Transcribing
- c Barriers to Effective Listening

Section III: Speaking

- a Meaning and Importance of Speaking in Communication
- b Process of Speaking: Pronunciation and Intonation
- c Barriers to Effective Speaking

Essential Reading:

Kumar, Sanjay, and Pushp, Lata. *Communication Skills*. 2011. Oxford University Press, 2nd edition, 2015.

Paul, Meenakshi F., and Madhumita Chakraborty. *English Communication Skills: AECC under CBCS, HPU Shimla*. Macmilan Education, 2017.

Suggested Reading:

James, Larry. *The First Book of Life Skills*. Mumbai, Embassy Books, 2016.

Kumar, Sanjay, and Pushp Lata. *Communication Skills*. Oxford University Press, 2018.

Mitra, Barun L. *Personality Development and Soft Skills*. Oxford University Publishers, 2011.

Note: Suggested Class Activity

Reading, Pronunciation, Intonation, Public Speaking and Dumb Charades

Semester-II

Course: Writing Skills

SEC ENG 124

(Credits 3: Lectures 3; Tutorials 0)

Max Marks: 75 (50-25) Duration of Exam: 2 Hours

Course Outcome:

The course focuses entirely on the fourth aspect of Communication, writing. While the other three aspects, namely reading, listening and speaking were catered to in the previous semester, writing, owing to its larger ambit, has been given an entire course. The course aspires to make students adept at in the scriptal aspect of communication.

Section I

- a Letters and E-mail
- b Diary Writing
- c Note Making

Section II

- a Resume Writing
- b Review Writing (Film/Book)
- c Notices and Advertisements

Section III

- a Translation: English-Hindi (Sentence based)
- b Translation: Hindi-English (Sentence based)
- c Translation: Paragraph (Hindi to English/English to Hindi)

Essential Reading:

Kumar, Sanjay, and Pushp, Lata. *Communication Skills*. 2011. Oxford University Press, 2nd edition, 2015.

Paul, Meenakshi F., and Madhumita Chakraborty. *English Communication Skills: AECC under CBCS, HPU Shimla*. Macmillan Education, 2017.

Suggested Reading:

Baker, M., editor. *Routledge Encyclopedia of Translation Studies*. Routledge, 1998.

Bassnett, Susan. *Translation Studies*. Routledge, 2002.

Nida, Eugene. *The Theory and Practice of Translation*. Brill Archive, 1982.

Sharma, Rekha, editor. *Translation, Theory and Practice*. Authorpress, 2015.

Venuti, Laurence, editor. *The Translation Studies Reader*. Routledge, 2000.

Write to be Read: Reading, Reflecting and Writing. First South Asian edition. Cambridge University Press, 2014.