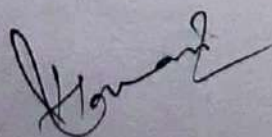


Kumaun University
Nainital
Subject: English
Under Graduate Syllabus
For
Minor Elective
NEP 2020



CERTIFICATE COURSE IN ARTS		
Programme : <i>Certificate Course in Arts</i>		Year:1 Semester: II Paper: ME
Subject: English		
Course Code: UGENG- ME104	Course Title: Creative Writing	
Course Outcomes: After studying this course, the students will be able to: • Describe or express their opinions on topics of personal interest such as their experiences of events, their hopes and ambitions. • Read and understand information on topical matters and explain the advantages and disadvantages of a situation. • Write formal letters, personal notes, blogs, reports, and texts on familiar Matters. • Comprehend and analyse texts in English. • Understand the basic concepts, ethics and types of advertisements.		
Credits: 4		Minor Elective
Max. Marks: 25+75		Min. Passing Marks: As per Univ. rules
Total No. of Lectures- Practical (in hours per week): 4-0-0		
Unit	Topic	No. of Lectures
Unit I	What is Creative Writing? Types of Writing: Expository, Descriptive, Persuasive and Narrative	15

Unit II	The Art and Craft of Writing: Characteristics of Good Writing Poetry: Figurative language, Imagery, Sensory details, Rhyme, Repetition "Daffodils" by Wordsworth Short Story: Theme, Point of view, Character, Setting, and Plot "The Barber's Trade Union" by Mulk Raj Anand	15
Unit III	Writing for the Media: Basics of writing for the Print Media.	15
Unit IV	Introduction to Cyber Media and Social Media Social Media, Types of Social Media, Online Journalism, Basics of Cyber Media	15

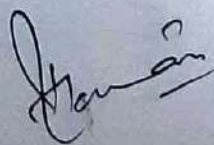
Recommended Readings

- 1) *Creative writing: A Beginner's Manual* by Anjana Neira Dev and Others, Published by Pearson, Delhi, 2009

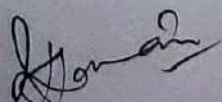
Suggested Continuous Evaluation Methods: Since the class is conceived as learner-centric and built around tasks that require learners to actively use various language skills, formative assessment can and should be used extensively. The focus here could be on skills and activities that are harder to test in a written evaluation, such as speaking and listening skills, dictionary work, etc.

Course prerequisites: To study this course, a student must have had the subject English in class/12th/certificate/diploma

Suggested equivalent online courses: On Swayam, Vidyamitra.inflibnet.ac.in, literature-study-online.com, epg-pathshala, egyankosh.ac.in




DIPLOMA IN ARTS		
Programme : <i>Diploma in Arts</i>		Year: II Semester: IV Paper: ME
Subject: English		
Course Code: UGENG- ME204	Course Title: Professional Communication in English	
Course Outcomes: After studying this course, the students will be able to: • Acquire basic language skills and use them in communication. • Make use of thesaurus for learning synonyms, antonym and one word- substitution. • Comprehend the meaning of prose and verse passages. • Learn basic concepts of phonetics. • Improve fluency through regular practice and speaking drills. • Learn the skills of facing interviews, making a speech, presentations etc. • Improve their grammatical competence. • Learn the art of writing paragraphs, essays, letters, Bio-data, Resume, and CV. • Learn the techniques of report writing, minutes, notices and agendas. • Become skilled at translating from Hindi to English and vice-versa.		
Credits: 4		Minor Elective
Max. Marks: 25+75		Min. Passing Marks: As per Univ. rules
Total No. of Lectures- Practical (in hours per week): 4-0-0		
Unit	Topic	No. of Lectures




Unit I	Use of IPA Symbols: Learning Correct Pronunciation through dictionary	15
Unit II	Writing Official Correspondences (Letter /Application Writing, FIR, Grievance Letters & Right to Information)	15
Unit III	Techniques of CV writing, Report Writing, Proposal Writing, Notices and Agendas. Interview, Group Discussion, making a Speech, Presentation Skills/Using Power Point Presentation	15
Unit IV	Translation from Hindi to English Translation from English to Hindi	15

Suggested Readings:

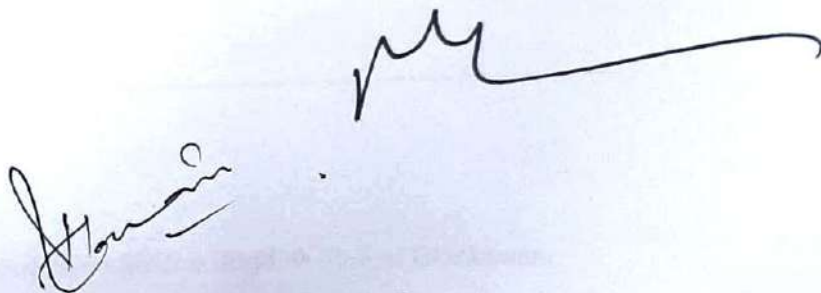
- Shilpa Sapre-Bharmal et al. *Communication Skills in English*. Orient Blackswan. 2012
- Sanjay Kumar and Pushp Lata: *Communication Skills*, Oxford University Press, 2nd ed. 2015.
- Norman Lewis: *Word Power Made Easy*, Penguin Books India, 2015.
- R.K. Bansal and J.B. Harrison: *Spoken English*, Orient Black Swan, 1983.
- Kamlesh Sadanand and Susheela Punitha: *Spoken English: A Foundation Course* (Revised Edition), Part 1, Orient Black Swan, 2014
- Bikram K. Das: *Functional Grammar and Spoken and Written Communication in English*, Orient Black Swan; 1st edition, 2006
- E. Suresh Kumar, B. Sandhya, J. Savithri and P. Sreehari: *Enriching Speaking and Writing Skills*, Orient Black Swan, 2014.
- V. N. Arora and Laxmi Chandra: *Improve your Writing*, Oxford University Press, 1981
- Terry O'Brien: *Modern writing Skills*, Rupa Publisher, 2011
- R.C. Sharma and Krishna Mohan: *Business Correspondence and Report Writing*, McGraw Hill Education (India) Pvt. Ltd. Chennai, 5th ed., 2016.

Suggested Continuous Evaluation Methods: Since the class is conceived as learner-centric and built around tasks that require learners to actively use various language skills, formative assessment can and should be used extensively. The focus here could be on skills and activities that are harder to test in a written evaluation, such as speaking and listening skills,

dictionary work, etc. Oral presentations, peer interviews, and group tasks can be used for this purpose. The end-semester written examination will test all the areas targeted in the course – reading, comprehension, vocabulary, grammar, composition, and oral communication.

Course prerequisites: To study this course, a student must have had the subject English in class 12th Certificate/Diploma.

Suggested equivalent online courses: On Swayam, Vidyamitra.inflibnet.ac.in, literature-study-online.com, epg-pathshala, egyankosh.ac.in

A handwritten signature in cursive script, followed by a long, horizontal flourish that ends in a small hook.