

ABILITY ENHANCEMENT COURSE(AEC) ENGLISH							
TITLE: GENERAL ENGLISH-3							
Course Code	Course Category	Course Credit	Teaching Hours	Practical Hours	Internal Exam Marks	External Exam Marks	Total Marks
BA23AE3EG1	AEC 3	2	30	-	25	25	50

Course Objectives:

To help the learners to brush up their grammatical competence by revising basic grammar topics.
 To help them to avoid grammatical errors while communicating in English.
 To enhance their vocabulary by providing them contextualized meanings of the words.
 To enable them to hone their sub skills of writing through email writing.
 To help the students recognize importance of human values and critical thinking in facing challenges of life.

Learning Outcomes:

At the end of the course, the learners shall be able to...

- Understand and comprehend the essence of a given content, and express the same in brief in the proper language.
- Communicate in an appropriate way while dealing with certain informal events and official situations.

PARTICULAR	NO. OF LECTURES
UNIT NO. 1 : TEXT : BLISS: AN ANTHOLOGY OF SHORT STORIES: MACMILLAN PUBLICATIONS	
1. The Last Leaf by O' Henry 2. Little Girl Wiser than Men by Leo Tolstoy (Only Text based comprehension passage to be given in exams)	10
UNIT NO. 2: GRAMMATICAL COMPETENCE & VOCABULARY	
(a) Cloze test (Paragraph with blanks to test the knowledge of following grammar topics: i. Articles ii. Prepositions iii. Tense & model auxiliaries	10

(Revision of above mentioned grammar topics) (b) Word building using prefixes and suffixes.	
UNIT NO. 3 :TRANSLATION & COMPOSITION	
(a) Translation of simple sentences from English to Gujarati/ Hindi (b) Drafting of official Emails on the following topics: 1. For getting Bonafide certificate from your college as you wish to take admission in a foreign institution for higher studies. 2. Requesting the head of your institution to sanction your leaves as you are going to participate in a national level competition in sports/ cultural activities. 3. Requesting the principal of your college to allow your class to arrange a one-day college trip. 4. Complaining about an excessive delay in receiving your scholarship and the troubles you face due to the same. 5. For getting your name corrected as it has been spelled incorrectly on your mark statement. 6. Being a leader of a college group planning to launch a de-addiction drive in your district, draft an email to the head of a corporate office or a bank, requesting him/her to donate for the same.	10
Total Lectures/Hours	30
<p>Paper Style / Mark Pattern:</p> <p>Q-1. From Unit-1 Read the following passage carefully and answer the questions given below. (The passage is to be set from the prescribed text only. Out of six questions, students will have to attempt any four questions. (08 Marks)</p> <p>Q-2. From Unit-2 (08 Marks) (A)(Cloze Test) Fill in the blanks in the following paragraph with appropriate option from those given below. (B) Word building i. Add appropriate prefixes to the following words to make a new word (two words to be given) ii. Add appropriate suffixes to the following words to make a new word (two words to be given)</p> <p>Q-3 Translate the following simple sentences into Gujarati or Hindi.(04Marks) (Four simple sentences to be given) (A) Draft an Email (05 Marks)</p>	

Recommended Books:

1. Sanjay, Kumar., Pushp, Lata., Communication Skills Oxford Higher Education, 2nd Ed. OUP, 2015.

2. Kamlesh Sadanand, Susheela Punitha . Spoken English: A Foundation Course Part
3. Hyderabad: OrientBlackswan,2014.English.
4. Kamlesh Sadanand, Susheela Punitha . Spoken English: A Foundation Course Part 5 Hyderabad: Orient Blackswan,2014.English.
5. Wren P. C. and H. Martin. Eds. High School English Grammar and Composition. New Delhi :S. ChandandCompanyPvt.Ltd,1987. (FORGRAMMAR)
6. Karal, Rajeevan. English Grammar : Just for You . New Delhi: Oxford University Press, 2015 .Print. (FOR GRAMMAR)
7. Grains, Ruth and Redman Stuart. Oxford Word Skills. Oxford : Oxford University Press,2008..(FORVOCABULARY)
8. Gareth Peters. Instant Vocabulary Builder. Delhi: Rohan Book Company, 2004. Print. Website: www.rohanbooks.net (FORWARD FORMATION AND VOCABULARY LIKE ANTONYMS, SYNONYMS, HOMOPHONES ETC.)
8. Jain, Charul et . al . Eds . English Language Skills For Academic Purpose . New Delhi : Macmillan India Ltd, 2017.
9. Dwivedi, R . K . and A . Kumar . Macmillan Foundation English. Chennai : Macmillan India ,2003.Print.(FOR GRAMMAR AND COMPOSITION)
10. Vince, M. English Grammar in Context : Intermediate . Chennai : Macmillan . 2008 . Print .(FOR GRAMMAR WITH EXERCISES)

Examination Pattern for External Examination:

Q 1. Long Answer based question from Unit I (Up to 450-500 words)

Marks 10

Format 1: General Question OR General Question (1/2) Format 2: General Question OR Short Notes (2/2)

Q 2. Long Answer based question from Unit 2 (Up to 450-500 words)

Marks 10

Format 1: General Question OR General Question (1/2) Format 2: General Question OR Short Notes (2/2)

Q 3. Long Answer based question from Unit 3 (Up to 450-500 words)

Marks 10

Format 1: General Question OR General Question (1/2) Format 2: General Question OR Short Notes (2/2)

Q 4. Long Answer based question from Unit 4 (Up to 450-500 words)

Marks 10

Format 1: General Question OR General Question (1/2) Format 2: General Question OR Short Notes (2/2)

Q 5. MCQs (from all the four units) (10 Mcqs)

Marks 10

□ Duration of the University examination will be two hours.

TITLE: GENERAL ENGLISH -4							
Course Code	Course Category	Course Credit	Teaching Hours	Practical Hours	Internal Exam Marks	External Exam Marks	Total Marks
BA23AE4EG1	AEC 4	2	30	-	25	25	50

Course Objectives:

This course is intended to...

- Eradicate grammatical errors made by learners.
- Facilitate the learners how to avoid common mistakes while communicating in English.

- Empower them to enhance their vocabulary by providing them exercises in the real life like situations during the class room discussions.
- Hone their skills of writing in a concise way.
- Inculcate human values and common sense among learners to make them self reliant and self-confident.

Learning Outcomes:

After completion of the course, the learners will learn to...

- Understand and comprehend the essence of a given content, and express the same in brief in the proper language.
- Communicate in an appropriate way while responding to the needs of formal and informal situations.

PARTICULAR	NO. OF LECTURES
UNIT NO. 1 : TEXT : BLISS : AN ANTHOLOGY OF SHORT STORIES BY MACMILLAN PUBLISHERS	
1. The Fly by Katherine Mansfield Beauchamp 2. Lemon Yellow and Fig by Manohar Malgonkar (Only Text based comprehension passages to be given in exams)	10
UNIT NO. 2 : (A) GRAMMAR	
(a) A paragraph with blanks to test the knowledge of following grammar topics: <ol style="list-style-type: none"> 1. Active Voice & Passive Voice 2. Conditionals (probable, improbable, impossible) 3. Sentence linkers-moreover, furthermore, hence, therefore, although, but, until, unless etc. 	10
UNIT NO. 2 (B) COMPOSITION & WRITING SKILLS	
1 Drafting of Resume for jobs 2 Translation of simple sentences from Gujarati/ Hindi into English	10
Total Lectures/Hours	30

Paper Style / Mark Pattern:

Q-1. From Unit-1

Read the following passage carefully and answer the questions given below. (A passage to be set from the prescribed text only. Out of six questions, students will have to attempt any four questions. (08 Marks)

Q-2. From Unit-2

(A) Fill in the blanks in the following paragraph with appropriate options from all the prescribed topics .

(08 Marks)

Q-3

(i) Draft a Resume

(05 Marks) (ii)

Translate the following sentences into English

(04 Marks)

Recommended Books:

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1. Sanjay, Kumar., Pushp, Lata., Communication Skills Oxford Higher Education, 2nd Ed. OUP, 2015. Kamlesh Sadanand, Susheela Punitha . Spoken English: A Foundation Course Part
Hyderabad: Orient Blackswan, 2014. English.
 2. Kamlesh Sadanand, Susheela Punitha . Spoken English: A Foundation Course Part 5 Hyderabad: Orient Blackswan, 2014. English.
 3. Wren P. C. and H. Martin. Eds. High School English Grammar and Composition . New Delhi : S. Chand and Company Pvt. Ltd, 1987. (FOR GRAMMAR)
 4. Karal, Rajeevan. English Grammar : Just for You . New Delhi: Oxford University Press , 2015 . Print. (FOR GRAMMAR)
 5. Grains, Ruth and Redman Stuart. Oxford Word Skills. Oxford : Oxford University Press, 2008. Print. (FOR VOCABULARY)
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6. Gareth Peters. Instant Vocabulary Builder. Delhi: Rohan Book Company, 2004. Print.
Website: www.rohanbooks.net
(FORWARD FORMATION AND VOCABULARY LIKE ANTONYMS, SYNONYMS, HOMOPHONES ETC.)
 7. Jain, Charul et . al . Eds . English Language Skills For Academic Purpose . New Delhi : Macmillan India Ltd, 2017. Print.
 8. Dwivedi, R . K . and A . Kumar . Macmillan Foundation English. Chennai : Macmillan India , 2003. Print. (FOR GRAMMAR AND COMPOSITION)
 9. Vince, M. English Grammar in Context : Intermediate . Chennai : Macmillan . 2008 . Print . (FOR GRAMMAR WITH EXERCISES)
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