



Dr. Bhimrao Ambedkar University, Agra
(Formerly: Agra University, Agra)
Syllabus (Value Added Course)
National Education Policy-2020

Course Title:
Communicative English and Writing Skills

Syllabus Developed by:

| S.N. | Name | Designation | Department | University |
|------|------------------|-----------------------|--|-------------|
| 1. | Prof. U C Sharma | Dean, Faculty of Arts | Library and Information Science | DBRAU, Agra |
| 2. | Dr. Pramod Kumar | Assistant Professor | Department of English, Faculty of Arts | DBRAU, Agra |

Programme Outcomes (Pos)

The Programme aims to:

- Develop an appreciation of English language, its connotation and interpret and appreciate the detective purpose of language.
- Sensitize the students to the aesthetics, cognitive, and social aspects of language.
- Make the students aware with English language and its impact in the global society.
- Make the students able to communicate of English language in both the speaking and writing.
- Develop an understanding of the various aspects of English language in both the personal and professional life.
- Augment the understanding of fundamental linnets of English and Indian English language.
- Make the students aware with the proper understanding of translation via-versa English and Hindi.
- Provide job opportunities through Communication skills based courses.
- Instill in students a new zeal and vision of life to make them a better and global citizen.

- Demonstrate comprehension of and listener response to aural and visual information of English language.

Programme Specific Outcomes (PSOs)

The Learners will be able to:

- Understand the growth of English Language & Appraise the evolutions of personal and professional communication.
- Develop an understanding of English communication in both way; Verbal and Non-verbal communication.
- Understand the nature, scope and structure of the English communication.
- Develop the skills of writing, reading and speaking in English language.
- Develop the critical and comprehend skills through the study of communicative English by enhancing writing and speaking skills.
- Interpret the meaning of communication along with its kinds and function, and appraise the different aspects of English communication.
- Develop the knowledge of creative and critical writing in English language.
- Be acquainted with the fundamental knowledge of technical writing.
- Investigate and understand the role of English communication in developing the students' performances through technical writing and comprehension.
- Be acquainted with the art of reading, writing and speaking in English language through verbal and non-verbal communication.

Course outcomes (Cos):

After the completion of the course, the students will be able to get the following outcomes:

- Understand the prominence of English communication and skills of technical writing.
- Identify the content, language, structure and format of English communication and technical writing.
- Analyze the difference in formal and informal communication and writing skills of English language.
- Identify the common and technical errors in English communication.
- Describe the ethics and aesthetics of English communication.
- Proper understanding of formation of sentence in English language.
- Perform basic function of technical writing and phonology of English communication.
- Practically explore the idea of writing, reading and speaking in English communication and writing skills.
- Get a wide exposure of English communication in both the personal and professional lives.

- Understand the social, professional and personal aspects of English communication through the elaborate and detailed description of prescribed syllabus for “Communicative English and Writing Skills”.

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| Programme: Value added Course | Duration: 30 Hours | Nature of Course: Certificate |
| Course Title: Communicative English and Writing Skills | | |
| UNIT | Topic | No. of Lectures |
| UNIT I | Parts of Speech: Pronouns, Verbs and Adverbs, Adjectives, Preposition, Conjunction and Interjection | 3 |
| UNIT II | Verb: A Study of Primary & Modal Auxiliary, Transitive & intransitive, Finite & Non-finite | 3 |
| UNIT III | Formation of Sentence: its Kinds and Uses | 3 |
| UNIT IV | Conjunction and Preposition: Uses and Practices | 3 |
| UNIT V | Conditional sentences: Uses and Practices | 3 |
| UNIT VI | Vocabulary Building: Synonyms, Antonyms, Homophones and Homonyms, Idioms, Proverbs and Phrasal Verbs | 3 |
| UNIT VII | Transformation: Voices, Narration and Degree Comparison | 3 |
| UNIT VIII | Communication: Meaning, Types and Uses (Verbal & Non-Verbal) | 3 |
| UNIT IX | The Organs of Speech and Formation of Sound: Meaning, Kinds, function and Uses | 3 |
| UNIT X | Technical Writing/Mode of Communication: Letters (Formal & Informal), Application, Notice and Advertisements | 3 |

Note: This Course can be availed as an elective by the students of following subjects- **Open to all**

Suggested readings:

- “A Communicative Grammar of English” by Geoffrey Leech and Jan Svartvik
- “English Grammar for Today” by Geoffrey Leech
- “University Grammar of English” by Randolph Quirk and Sidney Greenbaum
- “English Grammar: Including the Principles of grammatical analysis” by C.P. Manson
- “Interactive Grammar and Writing Skills” by Sheth
- “Improve your English Skills” by Vijayan Bala
- “English Grammar and Composition” by P.C. Wren and Martin
- “Cambridge Grammar and Writing Skills” by Wendy Wren and Sarah Lindsay
- “Advanced Writing Skills” by D.S. Paul
- “Advanced Communication English” by Dr. Cambridge O.V. Nachmuthu