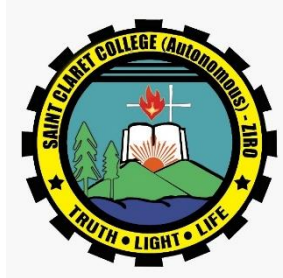


SAINT CLARET COLLEGE (AUTONOMOUS), ZIRO
(Affiliated to Rajiv Gandhi University, Doimukh)
ARUNACHAL PRADESH



DEGREE PROGRAMME
B.A. ENGLISH
(Offered as per NEP 2020)

SYLLABUS
(Effective from the academic year 2024 – 2025)

SAINT CLARET COLLEGE (AUTONOMOUS), ZIRO
(Affiliated to Rajiv Gandhi University, Doimukh, Arunachal Pradesh)

DEPARTMENT OF ENGLISH

B.A. DEGREE: ENGLISH

COURSES OF STUDY OFFERED IN SEMESTERS 1 AND 2

(Effective from the Academic Year 2024-2025)

(As per NEP 2020)

Subject Code	Title of Course	Credits	Total Hours				Exam Hours	Marks		
			Lecture Hours (L)	Tutorial Hours (T)	Practical Hours (P)	Continuous Assessment		End Semester	Maximum	
Semester – 1										
24EN/CC/HE14	History of English Literature	4	4	1	0	3	20	80	100	
24EN/SE/EL13	English Language Teaching	3	3	0	0	3	20	80	100	
24EN/MC/SL14	Introduction to the Study of Literature	4	4	0	0	3	20	80	100	
24EN/AE/EL14	English Language and Communication Skills	4	4	0	0	3	20	80	100	
Semester – 2										
24EN/CC/BP24	British Poetry and Drama: 14 th to 17 th Centuries	4	4	1	0	3	20	80	100	
24EN/SE/TS23	Translation Studies	3	3	0	0	3	20	80	100	
24EN/MC/PD24	English Poetry and Drama	4	4	0	0	3	20	80	100	
24EN/AE/AW24	Academic Writing and Professional Communication	4	4	0	0	3	20	80	100	

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Department of English

B.A. DEGREE: ENGLISH

SYLLABUS

(Effective from the Academic Year 2024-2025)
(As per NEP 2020)

INTRODUCTION TO THE STUDY OF LITERATURE

CODE: 24EN/CC/HE14

CREDITS: 4

L T P: 4 1 0

TOTAL TEACHING HOURS: 60

LEARNING OBJECTIVES:

1. To acquaint students with the historical progression of English Literature from the 14th to the 20th century, enabling them to comprehend its significant milestones and changes over time.
2. To provide learners with an explanation of key aspects of English Literature during this period through the examinations of historical records, fostering a deeper understanding of its foundations and contextual background.
3. To facilitate learners' comprehension of the diverse forms and distinctive features inherent in English Literature, allowing them to recognize and analyze various literary techniques and structures employed in the works studied.

COURSE OUTCOMES:

1. Gain a comprehensive understanding of the evolution of English Literature from the 14th to the 20th century, encompassing various stages and significant developments.
2. Explore and analyze the prominent forms and distinctive features of English Literature during this period, allowing them to recognize and differentiate between different literary genres and styles.
3. Develop an appreciation for the diverse techniques employed in the presentation of various forms of English Literature, enabling them to critically assess and evaluate the artistic and literary aspects of the works studied.

Unit 1

Pre-Elizabethan and Elizabethan Age: Up to 17th Century (15 hrs)

Unit 2

18th Century to Romantic Age (15 hrs)

Unit 3

Victorian to 20th Century Literature (15 hrs)

Unit 4

Forms: Poetry, Fiction, Drama, Non-fiction

(15 hrs)

RECOMMENDED READINGS:

1. Abrams, M. H. *A Glossary of Literary Terms*. Wordsworth Publishing Co., 2015.
2. Albert, Edward. *History of English Literature*. 5th ed., Oxford University Press, 2000.
3. Greenblatt, Stephen, editor. *The Norton Anthology of English Literature*. W. W. Norton & Company, 2012.
4. Ivans, Ifor. *A Short History of English Literature*. 4th ed., Penguin, 1990.
5. Sampson, George. *The Concise Cambridge History of English Literature*. Cambridge University Press, 2016.

SCHEME OF EVALUATION:

CONTINUOUS INTERNAL ASSESSMENT:

20 marks

Written Test : 20 marks

Duration of test : 1 hr

Third Component : Assignment / Quiz /Seminar / Project work, etc. (Anyone only)

END SEMESTER EXAMINATION:

80 marks

QUESTION PAPER PATTERN:

Duration of Examination: 3 hrs

Section A – 4 x 5 = 20 marks (4 out of 6 questions to be answered in 200 words each)

Section B – 3 x 10 = 30 marks (3 out of 5 questions to be answered in 1000 words each)

Section C – 2 x 15 = 30 marks (2 out of 4 questions to be answered in 1500 words each)

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B.A. DEGREE: ENGLISH

SYLLABUS

(Effective from the Academic Year 2024-2025)
(As per NEP 2020)

ENGLISH LANGUAGE TEACHING

CODE: 24EN/SE/EL13

CREDITS: 3

L T P: 3 0 0

TOTAL TEACHING HOURS: 45

LEARNING OBJECTIVES:

1. To make students grasp the strategies used by a teacher to teach language
2. To make students understand the syllabus, its structure and development
3. To make students understand different types of tests used in a language class
4. To make students understand use of technology for learning language

COURSE OUTCOMES:

1. Identify and classify strategies used by a teacher to teach language;
2. Demonstrate clear understanding of the syllabus, its structure and development understand the structure of a textbook and its use;
3. Articulate the reasons for different types of tests the teacher administers;
4. Demonstrate the ways in which technology can be used for learning language.

Unit 1:

Knowing the Learner, Structures of English language, Syllabus Structure and Design, Grammatical syllabuses and other Types of ELT Syllabus (15 hrs)

Unit 2:

Methods of teaching English language and literature; Assessing language skills, Types of tests and their purposes (15hrs)

Unit 3:

Materials for language teaching (Structure of a textbook and its relation to the syllabus); Using Technology in language learning (ICT and language learning including Web 2.0 Tools) (15 hrs)

RECOMMENDED READINGS:

1. Aslam, Mohammad. *Teaching of English*. 2nd ed., Cambridge University Press, 2009.
2. Bansal, R. K., and J. B. Harrison. *Spoken English: A Manual of Speech and Phonetics*. 4th ed., Orient BlackSwan, 2013.
3. Celce-Murcia, Marianne, Donna M. Brinton, and Marguerite Ann Snow. *Teaching English as a Second or Foreign Language*. 4th ed., Cengage Learning, 2014.
4. Doff, Adrian. *Teach English: A Training Course for Teachers (Teacher's Workbook)*. Cambridge University Press, 1988.
5. Ur, Penny. *A Course in Language Teaching: Practice and Theory*. Cambridge University Press, 1996.

SCHEME OF EVALUATION:

CONTINUOUS INTERNAL ASSESSMENT:

20 marks

Written Test : 20 marks

Duration of test : 1 hr

Third Component : Assignment / Quiz /Seminar / Project work, etc. (Any one only)

END SEMESTER EXAMINATION:

80 marks

QUESTION PAPER PATTERN:

Duration of Examination: 3 hrs

Section A – 4 x 5 = 20 marks (4 out of 6 questions to be answered in 200 words each)

Section B – 3 x 10 = 30 marks (3 out of 5 questions to be answered in 1000 words each)

Section C – 2 x 15 = 30 marks (2 out of 4 questions to be answered in 1500 words each)

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Department of English

B.A. DEGREE: ENGLISH

SYLLABUS

(Effective from the Academic Year 2024-2025)
(As per NEP 2020)

INTRODUCTION TO THE STUDY OF LITERATURE

CODE: 24EN/MC/PD14

CREDITS: 4

L T P: 4 0 0

TOTAL TEACHING HOURS: 60

LEARNING OBJECTIVES:

1. To familiarize students with a diverse range of literary forms, enabling them to recognize and appreciate the richness and variety of literature.
2. To introduce learners to fundamental concepts, terms, and terminologies associated with different literary genres, equipping them with the necessary vocabulary and understanding to analyze and discuss literature effectively.
3. To foster an awareness among learners of the intricate interconnections between literature and society, highlighting the ways in which literature reflects, influences, and interacts with the social, cultural, and historical contexts in which it is produced.

COURSE OUTCOMES:

1. Acquire a comprehensive understanding of the diverse forms of literature, enabling them to recognize and analyze different genres, styles, and formats.
2. Gain an understanding of the fundamental concepts in literature, which will provide them with a solid foundation for engaging with and interpreting literary works.
3. Develop an appreciation for the various techniques employed in literature, allowing them to recognize and evaluate the artistic and literary elements used to convey meaning, emotions, and themes within texts.

Unit 1:

(15 hrs)

- 1.1 Literature as Imaginative & Creative Writing
- 1.2 Aesthetic Appeal and Universality
- 1.3 Fact, Fiction and Reality in Literature
- 1.4 Literature as Mirror of Society (Reflection of Social Reality and Material Facts)

Unit 2:

(15 hrs)

- 2.1 Introduction to Poetry
- 2.2 Different forms of poetry
- 2.3 Sonnet, Ode, Epic, Ballad, Satire, Lyric, Blank Verse, Metaphysical poetry

2.4 Literary Devices (Sound, Symbols, Imagery, Rhythm, Syntax, Metre and Rhyme etc.)

Unit 3: (15 hrs)

3.1 Introduction to Drama

3.2 Different forms of drama

3.3 Historical Drama, Tragedy, Comedy, Tragi-comedy, One-Act play, Absurd Drama

3.4 Literary Devices (Plot, Act, Symbolism, Irony, Chorus, Soliloquy and Aside etc.)

Unit 4: (15 hrs)

4.1 Introduction to Fiction and Non-Fiction

4.2 Different forms of fiction and non-fiction writings

4.3 Short story, Novel, Biography, Autobiography, Letters, Satire, Essays,

4.4 Science fiction, Epistolary Novels, Bildungsroman, Psychological Novels

4.5 Literary Devices (Symbolism, Imagery, Irony, Flashbacks, Narrative persona, etc.)

RECOMMENDED READINGS:

1. Abrams, M. H. *A Glossary of Literary Terms*. Cengage, 2015.
2. Baldick, Chris. *The Oxford Dictionary of Literary Terms*. Oxford University Press, 2015.
3. Chakraborti, M. *Principles of English Rhetoric and Prosody*. World Press, 1997.
4. Prasad, B. *A Background to the Study of English Literature*. Trinity Press, 2015.
5. Taylor, Richard. *Understanding the Elements of Literature: Its Forms, Techniques and Cultural Conventions*. Macmillan, 1981.
6. Upham, Alfred H. *The Typical Forms of English Literature*. A.I.T.B.S. Publishers, 2015.

SCHEME OF EVALUATION:

CONTINUOUS INTERNAL ASSESSMENT:

20 marks

Written Test : 20 marks

Duration of test : 1 hr

Third Component : Assignment / Quiz / Seminar / Project work, etc. (Any one only)

END SEMESTER EXAMINATION:

80 marks

SAMPLE QUESTION PAPER PATTERN:

Duration of Examination: 3 hrs

Section A – 4 x 5 = 20 marks (4 out of 6 questions to be answered in 200 words each)

Section B – 3 x 10 = 30 marks (3 out of 5 questions to be answered in 1000 words each)

Section C – 2 x 15 = 30 marks (2 out of 4 questions to be answered in 1500 words each)

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B.A. DEGREE: ENGLISH

SYLLABUS

(Effective from the Academic Year 2024-2025)
(As per NEP 2020)

ENGLISH LANGUAGE AND COMMUNICATION SKILLS

CODE: 24EN/AE/EL14

CREDITS: 4

L T P: 4 0 0

TOTAL TEACHING HOURS: 60

LEARNING OBJECTIVES:

1. To provide a comprehensive understanding of the essential tools and theories of communication
2. To cultivate and enhance communication skills necessary for successful personal, social, and professional interactions.
3. To prioritize the development of LSRW (Listening, Speaking, Reading, and Writing) skills tailored explicitly for professional settings, such as interviews, group discussions, and public speaking, ensuring proficiency in social interactions.
4. To equip students with diverse communication strategies, both verbal and non-verbal, enabling them to express thoughts, emotions, and ideas effectively.
5. To foster an engaging and interactive learning environment, employing innovative teaching methodologies to encourage active participation and maximize learning outcomes.

COURSE OUTCOMES:

1. Develop a comprehensive understanding of essential communication tools and theories to effectively navigate complexities in communication.
2. Enhance and cultivate communication skills necessary for successful personal, social, and professional interactions
3. Demonstrate proficiency in Listening, Speaking, Reading, and Writing (LSRW) skills in professional settings, such as interviews, group discussions, and public speaking.
4. Apply diverse verbal and non-verbal communication strategies to effectively express thoughts, emotions, and ideas in interpersonal and professional settings.
5. Develop writing competencies like framing CVs, memos, and applications properly.

Unit 1 Introduction to Communication Skills

(15 hrs)

- 1.1 The Nature and Process of Communication
- 1.2 Types and Modes of Communication

- 1.3 Verbal and Non-verbal Communication
- 1.4 Essentials of Effective Communication
- 1.5 Overcoming Miscommunication: Communication Barriers and Strategies

Unit 2 Listening Skills (15 hrs)

- 2.1 The Importance and Purposes of Effective Listening
- 2.2 Developing Active Listening
- 2.3 Skills, Identifying and Overcoming Barriers to Listening
- 2.4 Guidelines for Improving Listening Skills
- 2.5 Strategies for Effective Note-taking during Lectures and Presentations

Unit 3 Speaking Skills (15 hrs)

- 3.1 Pronunciation Practice and Phonetic Awareness
- 3.2 Developing Fluency through
- 3.3 Conversation Practice
- 3.4 Participating in Debates and Group Discussions
- 3.5 Interview Skills: Effective Communication for Job Interviews
- 3.6 Effective Presentation Skills and Public Speaking Techniques

Unit 4 Reading and Writing Skills (15 hrs)

- 4.1 Effective Reading Strategies for Comprehension
- 4.2 Developing Reading Fluency and Speed
- 4.3 Close Reading Techniques for In-depth Analysis
- 4.4 Summarizing and Paraphrasing Techniques
- 4.5 Interpreting Graphs and Charts for Effective Communication
- 4.6 Writing Formal Letters and Emails
- 4.7 Resume and Job Application

RECOMMENDED READINGS:

1. Bandyopadhyay, D., and Malathy Krishnan. *Connect: A Course in Communicative English*. Cambridge University Press, 2012.
2. *Business English*. Pearson Education, 2008.
3. *Fluency in English - Part II*. Oxford University Press, 2006.
4. Francis, Peter, S. J. *Soft Skills and Professional Communication*. Tata McGraw Hill, 2012.
5. *Language, Literature and Creativity*. Orient BlackSwan, 2013.
6. Mukhyopadhyay. *English for Jobseekers: Language and Soft Skills for the Aspiring*. Foundation Books, Cambridge University Press, 2013.
7. Raman, Meenakshi, and Prakash Singh. *Business Communication*. Oxford University Press, 2012.
8. Suresh Kumar, E., and P. Sreehari. *A Handbook for English Language Laboratories*. Foundation Books, 2014.

9. Turton, N. D., and J. B. Heaton. *Longman Dictionary of Common Errors*. Longman, 1998.
10. Verma, S. *Enhancing Employability @ Soft Skills*. Pearson Education, 2012.

SCHEME OF EVALUATION:

CONTINUOUS INTERNAL ASSESSMENT:

20 marks

Written Test : 20 marks

Duration of test : 1 hr

Third Component : Assignment / Quiz /Seminar / Project work, etc. (Any one only)

END SEMESTER EXAMINATION:

80 marks

SAMPLE QUESTION PAPER PATTERN:

Duration of Examination: 3 hrs

Section A – 4 x 5 = 20 marks (4 out of 6 questions to be answered in 200 words each)

Section B – 3 x 10 = 30 marks (3 out of 5 questions to be answered in 1000 words each)

Section C – 2 x 15 = 30 marks (2 out of 4 questions to be answered in 1500 words each)

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B.A. DEGREE: ENGLISH

SYLLABUS

(Effective from the Academic Year 2024-2025)
(As per NEP 2020)

BRITISH POETRY AND DRAMA: 14TH TO 17TH CENTURIES

CODE: 24EN/CC/BP24

CREDITS: 4

L T P: 4 1 0

TOTAL TEACHING HOURS: 60

LEARNING OBJECTIVES:

1. To make students gain acquaintance with the tradition of English literature from 14th to 17th centuries.
2. To make students clearly understand Renaissance Humanism for proper appreciation of the literary texts.
3. To make students engage with the major genres and forms of English literature and develop fundamental skills required for close reading and critical thinking of the texts and concepts.

COURSE OUTCOMES:

1. Understand the tradition of English literature from 14th to 17th centuries.
2. Develop a clear understanding of Renaissance Humanism that provides the basis for the texts suggested.
3. Engage with the major genres and forms of English literature and develop fundamental skills required for close reading and critical thinking of the texts and concepts.
4. Appreciate and analyze the poems and plays in the larger socio-political and religious contexts of the time.

Unit 1:

(15 hrs)

- | | |
|-------------------------|--|
| 1.1 Geoffrey Chaucer | <i>The Wife of Bath's Prologue</i> |
| 1.2 Edmund Spenser | 'Sonnet LVII 'Sweet warrior...' (from Amoretti) |
| 1.3 William Shakespeare | <i>Sonnet 116: Let Me Not to the Marriage of Two Minds</i>
<i>Sonnet 118: Like as to our appetite more keen</i> |

Unit 2:

(15 hrs)

- | | |
|--------------------|----------------------------|
| 2.1 John Donne | <i>The Sunne Rising</i> |
| 2.2 George Herbert | <i>Pulley</i> |
| 2.3 Andrew Marvel | <i>To His Coy Mistress</i> |

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SYLLABUS

(Effective from the Academic Year 2024-2025)
(As per NEP 2020)

TRANSLATION STUDIES

CODE: 24EN/SE/TS23

CREDITS: 3

L T P: 3 0 0

TOTAL TEACHING HOURS: 45

LEARNING OBJECTIVES:

1. To make students grasp the process of translation
2. To make students grasp the skills of effective translation
3. To make students undertake and complete practical translation assignments
4. To make students work on translated works to compare and evaluate finished translation

COURSE OUTCOMES:

1. Sensitively translate literary and non-literary texts including official and technical documents from one language to another.
2. Acquire practical skills in employing various methods and strategies for translating texts across different languages and cultural contexts.
3. Critically analyze translated texts, discerning how cultural, social, and historical factors influence their interpretation and reception.
4. Engage with the demands of subtitling and dubbing.

Unit 1

(15 hrs)

- 1.1 Different Types / modes of translation (Technical /Official translation as opposed to literary translation Audio-visual translation)
- 1.2 Different approaches to translation from fidelity to transcreation Functional / communicative translation; Introducing basic concepts and terms used in Translation Studies through relevant tasks, for example: Equivalence, Language variety, Dialect, Idiolect, Register, Style, Mode, Code mixing / Switching.

Unit 2

(15 hrs)

- 2.1 Defining the process of translation (analysis, transference, restructuring) through critical examination of standard translated literary/non-literary texts and critiquing subtitles of English and Hindi films.

2.2 Exercises to comprehend Equivalence in translation: Structures – equivalence between the source language and target language at the lexical (word) and syntactical (sentence) levels. This will be done through tasks of retranslation and recreation; and making comparative study of cultures and languages.

Unit 3

(15 hrs)

Translation of various kinds of short texts from short stories to news reports, poems and songs, to advertisements both print and audio-visual

RECOMMENDED READINGS:

1. Bassnett, Susan. *Translation Studies*. Routledge, 1998.
2. Das, B. K. *A Handbook of Translation Studies*. Atlantic Publishers, 2023.
3. Lefevere, André. *Translation/History/Culture: A Sourcebook*. Routledge, 1992.
4. Singh, Avadhesh Kumar. "Translation Studies in the 21st Century." *Translation Today*, vol. 8, no. 1, 2014, pp. 5–45.
5. Trivedi, Harish, and Susan Bassnett. *Introduction to Postcolonial Translation: Theory and Practice*. Routledge, 1999.
6. Venuti, Lawrence, editor. *Essays in the Translation Studies Reader*. Routledge, 2000.

SCHEME OF EVALUATION:

CONTINUOUS INTERNAL ASSESSMENT:

20 marks

Written Test	:	20 marks
Duration of test	:	1 hr
Third Component	:	Assignment / Quiz /Seminar / Project work, etc. (Any one only)

END SEMESTER EXAMINATION:

80 marks

SAMPLE QUESTION PAPER PATTERN:

Duration of Examination: 3 hrs

Section A – 4 x 5 = 20 marks (4 out of 6 questions to be answered in 200 words each)

Section B – 3 x 10 = 30 marks (3 out of 5 questions to be answered in 1000 words each)

Section C – 2 x 15 = 30 marks (2 out of 4 questions to be answered in 1500 words each)

SAINT CLARET COLLEGE (AUTONOMOUS), ZIRO,
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Department of English

B.A. DEGREE: ENGLISH

SYLLABUS

(Effective from the Academic Year 2024-2025)
(As per NEP 2020)

ENGLISH POETRY AND DRAMA

CODE: 24EN/MC/PD24

CREDITS: 4

L T P: 4 0 0

TOTAL TEACHING HOURS: 60

LEARNING OBJECTIVES:

1. To provide a broad view of the ages to which the poets and the playwrights belong.
2. To focus on the history of socio-cultural background of the ages to understand the texts.
3. To understand and assimilate the different temperaments of the ages concerned in terms of human relations.

COURSE OUTCOMES:

1. The students will be able to understand the poetry from 16th to 20th century and appreciate the aspects of human love, human condition, shortness of time in life, love as the union of soul, individual's shock and personal loss, inevitability of death, life after death, and conditions of modern man.
2. The students will be able to enjoy and comprehend the themes of morality and commitment in love as well as the rights and liberty of women in the modern age.

Unit 1: (15 hrs)

- | | |
|-------------------------|----------------------------------|
| 1.1 Philip Sidney | <i>From Astrophel and Stella</i> |
| 1.2 William Shakespeare | <i>Seven Ages of Man</i> |
| 1.3 John Milton | <i>On His Blindness</i> |
| 1.4 John Donne | <i>The Flea</i> |

Unit 2: (15 hrs)

- | | |
|------------------------|-----------------------------|
| 2.1 William Wordsworth | <i>Three Years She Grew</i> |
| 2.2 Alfred Tennyson | <i>Break, Break, Break</i> |
| 2.3 Christina Rossetti | <i>After Death</i> |
| 2.4 W.H.Auden | <i>The Unknown Citizen</i> |

Unit 3: (15 hrs)

William Shakespeare:	<i>As You Like It</i>
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Unit 4:

Henrik Ibsen:

A Doll's House

(15 hrs)

RECOMMENDED READINGS:

1. Green, David B. A. *The Winged Words*. Macmillan, 1974.
2. Ibsen, Henrik. *A Doll's House*. Maple Press, 2011.
3. Shakespeare, William. *As You Like It*. Maple Press, 2012.

SCHEME OF EVALUATION:**CONTINUOUS INTERNAL ASSESSMENT:****20 marks**

Written Test : 20 marks

Duration of test : 1 hr

Third Component : Assignment / Quiz / Seminar / Project work, etc. (Any one only)

END SEMESTER EXAMINATION:**80 marks****SAMPLE QUESTION PAPER PATTERN:****Duration of Examination: 3 hrs**

Section A – 4 x 5 = 20 marks (4 out of 6 questions to be answered in 200 words each)

Section B – 3 x 10 = 30 marks (3 out of 5 questions to be answered in 1000 words each)

Section C – 2 x 15 = 30 marks (2 out of 4 questions to be answered in 1500 words each)

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SYLLABUS

(Effective from the Academic Year 2024-2025)
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ACADEMIC WRITING AND PROFESSIONAL COMMUNICATION

CODE: 24EN/AE/AW24

CREDITS: 4

L T P: 4 0 0

TOTAL TEACHING HOURS: 60

LEARNING OBJECTIVES:

1. To enhance students' skills in written and oral communication for academic and professional contexts.
2. To make students use simple and acceptable English to convey their ideas in English in writing.
3. To make students recognize and draft different types of writing - e.g. classroom notes, summaries, reports, exploratory and descriptive paragraphs, substantiating etc.
4. To develop students' abilities to express their ideas effectively, critically analyze texts, and engage in professional communication practices.
5. To make students learn essential academic writing techniques, research skills, citation and referencing conventions, and strategies for effective professional communication.

COURSE OUTCOMES:

1. Demonstrate proficiency in academic writing conventions, including grammar, sentence structure, and punctuation.
2. Analyze and critically evaluate academic texts, including articles, research papers, and scholarly publications.
3. Understand and apply appropriate citation and referencing styles in academic writing.
4. Compose well-structured essays, research papers, and reports using clear and concise language
5. Develop effective communication strategies for professional environments, including email etiquette, formal letters, and workplace communication.

Unit 1 Introduction to Academic Writing

(15 hrs)

- 1.1 The Purpose of Academic Writing
- 1.2 The Features of Academic Writing
- 1.3 Types of Academic Writing
- 1.4 The Writing Process

Unit 2 Writing Style and Structure (15 hrs)

- 2.1 Structure and organization of essays, research papers, and reports
- 2.2 Organizing a Paragraph structure
- 2.3 Structuring an argument
- 2.4 Developing a thesis statement and supporting arguments
- 2.5 Writing effective introduction, body, and conclusion
- 2.6 Review and Critical analysis of Academic texts
- 2.7 Summarizing and paraphrasing skill
- 2.8 Citation and Referencing

Unit 3 Writing Mechanics and Remedial Grammar (15 hrs)

- 3.1 Clarity, coherence, and conciseness in academic writing
- 3.2 Effective use of transitions and linking words
- 3.3 Punctuation
- 3.4 Grammar and Sentence Structure
- 3.5 Independent and dependent clauses
- 3.6 Avoiding Choppy, Incomplete and fragmented sentences, run on sentences
- 3.7 Subject-verb agreement and verb tenses
- 3.8 Common grammatical errors to avoid

Unit 4 Professional Communication in Writing (15 hrs)

- 4.1 Writing formal emails, reports, and business correspondence
- 4.2 Report Writing
- 4.3 Note-Making
- 4.4 Letter Writing
- 4.5 Writing for professional contexts (CV and Cover letters)
- 4.6 Documenting: Agenda and Minutes

RECOMMENDED READINGS:

1. Bailey, Stephen. *Academic Writing: A Handbook for International Students*. 3rd ed., Routledge, Taylor & Francis, 2011.
2. Eastwood, John. *Oxford Practice Grammar*. Oxford University Press, 2005.
3. Graff, Gerald, and Cathy Birkenstein. *They Say/I Say: The Moves That Matter in Academic Writing*. Norton, 2009.
4. Gupta, Renu. *A Course in Academic Writing*. Orient Black Swan, 2010.
5. Hamp-Lyons, Liz, and Ben Heasley. *Study Writing: A Course in Writing Skills for Academic Purposes*. Cambridge University Press, 2006.
6. Hogue, Ann, and Alice Oshima. *Introduction to Academic Writing*. Pearson Education, 2007.
7. Jain, Seema. *Critical Thinking, Academic Writing & Presentation*. Indian Books, 2017.

8. Leki, Ilona. *Academic Writing: Exploring Processes and Strategies*. 2nd ed., Cambridge University Press, 1998.
9. Manninen, Satu, Emma Turner, and Wilmar Lecaros. *Writing in English at University: A Guide for Second Language Writers*. Lund University, 2020.
10. Sumague, Julieta A. *Academic English for Second Language Learners*. Society Publishing, 2019.
11. Swales, John, and Christine Feak. *Academic Writing for Graduate Students*. University of Michigan Press, 1993.
12. Wallace, Michael. *Study Skills*. Cambridge University Press, 2004.

SCHEME OF EVALUATION:

CONTINUOUS INTERNAL ASSESSMENT:

20 marks

Written Test	:	20 marks
Duration of test	:	1 hr
Third Component	:	Assignment / Quiz /Seminar / Project work, etc. (Any one only)

END SEMESTER EXAMINATION:

80 marks

SAMPLE QUESTION PAPER PATTERN:

Duration of Examination: 3 hrs

Section A – 4 x 5 = 20 marks (4 out of 6 questions to be answered in 200 words each)

Section B – 3 x 10 = 30 marks (3 out of 5 questions to be answered in 1000 words each)

Section C – 2 x 15 = 30 marks (2 out of 4 questions to be answered in 1500 words each)