

Shri Agrasen Kanya P.G. College, Varanasi

Department of English Language

Skill Development Course

B.A. I (Sem. I): Functional English and Creative Writing

Paper Title:- Grammar and Usage  
Credit:-03

Course Code : SKD 22004

M.M. :- 100

Theory and Practical

Unit	Topic	No. of Lectures
I	Articles, Parts of Speech and Simple Syntax Tenses: Past, Present and Future, tag questions Voice: Active and Passive Narration: Direct and Indirect	15
II	Synonyms, Antonyms, Idioms and Phrases Word liable to be confused and misused Idiomatic use of verbs, Common errors Figures of Speech	15
III	Comprehension of unseen passages Guided composition Translation of passages from Hindi into English and vice versa	15

**Exercise and Practices:-**

Exercise/practice will be made in the class by applying various methods of testing grammar and usages. These are as follows:

- 1:- Multiple choice items
- 2:- Completion tasks and word order items
- 3:- Transformation methods
- 4:- Error identification and correction
- 5:- Controlled and Guided composition
- 6:- Grammar games and Grammar practice activities.

**Suggested Readings:-**

- J.C. Nesfield: English Grammar Composition and usage.
- Dictionary: Oxford Advanced Learners Dictionary Oxford University Press
- Thomson Jean Audrey: A Practical English Grammar



Shri Agrasen Kanya P.G. College, Varanasi

Department of English language

Skill Development Course

B.A. I(Sem. II) : Functional English and Creative Writing

Paper Title: Basic Communicative English

Course Code: SKD 22207

M.M.: 100

Credit: 03

Theory and Practical

Unit	Topic	No. of Lectures
I Communication	Communication: Definition & scope, Importance and Process Types of Communication: Verbal and Non-verbal Barriers of Communication Communication Competence	15
II Listening and Speaking Skill	Introduction to English Phonetics Symbols: Consonants and Vowels with illustrations in use Dialogue, Group discussion and Presentation Listening and its Types: Intensive Vs Extensive Listening Barrier to Effective Listening Steps to active listening	15
III Reading and Writing Skill	Techniques of Reading; Strategies of Reading Comprehension (unseen passages) Technical and Non-technical texts for Global / Local/ Inferential/ Referential Comprehension Paragraph writing and Report writing	15
<b>Exercise and practices:-</b> 1:- <b>Class-room seminar:</b> a:- <b>Pair</b> presentation b:- <b>Single</b> presentation c:- <b>Question</b> answer session, feedback after each seminar 2:- <b>Read aloud sessions:</b> a:- <b>Recitation</b> of a poem/ Introducing a writer/ Reading a story /article with expression. b:- <b>Enacting</b> different scenes from any of Shakespearean plays/Other dramatists' plays. c:- <b>Mock</b> TV News-reading. 3:- <b>Delivery of formal prepared speech</b> a:- <b>Extempore</b> b:- <b>Debate</b>		



**Suggested Readings:-**

- A.C. Gimson: An Introduction to the Pronunciation of English.
- T. Balasubramanian : English Phonetics for Indian students
- V Shyamala : a text book of English Phonetics and structure for Indian students.
- Steinberg: Introduction to communication course book 1, New Delhi Juta & company.
- Thompson Neil: Communication and Language: A Handbook of Theory and Practice, Palgrave MacMillan, 2003(PP 1-34)



Shri Agrasen Kanya P.G. College, Varanasi

Department of English Language

Skill Development Course

B.A. II (Sem. III): Functional English and Creative Writing

Paper Title:- Business English

Course Code: SKD22307

M.M. :- 100

Credit: 03

Theory and Practical

Unit	Topic	No. of Lectures
I	Application & Business Letters Format & Style Business Profile and Proposal	15
II	Office Communication and Notification Circular and Memo-writing Personal Writing: Designing Visiting Cards, Letter Pads, Formal and Informal Greetings, Postcards, Invitations, Acceptance, Refusal	15
III	Advanced Resume Writing Precis Writing Drafting Emails(features & dos & don'ts) Email Etiquettes	15

Exercise and Practices:-

1. Samples of different types of letters and applications will be given to the students to practise in the class.
2. Students will be inspired to practise samples for sub-topics prescribed for this paper and present them into the class.
3. There will be exercise after the completion of each topic.

Suggested Readings:-

- R.K. Khanna, Kaushik Sinha: English for Students of Commerce, OPU
- Krishna Mohan, Meera Banerjee: Developing Communication Skills, McMillan
- John Monyok: Basic Knowledge of Computer
- Wren and Martin: English for Competitive Examination, S Chand Publishing



Shri Agrasen Kanya P.G. College, Varanasi

Department of English language

Skill Development Course

**B.A. II (Sem. IV): Functional English and Creative Writing**

Paper title: - Creative Writing  
Credit: 03

Course Cod: 22407

M.M. :- 100  
Theory and Practical

Unit	Topic	No. of Lectures
I	Introducing Poetry: Category and kinds of poetry Elements of poetry: Meter, Rhyme, Stanza-form, Rhythm and Figures	15
II	Writing Drama: Drama terms, definition and examples Elements of Drama: Plot, Characters, Settings, Stage, catharsis Basic Divisions: Tragedy, Comedy, Tragi-comedy	15
III	Life Writing: Forms of life writings: Diaries, Autobiography, Memoir, Travelogue and biography	15

**Exercise and Practices:-**

1. Seminar: Class-room presentation of a story/poem/article/skit/travelogue/memoire etc. of the student's own creation/choice.
2. Talking in a group: a 'free talk' activity to spontaneity, naturalness, vocabulary initiation, Cooperation, consistency in expressing opinion, etc.
3. Enacting of different scenes from any of literary plays
4. Preparing and presenting short skits of social relevance
5. Practical criticism of poetry.

**Suggested Readings:-**

- The Cambridge Companion to Creative Writing (chapters 4-8) Ed. by David Morley and Philip Neilsen, New Delhi CUP, 2012
- A Glossary of Literary Terms by M.H. Abrams, Macmillan Publication
- An Autopsy on English Literature, Munir, Published by Ganga Saran and Grandsons, Bansphatak, Varanasi..