



**S. S. Jain Subodh P.G. College (Autonomous)  
Jaipur**

**Syllabus**

**THREE YEAR UNDERGRADUATE PROGRAMME  
IN ARTS/SCIENCE/COMMERCE**

**Subject/Discipline: English, Value Addition Course**

**2023-24**

**As per NEP-2020**

## **VALUE ADDED COURSES**

### **Department of English**

#### **Functional English**

(Semester –I)

**Total Units: 2**

**Total Duration: 30 hrs**

#### **Course Objectives:**

1. To enhance the learners' ability to understand the basics of language
2. To make them fluent in their day-to-day conversation
3. To teach the common errors of English so as to avoid them in their conversation

#### **Unit I (15 hrs)**

Basic Grammar: Tenses, Voice , Narration , Subject- verb agreement

Vocabulary : Homonyms, Homophones , idioms and phrases, one word substitution

#### **Unit II (15 hrs )**

Letter writing (formal and informal)

Picture composition

Email writing

Content Writing

#### **Course Outcomes:**

**After the successful completion of the course , the learners will be able to**

- Understand the basics of Grammar
- Develop fluency in the language
- Improve the writing skills

### **Suggested Readings :**

Hewings, M. (2011) Advanced English Grammar. Cambridge Univ. Press, India.

Leech, G. & J. Svartvik (2002) A Communicative Grammar of English. Pearson, India.

Murphy, R. (2009) Intermediate English Grammar. Cambridge Univ. Press, India.

Pandey J. H. (2008) Complete Grammar, Shree Book Centre, Mumbai, India.

Wren, P. C. & H. Martin (2000) High School English Grammar and Composition, S. Chand & Co, New

Delhi.

## **Personality Enhancement**

(Semester II)

**Total Units 2**

**Duration: 30 hrs**

**Course Objectives: The paper aims to make the learners acquaint with –**

- **English Communication in daily life**
- **Public Speaking**
- **Presentation Skills**
- **Grooming**
- **Building Confidence**

### **Unit I ((15 hrs)**

- English Grammar and Vocabulary
  - i) Tenses
  - ii) Voice
  - iii) Narration
  - iv) Homophones, Homonyms, One word Substitution
    - Communication Skills (Verbal and Nonverbal )
- Connected Speech: Word stress and sentence stress

- Reading from texts, computer aided teaching and learning exercises

### **Unit II (15 hrs)**

- Presentation and speech giving techniques
- Group Discussion
- Debating
- Interview Preparation

### **Course outcome:**

After the successful completion of the course, the learners would :

- Understand the correct use of grammar
- Acknowledge the significance of communication skills
- Develop the potential of good leadership and team spirit

### **Suggested reading:**

Brain Tracy: Eat That Frog

Dinesh Mathur: Mastering Interviews and Group Discussions (4<sup>th</sup> edition)

Lee ,K(2014). Reset: Make the Most of Your Stress: Your 24-7 Plan for Well-being. Universe Publishing.

Mark Goulston : Just Listen (2009)