

THIRD SEMESTER BASIC ENGLISH SYLLABUS FOR B.A/ B.S.W COURSES W.E.F THE ACADEMIC YEAR 2018-2019

CODE: ENG301A

UNIV CODE: 301A

WORKLOAD: 4HOURS PER WEEK

CREDIT POINTS: 04

EVALUATION: Continuous internal assessment: - 30marks
 Semester end examination: - 70marks

UNIT -1 PLAY credit points: 01

1. Twelfth Night: Act-I and II- William Shakespeare

UNIT- 2 PLAY credit points: 01

1. Twelfth Night: Act-III, IV and V- William Shakespeare

UNIT-3 ONE-ON- ONE COMMUNICATION credit points: 01

1. Communicating over the telephone
2. Conversing in face-to-face Informal Situation
3. Communicating in Informal Situation
4. One-on- One Written Communication
5. Communicating through Emails
6. Writing Product and Service Specification
7. Resume Writing
8. Covering letters for job application
9. Writing proposals

UNIT-4 COMMUNICATING TO A GROUP credit points: 01

1. Facing an Interview
2. Informal Discussions
3. Group Discussion
4. Debates
5. Making Speeches
6. Compeering an Event
7. Agenda, Notes and Minutes of a Meeting

References:

1. Twelfth Night by Shakespeare
2. Ashan Academy: Communication and Analysis Skills: Orient Black Swan Private Limited 3-2-752, Himayat Nagar Hyderabad