

## SEMESTER II

### English II (Lower Level)

#### OBJECTIVES:

The student should be able to -

1. Prepare and deliver an effective presentation
2. Write an effective resume
3. Appear for an interview process with confidence
4. Develop skills of reading literary narratives with understanding and appreciation

Subject	TC	Th C	Pr C	Int M	Ext M	Total
English II (Lower Level)	4	3	1	25	75	100

Module No.	Objective	Content	Assessment
1	The learners will be able to - <ul style="list-style-type: none"> <li>• use appropriate technical words, tense and linking devices</li> <li>• adopt different techniques of presentations</li> <li>• be competent enough to give an effective presentation in English</li> </ul>	<b>Presentation Skills</b> Structure of a presentation <ol style="list-style-type: none"> <li>1. How to prepare the outline of a presentation</li> <li>2. Commonly used verbs and connectors</li> <li>3. Use of signaling, signposting and listing techniques</li> <li>4. Use of visual and electronic aids (OHP/PPT etc.)</li> </ol> <b>Assignments:</b> <ol style="list-style-type: none"> <li>1. Exercise based on use of signposting and listing techniques</li> <li>2. Preparing outline of presentation</li> <li>3. Presentation on given topic (oral)</li> </ol>	<b>Assign.</b> 1. 5 marks 2. 10 marks 3. 10 marks
2	The learners will - <ul style="list-style-type: none"> <li>• be familiar with the requirements of a job application letter</li> <li>• be able to write an effective resume</li> </ul>	<b>Job Applications</b> <ol style="list-style-type: none"> <li>1. How to respond to an advertisement and write job applications</li> <li>2. How to write an effective resume</li> <li>3. Electronic formats for resumes</li> </ol> <b>Assignments:</b> <ol style="list-style-type: none"> <li>1. Job Application Letters in response to an advertisement</li> <li>2. Writing a student's resume</li> </ol>	<b>Assign.</b> 1. (2 x 5)= 10 marks 2. 15 marks

3	<p>The learner will learn how to -</p> <ul style="list-style-type: none"> <li>• read with emphasis on fluency, tone and voice modulation</li> <li>• enhance their vocabulary</li> <li>• express themselves creatively</li> <li>• be able to connect the narrative to the larger society and their lives</li> </ul>	<p><b>Reading and comprehension skills:</b>  <b>3<sup>rd</sup> and 4<sup>th</sup> stories from Prescribed Text ‘Yuva Katha 7’</b></p> <ol style="list-style-type: none"> <li>1. Comprehension Skills</li> <li>2. Reading a passage with fluency, tone, modulation, fluency</li> <li>3. Personal responses to the prescribed stories</li> <li>4. Vocabulary building</li> <li>5. Expressing ideas creatively</li> </ol> <p><b>Assignment:</b></p> <ol style="list-style-type: none"> <li>1. Comprehension Skills</li> <li>2. Reading a passage with - fluency, tone, modulation</li> <li>3. Personal responses to the prescribed stories</li> </ol>	<p><b>Assign.</b></p> <ol style="list-style-type: none"> <li>1. 10 marks</li> <li>2. 5 marks</li> <li>3. 10 marks</li> </ol>
4	<p>The learner will be able to-</p> <ul style="list-style-type: none"> <li>• verbally describe objects, images and pictures</li> <li>• use appropriate words and sentence structures to seek information, give replies, instructions etc.</li> <li>• confidently appear for an interview</li> </ul>	<p><b>Verbal communication skills for interpersonal communication</b></p> <ol style="list-style-type: none"> <li>1. Asking for information and replying</li> <li>2. Giving instructions and replying</li> <li>3. Visual to verbal communication : interpreting pictures</li> <li>4. Describing objects</li> <li>5. Verbal skills required during an interview</li> </ol> <p><b>Assignments:</b></p> <ol style="list-style-type: none"> <li>1. Visual to verbal interpretation</li> <li>2. Writing instructions/asking for information</li> <li>3. Describing objects</li> <li>4. Mock Interview</li> </ol> <p>References ( for all module):</p>	<p><b>Assign.</b></p> <ol style="list-style-type: none"> <li>1. 5 marks</li> <li>2. 5 marks</li> <li>3. 5 marks</li> <li>4. 10 marks</li> </ol>

**REFERENCE BOOKS:**

**Prescribed Texts:** (Lower Level English)

Keerti Ramachandran. 1996 (rpt 2010). *Yuvakatha Vol 7*. Katha Books. New Delhi.

( Higher Level English )

Meenakshi Mukherjee (ed.) (2009 rpt). *Lets Go Home and Other Stories*. : Orient Longman, New Delhi.

**Prescribed Texts:** (Higher Level)

## **REFERENCE BOOKS:**

### Semester II

1. Agrawal, Deepak (2011). Group discussion: theory and technique. Jaipur: Yking.
2. Bentley, T.J. (2004). Report writing in business the effective communication of information. New Delhi: Viva Books Pvt. Ltd.
3. Corfield, Rebecca (2010). Preparing the perfect CV : How to make a great impression and get the job you want. New Delhi: Kogan Page.
4. Forsyth, Patrick (1997). Thirty minutes ... before a presentation. New Delhi: Kogan Page India Pvt. Ltd.
5. Lines, June (1997). Thirty minutes ... before your job interview. New Delhi: Kogan Page India Pvt. Ltd.
6. Neogy, Jayant (2003). Winning resume: how to write an impressive curriculam vitae [CV] that guarantees an interview call. New Delhi: Unicorn books.
7. Oka, Milind M. (2001). Guidelines for preparing student's projects reports. Pune: Everest Publishing House.
8. Sharma, B.L. (2011). Latest interview techniques: modern trends and practices. Jaipur: Shree Niwas Publications.
9. Siddons, Suzy (2000). Presentation skills (2nd ed.). Hyderabad Universities Press (India) Ltd.
10. Singh, O.P. (2012). Art of effective communication in group discussion and interview for competitive examinations. New Delhi: S.Chand & Co Ltd.