NORTH MAHARASHTRA UNIVERSITY
JALGAON

Syllabus for

S.Y.B.Sc Optional English

ENG -231 Sem-III Optional English

ENG-241 Sem-IV Optional English

(w.e.f. June 2017)

Syllabus
S.Y.B.Sc. Optional English
(w.e.f. June 2017)

A) Objectives:

1. To introduce the new techniques of technical communication
2. To train the students to use English for specific purpose and situation in real life
3. To enable the students to face the world of competition and challenges of the changing world
4. To equip the students with enough English to enable them to enter the usual professions open to them
5. To inculcate the basic human values amongst the students
6. To enable the students for oral and written communication in English
7. To equip the students to communicate effectively in the changed circumstances and the present business environment

B. Prescribed Text:

Musing on Vital Issues –edited by P J George. Published by Orient Black Swan Reprinted in 2012

(The Prescribed textbook is only for Poetry, Prose and Short Stories)

Semester—III

A) Prose :

1) Globalization : Joseph Stiglitz
2) Human Rights and Legal Responsibilities : Nani A Palkhiwala

B) Poetry:

1) Money Madness : D. H. Lawrence
2) Kalahandi : Jagannath Prasad Das

C) Short Stories:

1) Lost Forests : Johannes V. Jensen

2) Joothan : Omprakash Valmiki

D) Communication Skills:

1) Oral Communication

Topics- Interviews
Preparation for an interview
How to face an interview
Dos and Don’ts of an Interview

2) Written Communication

Topic-Letters
Personal, Business, Applications (with or without biodata/CVs/Resume), Complaints, Sales letters, Order, Goodwill Letters, Consolation Letters

3) Technical Communication

Topic-Telephonic Communication
SMS/MMS/Multimedia, Telephone & Mobile

Books Recommended for Communication Skills:

1. Strengthen your writing - by Narayanswami
2. Perfect Written English - by Chris West
3. Communication in English - by Isabel Mephedran
4. Technical Communication - by Minakshi Raman & Sangeeta Sharma
5. Successful Resumes - by Nickart Janet
6. Effective Writing - by Turk Christopher
7. A Handbook of English - by N.D. Prasad Rao
8. English for colleges - by Sarah Freeman
9. Fowler's Modern English Usage - by Robert Allen
10. Business Communication - by Susmita Dey, Reliable Publication Mumbai 2008.
11. Business Communication - by Prof. A. A. Menon, Chetana Publications Pvt. Ltd. Mumbai 2008.

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Semester—IV

A) Prose :

1) Tune into the Voice of the Deprived : Aruna Roy
2) I Have a Dream : Martin Luther King

B) Poetry:

1) Telephone Conversation : Wole Soyinka
2) For the Dispossessed : S. Joseph

C) Short Stories:

1) Girl : Jamaica Kincaid
2) Widow : Gudipat Venkat Chalam

D) Communication Skills:

1) Oral Communication

Topics- Presentation Skills
Power Point Presentation
Group Discussion

2) Written Communication

Topic—Report Writing
Reporting News, Scientific Report, Report of Experiment, Report of Meeting, Survey Reports, Project Report, Online Report

3) Technical Communication

Topic- Internet/Web based/Satellite enabled Communication

Email, Social Networking—Facebook,
Whatsapp, Twitter, Blog writing
E-Learning, E-commerce

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Format of the Question Paper

Semester –III

Time: Two Hours **Marks-60**

Q.1 A) Answer the following questions by choosing the correct alternative 06 Marks
(six out of eight) (On all literary units)

B) Answer the following questions in a sentence each 06 Marks
(six out of eight) (On all literary units)

Q.2 Answer the following questions in two sentences each 12 Marks
(six out of nine) (On all literary units)

Q. 3 A) Answer the following questions in about 120 words 06 Marks
(one out of three) (On all literary units)

B) Question on Technical Communication (one out of two) 06 Marks

Q. 4 Questions on Oral Communications (two out of three) 12 Marks

Q. 5 Questions on Written Communications (two out of three) 12 Marks

- **Pattern of Internal Assessment: 40 Marks**

Two Tests : 20 Marks
Attendance and good behaviour : 10 Marks
Seminar/ Group discussion : 10 Marks

Format of the Question Paper
Semester –IV

Time: Two Hours **Marks: 60**

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(six out of eight) (On all literary units)

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Q. 2 Answer the following questions in two sentences each 12 Marks
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North Maharashtra University, Jalgaon
Syllabus for S.Y.B.Sc Optional English
Semester – III & IV
With effect from June 2017

Equivalence for S.Y.B.Sc Optional English				
Title of Paper				
Sr.No.	Old Paper Code No.	Old Paper w.e.f. June 2013	New Paper Code No.	New Paper w.e.f. June 2017
1	ENG-231	Optional English Semester – III	ENG -231	Optional English Semester – III
2	ENG -241	Optional English Semester – IV	ENG -241	Optional English Semester – IV