

Sardar Patel University
Subject : English (Ability Enhancement)
Syllabi with the Effect from the Year: June 2019
B.A. Semester – III
UA03AENG21 : General English

Title of the Paper: Communication Skills

Text: *Stream – English Coursebook for College Students* - Macmillan

A. The following chapters are prescribed:

1. *The Romance of a Busy Broker (By O’Henry)*
2. *The father (By Bjornsterne Bjornsen)*
3. *Death of a Hero (By Jai Nimbkar)*
4. *The Open Window (By H.H.Munrosaki)*

B. Grammar Section:

1. Vocabulary (Words and their meaning, Prefix and Suffix)
2. Verb forms
3. Paragraph Writing
4. Comprehension

B.A. Semester – III
UA03CENG21 : The Elizabethan Age to the Neo-classical Age

1. *As You Like It* by William Shakespeare
2. Metaphysical Poetry of John Donne

1. *The Sunne Rising*
2. *Song: ‘Goe, and Catche a Falling Starre’*
3. *Song: ‘Sweetest Love I Do Not Goe’*
4. *The Canonaization*
5. *The Flea*

Note: In the University Exam, there will be two questions from the text and two questions from the poems

Semester – III
UA03CENG22: The Pre-Romantic Age to the Victorian Age

1. *The Rime of the Ancient Mariner* by S.T Coleridge
2. *She Stoops to Conquer* by Oliver Gold Smith

Note: In the University Exam, there will be two questions from each text.

Sardar Patel University
SYBA
Subject : English Literature (Core & Generic)
Syllabi with the Effect from the Year: June 2019
Semester – III

UA03CENG23 : The Modern Age

1. *Arms and the Man* by George Bernard Shaw
2. Poems of Philip Larkin
 1. *An Arundel Tomb*
 2. *Church Going*
 3. *High Windows*
 4. *Ambulances*
 5. *Whitsun Weddings*

Note: In the University Exam, there will be two questions from the text and two questions from the poems

B.A. Semester – III
UA03GENG21 : The Elizabethan Age to the Neo-classical Age

1. *As You Like It* by William Shakespeare
2. Metaphysical Poetry of John Donne

1. *The Sunne Rising*
2. Song: 'Goe, and Catche a Falling Starre'
3. Song: 'Sweetest Love I Do Not Goe'
4. *The Canonaization*
5. *The Flea*

Note: In the University Exam, there will be two questions from the text and two questions from the poems

Semester – III
UA03GENG22: The Pre-Romantic Age to the Victorian Age

1. *The Rime of the Ancient Mariner* by S.T Coleridge
2. *She Stoops to Conquer* by Oliver Gold Smith

Note: In the University Exam, there will be two questions from each text.

Sardar Patel University
B.A. (English) Semester – III
UA03SENG21 : Additional English III

Sr. No.	Name of Short Story
1.	<i>Father's Help</i> – R K Narayan
2.	<i>Ramu</i> – Attia Hosain
3.	<i>The Weed</i> – Amrita Pritam
4.	<i>Arjun</i> – Mahashweta Devi

Note: In the University Exam, each unit / lesson will have equal weightage.

Sardar Patel University
B.A. (English) Semester – III
UA03SENG22 : Communication Skills III

Sr. No.	Name of Unit
1.	Fundamentals of Communication <ul style="list-style-type: none">➤ Modes of Communication<ul style="list-style-type: none">a) Formal and Informalb) Oral and Writtenc) Internal and External➤ Types of Communication<ul style="list-style-type: none">a) Extrapersonal Communicationb) Intrapersonal Communicationc) Interpersonal Communicationd) Organizational Communicatione) Mass Communication
2.	Developing Effective Listening Ability <ul style="list-style-type: none">➤ Introduction➤ Hearing v/s Listening➤ Types of Listening<ul style="list-style-type: none">a) Discriminative Listeningb) Comprehensive Listeningc) Empathetic Listeningd) Critical Listeninge) Appreciative Listening➤ Barriers to Effective Listening➤ Traits of a Good Listener

3. Reading Fluency
 - Introduction
 - Reading Strategies
 - a) Pre-Reading
 - b) During Reading
 - c) Post Reading
 - Techniques / Types of Reading
 - a) Skimming
 - b) Scanning
 - c) Intensive Reading
 - d) Extensive Reading

4. Business Letters
 - Introduction
 - Lay-out of a Business Letter
 - a) Full Block Format of a Business Letter
 - b) Standard Parts
 - c) Optional Parts
 - Essentials of Letter Writing (7 C's of Effective Business Letter)
 - a) Completeness
 - b) Conciseness
 - c) Clarity
 - d) Courtesy
 - e) Correctness
 - f) Coherence
 - g) Consideration

Note: In the University Exam, each unit will have equal weightage.

Reference Books:

1. *Communication Skills* by Parul Popat and Kaushal Kotadia, Pearson Education
2. *Business Communication: Techniques and Methods* by Om P Juneja and Aarti Mujumdar, Orient Blackswan
3. *Technical Communication: Principles and Practice* by Meenakshi Raman and Sangeeta Sharma, OUP
4. *Practical Techniques to Develop Communication Skills* by Parul Popat and Kaushal Kotadia, Pothi Prakashan
5. *Communication Skills* by Sanjay Kumar and Pushp Lata, OUP