

**DEPARTMENT OF ENGLISH  
JAMIA MILLIA ISLAMIA**

**ABILITY ENHANCEMENT COURSE  
(GENERAL ENGLISH)  
FOUR YEAR UNDERGRADUATE PROGRAMME  
(as per NEP 2020)**

**The General English language paper shall consist of 4 papers (one each in the 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> & 4<sup>th</sup> semesters). Each paper shall be of 2 credits each. The evaluation shall consist of an End-semester Examination of 75 marks and Internal Assessment of 25 marks i.e., a total of 100 marks for each paper.**

## **SEMESTER 1**

**2 CREDITS**

**(100 Marks)**

**End Semester: 75 Marks**

**IA: 25 Marks**

### **UNIT I:**

**40 Marks**

#### **GRAMMAR**

(a) Articles

*Wren & Martin's High School English Grammar & Composition.* N.D.V. Prasada Rao. Blackie ELT Books, 2022. pp.42-48.

(b) Prepositions

*Wren & Martin's High School English Grammar & Composition.* N.D.V. Prasada Rao. Blackie ELT Books, 2022. pp.119-126.

(c) Verbs

*Wren & Martin's High School English Grammar & Composition.* N.D.V. Prasada Rao. Blackie ELT Books, 2022. pp.66-75.

(d) Adverbs

*Wren & Martin's High School English Grammar & Composition.* N.D.V. Prasada Rao. Blackie ELT Books, 2022. pp.110-119.

(e) Adjectives

*Wren & Martin's High School English Grammar & Composition.* N.D.V. Prasada Rao. Blackie ELT Books, 2022. pp.26-42.

### **UNIT II:**

**35 Marks**

#### **COMPOSITION**

**15 Marks**

(a) Expansion/Paragraph Writing

*Wren & Martin's High School English Grammar & Composition* N.D.V. Prasada Rao. Blackie ELT Books, 2022. pp.317-320.

(b) Precis Writing

*Wren & Martin's High School English Grammar & Composition.* N.D.V. Prasada Rao. Blackie ELT Books, 2022. pp. 362-376.

#### **PROSE READING & COMPREHENSION**

**20 Marks**

(a) Shoshee Chunder Dutt, "Street Music of Calcutta", *The Book of Indian Essays: Two Hundred Years of English Prose.* Ed. Arvind Krishna Mehrotra. Black Kite and Hachette India, 2020. pp. 43-54.

(b) Sara Rai, "On Not Writing", *The Book of Indian Essays: Two Hundred Years of English Prose.* Ed. Arvind Krishna Mehrotra. Black Kite and Hachette India, 2020. pp. 370-384.

### **Recommended Readings:**

1. Kumar, Sanjay & Pushp Lata. *Communication Skills*. Oxford University Press, 2011.
2. Mehrotra, Arvind Krishna. Ed. *The Book of Indian Essays: Two Hundred Years of English Prose*. Black Kite and Hachette India, 2020.
3. Thomson, A.J. & A.V. Martinet. *A Practical English Grammar*. Oxford University Press, 2021.
4. Wren, P.C & H. Martin. *High School English Grammar & Composition*. Revised Edition by N.D.V. Prasada Rao. Blackie ELT Books, 2022.

## **SEMESTER II**

**2 CREDITS**

**(100 Marks)**

**End Semester: 75 Marks**

**IA: 25 Marks**

### **UNIT I:**

**40 Marks**

#### **GRAMMAR**

- (a) Tenses  
*Wren & Martin's High School English Grammar & Composition*. N.D.V. Prasada Rao. Blackie ELT Books, 2022. pp.77-86.
- (b) Voice  
*Wren & Martin's High School English Grammar & Composition*. N.D.V. Prasada Rao. Blackie ELT Books, 2022. pp.71-77.
- (c) Direct & Indirect Speech  
*Wren & Martin's High School English Grammar & Composition*. N.D.V. Prasada Rao. Blackie ELT Books, 2022. pp. 232-239.
- (d) Sentences - Simple, Compound and Complex  
*Wren & Martin's High School English Grammar & Composition*. N.D.V. Prasada Rao. Blackie ELT Books, 2022. pp.10-12, 157-165, 177-190.
- (e) Synthesis of Sentences  
*Wren & Martin's High School English Grammar & Composition*. N.D.V. Prasada Rao. Blackie ELT Books, 2022. pp. 196-230.

### **UNIT II:**

**35 Marks**

#### **POETRY READING & COMPREHENSION**

**15 Marks**

- (a) A. K. Ramanujan, "Self-Portrait" and "On the Death of a Poem", *The Oxford India Anthology of Twelve Modern Indian Poets*. Ed. Arvind Krishna Mehrotra. Oxford University Press, 1997. pp. 40 and 45.
- (b) Jayanta Mahapatra, "A Rain of Rites" and "Hunger", *The Oxford India Anthology of Twelve Modern Indian Poets*. Ed. Arvind Krishna Mehrotra. Oxford University Press, 1997. pp. 23-24.

#### **PROSE READING & COMPREHENSION**

**20 Marks**

- (a) G.V. Desani, "The Benares that Was", *The Book of Indian Essays: Two Hundred Years of English Prose*. Ed. Arvind Krishna Mehrotra. Black Kite and Hachette India, 2020. pp. 142-151.
- (b) Jawahar Lal Nehru, "The Tribal Folk", *The Book of Indian Essays: Two Hundred Years of English Prose*. Ed. Arvind Krishna Mehrotra. Black Kite and Hachette India, 2020. pp. 62-69.

### **Recommended Readings:**

1. Kumar, Sanjay & Pushp Lata. *Communication Skills*. Oxford University Press, 2011.
2. Mehrotra, Arvind Krishna. Ed. *The Book of Indian Essays: Two Hundred Years of English Prose*. Black Kite and Hachette India, 2020.
3. Mehrotra, Arvind Krishna. Ed. *The Oxford India Anthology of Twelve Modern Indian Poets*. Oxford University Press, 1997.
4. Pant, Deepika & Prashasti Joshi. Ed. *Cambridge Foundation Course in English Language*. Cambridge University Press, 2019.
5. Thomson, A.J. & A.V. Martinet. *A Practical English Grammar*. Oxford University Press, 2021.
6. Wren, P.C & H. Martin. *High School English Grammar & Composition*. Revised Edition by N.D.V. Prasada Rao. Blackie ELT Books, 2022.

## **SEMESTER III**

**2 CREDITS**

**(100 Marks)**

**End Semester: 75 Marks**

**IA: 25 Marks**

### **UNIT I:**

**40 Marks**

#### **WRITTEN BUSINESS COMMUNICATION SKILLS**

(a) Official Letter/Formal Letter

- (i) Job Application Letters (along with CV/Resume)
- (ii) Letter to the Editor
- (iii) Letter of Complaint
- (iv) Leave Application Letter

*Cambridge Foundation Course in English Language.* Deepika Pant & Prashasti Joshi. Cambridge University Press, 2019. pp.173-191.

(b) Writing the Agenda & Minutes of a Meeting

*Cambridge Foundation Course in English Language.* Deepika Pant & Prashasti Joshi. Cambridge University Press, 2019. pp.192-205.

### **UNIT II:**

**35 Marks**

#### **COMPOSITION**

- (a) Essay Writing (Descriptive/Narrative/Expository/Argumentative)
- (b) Report Writing

#### **Recommended Readings:**

1. Kumar, Sanjay & Pushp Lata. Ed. *Communication Skills*. Oxford University Press, 2011.
2. Kumar, Sanjay & Pushp Lata. Ed. *Communication Skills: A Workbook*. Oxford University Press, 2011.
3. Pant, Deepika & Prashasti Joshi. Ed. *Cambridge Foundation Course in English Language*. Cambridge University Press, 2019.

## **SEMESTER IV**

**2 CREDITS**

**(100 Marks)**

**End Semester: 75 Marks**

**IA: 25 Marks**

### **UNIT I:**

#### **PRONUNCIATION & VOCABULARY**

**40 Marks**

- (a) IPA symbols; Basics of Phonetics
- (b) Vocabulary building – learning through speeches, word-formation, synonyms, antonyms, learning words through situations, homonyms and homophones, one word substitution, phrasal verbs, idiomatic expressions

*Communication Skills*. Ed. Kumar, Sanjay & Pushp Lata. Oxford University Press, 2011. pp. 189-240.

### **UNIT II:**

#### **CONVERSATIONS, DIALOGUES & PUBLIC SPEAKING**

**35 Marks**

- (a) Group Discussion (speaking skills)
- (b) Interviews
- (c) Individual and Group Presentations
- (d) Dialogue

*Communication Skills*. Ed. Kumar, Sanjay & Pushp Lata. Oxford University Press, 2011. pp. 261-352.

#### **Recommended Readings:**

1. Bansal, R.K. & J.B. Harrison. *Spoken English: A Manual of Speech & Phonetics*. Orient Blackswan, 2013.
2. Kumar, Sanjay & Pushp Lata. Ed. *Communication Skills*. Oxford University Press, 2011.
3. Kumar, Sanjay & Pushp Lata. Ed. *Communication Skills: A Workbook*. Oxford University Press, 2011.