

**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 50 marks and Internal Assessment of 13 marks i.e., a total of 50 marks for each paper.

**SEMESTER 1**

**2 CREDITS**

**(50 Marks)**

**End Semester: 37 Marks**

**IA: 13 Marks**

**UNIT I:**

**GRAMMAR**

**(a) Articles**

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

**(b) Adjectives**

*Wren & Martin's High School English Grammar and Composition* Blackie ELT Books, 2022. pp.26-42.

**UNIT II :**

**COMPOSITION**

**(a) Paragraph Writing**

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

## PROSE READING & COMPREHENSION

- (a) 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**

**(50Marks)**

**EndSemester:37Marks**

**IA: 13 Marks**

### **UNIT I:**

#### **GRAMMAR**

(a) Tenses

*Wren & Martin's High School English Grammar & Composition*. N.D.V. Prasada Rao. Blackie ELT Books, 2022. pp.77-86.

(b) Prepositions

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

### **UNIT II:**

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

(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.

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

(b) 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.

#### **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**

**(50Marks)**

**End Semester:37 Marks**

**IA: 13 Marks**

#### **UNIT I:**

##### **Grammar**

(a) Verbs

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

(b) Adverbs

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

#### **UNIT II:**

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

(a) OfficialLetter/Formal Letter

(i) Job Application Letters (alongwith 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) Precis Writing *Wren & Martin's High School English Grammar and Composition* Revised Edition by N.D.V.Prasada Rao.Blackie ELT Books,2022.pp.362-376

##### **RecommendedReadings:**

1. Kumar,Sanjay&PushpLata. Ed.*CommunicationSkills*.OxfordUniversityPress,2011.
2. Kumar,Sanjay&PushpLata.Ed.*CommunicationSkills: AWorkbook*.OxfordUniversity Press, 2011.
3. Pant, Deepika & Prashasti Joshi. Ed. *Cambridge Foundation Course in English Language*.Cambridge University Press, 2019.

## **SEMESTER IV**

**2 CREDITS**

**(50Marks)**

**EndSemester:37Marks**

**IA: 13 Marks**

### **UNIT I:**

#### **Composition**

(c) Dialogue Writing

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

(b) Essay Writing (Descriptive/Narrative/Expository/Argumentative)

### **Unit II**

#### **VOCABULARY**

Word Formation

Phrasal Verbs

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

#### **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.