

“Dissemination of Education for Knowledge, Science and Culture”  
- Shikshanmaharshi Dr. Bapuji Salunkhe

Shri Swami Vivekanand Shikshan Sanstha's  
**Vivekanand College, Kolhapur**  
(Empowered Autonomous)



**Syllabus**  
**for**  
**Bachelor of Arts**  
***B.A. Part-II***  
***(Semester III, IV)***

**Ability Enhancement Course (AEC): English**  
**for Communication**  
**NEP2020**

**Syllabus with effect from June, 2024**

(Subject to modifications in the future)

**BA II English (Semester III)****Ability Enhancement Course (AEC): English for Communication****Course Outcomes:**

On completion of the course, students will be able to:

CO1: Develop communication skills in English, both oral and written.

CO2: Acquire Presentation Skills and Compering Skills.

CO3: Develop English language skills for improving employability.

CO4: Inculcate human values through poems and prose.

Modules	Syllabus	Teaching Hours	No. of Credits
Module I	<b>Oral Skills</b> <b>A) Oral and Written English</b> I. PPT Presentation Skills II. Compering III. Interviewing Skills IV. Interviewing Famous Personalities <b>B) 'A Real Good Smile' by Bill Naughton (Short story)</b> <b>C) 'Mending Wall' by Robert Frost (Poem)</b>	15	1
Module II	<b>Conversational Skills</b> <b>A) Formal and Informal conversation</b> Expressing Agreement, Disagreement and Partial Agreement and Disagreement, Stating an opinion, Complaint, Interpreting and Leaving a Conversation <b>B) 'Preparation for England' by M. K. Gandhi</b> <b>C) 'Father Returning Home' by Dilip Chitre (Poem)</b>	15	1

**BA II English (Semester IV)**  
**Ability Enhancement Course (AEC): English for Communication**

**Course Outcomes:**

On completion of the course, students will be able to:

**CO1:** Study E-Communication and use it in day-to-day life.

**CO2:** Understand process of writing, posting, linking and sharing content on blog.

**CO3:** Develop professional attitude conceptual knowledge and skills required for Bank and Industries.

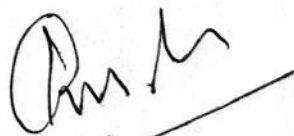
**CO4:** Cultivate a broad, human and cultured outlook.

Modules	Syllabus	Teaching Hours	No. of Credits
Module III	<b>A) E- Communication</b> 1) Email Writing 2) Blog Writing <b>B) The Selfish Giant - Oscar Wilde</b> <b>C) Auto Wreck - Karl Shapiro</b>	15	1
Module VI	<b>A) English for Banking and Industries</b> 1) Notice ,Agenda and Minutes 2) Writing Advertisements <b>B) 'An Old Man's Ageless Wisdom' by Sudha Murty</b> <b>C) 'My Soul has a Hat' by Mario de Andrade (Poem)</b>	15	1

**References:**

1. Lester, Mark. *Handbook of English Grammar and Usage*. 3rd ed., Tata McGraw-Hill, New Delhi.
2. Mohan, Krishna, and Meera Banerji. *Developing Communication Skills*. Macmillan, 2007.
3. Seely, John. *Oxford Guide to Effective Writing and Speaking*. Oxford UP, 2005.



  
**Head**  
DEPARTMENT OF ENGLISH  
VIVEKANAND COLLEGE  
KOLHAPUR (EMPOWERED AUTONOMOUS)

Division of Teaching (Semester III and IV): 4 Modules X 15 Periods= 60 Periods

### Evaluation

Semester III and IV	Theory/ semester-end exam	Practical/Internal Evaluation	Total Marks	Credits
AEC	15marks	10marks	25 Marks (for each semester)	4 (2 for each Semester)

### Continuous Internal Evaluation (CIE)

Internal Evaluation	Marks
Home Assignment/Test/ Summary writing/book review/ Seminar /Project	10

### Pattern of Question Paper (Total Marks -15)

#### Semester III

Q. No	Type of Question	Based on	Marks
Q.1	Three <b>Multiple choice</b> questions with four alternatives.	Prose and Poetry	03
Q2	Answer the following <b>questions in 3-4 sentences</b> each (2 out of 4)	2 on Prose and 2 on Poetry	04
Q.3	Question to be set on Oral Skills	Module I A	04
Q.4	Question to be set on Conversational Skills	Module II A	04

### Pattern of Question Paper (Total Marks 15)

#### Semester IV

Q. No	Sub. Q.	Type of Question	Based on	Marks
Q.1	A.	Three <b>Multiple choice</b> questions with four alternatives.	Prose and Poetry	03
Q2	A	Answer the following <b>questions in 3-4 sentences</b> each (2 out of 4)	2 on Prose and 2 on Poetry	04
Q.3	A	Question to be set on <b>E- Communication</b>	Module III	04
Q.4	A	Question to be set on <b>English for Banking and Industries</b>	Module VI	04



*[Signature]*  
**Head**  
 DEPARTMENT OF ENGLISH  
 VIVEKANAND COLLEGE  
 KOLHAPUR (EMPOWERED AUTONOMOUS)

“Dissemination of Education for Knowledge, Science and Culture”

- Shikshanmaharshi Dr. Bapuji Salunkhe

Shri Swami Vivekanand Shikshan Sanstha's

**Vivekanand College, Kolhapur**

(An Empowered Autonomous Institute)



**Syllabus**

**for**

**Bachelor of Arts**

**B.A. Part-II**

**English Language I (DSC)**

**Introduction to English Language (Major)**

**(Semester III, IV)**

**Under NEP 2.0**

**Syllabus with effect from June, 2025**

(Subject to modifications in the future)

To be implemented from 2025-2026

## Semester – III

### DSC Paper IV: English Language I (2DSC01ENG32)

#### Course Outcomes:

On completion of the course students will be able to:

CO1: Understand and apply the basic phonological structure of English language.

CO2: Understand and apply the major rules of agreement and concord.

CO3: Give formal and functional labels to phrases in a sentence.

CO4: Do linguistic analysis of prose.

### SYLLABUS

Module	Skills/Topic	Sub-points	Teaching hours	Credits
Module I	Basic Concepts in Phonology	Syllables, word stress, weak and strong forms, intonation	15	1
Module II	Syntax I	Agreement and Concord What is Subject-Verb Agreement Rules of the Agreement	15	1
Module III	Syntax II	Phrase structure Types of Phrases	15	1
Module IV	Practical English	Linguistic Analysis of prose	15	1

**Division of Teaching: 4 Modules X 15 Periods = 60 Periods Evaluation**

Semester	Theory/ semester-end exam	Practical/Internal Evaluation	Credits
III & IV	40 marks	10 marks	4

#### Pattern of Question Paper for Theory Exam (Semester III)

Q. No	Type of Question	Based on	Marks
Q. 1	Choose the correct option. (MCQs)	All Modules	06
Q. 2	Do as directed.	Module I & II	08

Q. 3	Give formal and Functional labels to phrases in the given sentences.	Module III	08
Q. 4	Do linguistic analysis of the given prose.	Module IV	08
Q.5	Write short notes. (2out of4)	Module I, II and III	10

## Semester – IV

### DSC Paper VI: English Language II (2DSC01ENG42)

#### Course Outcomes:

On completion of the course, students will be able to:

CO1: Identify and analyze English clause structure.

CO2: Identify the types of the given clauses on the basis of their function and transform them from one type to another.

CO3: Make and transform simple, compound and complex sentences.

CO4: Do linguistic analysis of poems.

## SYLLABUS

Module	Skills/Topic	Sub-points	Teaching hours	Credits
Module V	Clauses I (Functional Types)	Declarative, Interrogative and Imperative	15	1
Module VI	Subordination and coordination	Subordination and coordination Main/Independent Clause and Subordinate Clause	15	1
Module VII	Introduction to Semantics	What is Semantics Types of Meaning	15	1
Module VIII	Practical English	Linguistic Analysis of poems	15	1

Division of Teaching: 4 Modules X 15 Periods = 60 Periods Evaluation

Semester	Theory/ semester-endexam	Practical /Internal Evaluation	Credits
III & IV	40 marks	10 marks	4 (for each



		semester)
--	--	-----------

### Pattern of Question Paper for Theory Exam (Semester IV)

Q. No	Sub. Q.	Type of Question	Based on	Marks
Q. 1		Choose the correct option. (MCQs)	All Modules	05
Q. 2		Do as directed.	Module V	08
Q. 3	A.	Join the two sentences using appropriate conjunctions.	Module VI	04
	B.	Do as directed.	Module VI	05
Q. 4		Write short notes (2 out of 4)	Module VII	10
Q. 5.		Do linguistic analysis of the given poem.	Module VIII	8

#### References:

1. Geoffrey Leech, M. Deuchar, and Robert Hoogenraad, *English Grammar for Today*, 1982
2. Krishna Mohan and Meera Banerji. *Developing Communication Skills*, Macmillan, 2007
3. Leech, Geoffrey. *Semantics: The Study of Meaning*, Penguin Books, 1990.
4. Lester Mark, Tata MC Grew, *Handbook of English Grammar and Usage*, Hill Publishing Company-
5. Quirk Randolf, Greenbaum Sidney. *A University Book of Grammar*, Pearson Education Ltd., 1973.
6. Seely, John. *Oxford Guide to Effective Writing and Speaking*, Oxford University Press, 2005.



*(Signature)*

**Head**  
DEPARTMENT OF ENGLISH  
VIVEKANAND COLLEGE  
KOLHAPUR (EMPOWERED AUTONOMOUS)



B.A.II English (Major)  
Sem III  
DSCIII 2DSC01ENG31  
English Literature-I

**Course Objectives:**

- To educate students thorough study of literature and its contemporary forms.
- To develop interest in reading novel and poetry
- To develop the skills of interpretation and critical thinking.
- To introduce the students to issues and practices of literature.

**Course Outcomes: After completing the course the student will be able to**

- Get familiarized with the contemporary forms of literature.
- Get acquainted with different types of novel and poetry
- Identify, analyze, interpret and describe the critical ideas, values, and themes that appear in literary texts.
- Employ knowledge of literary traditions to produce creative writing.

**SEM III**

Module	Topic	Sub Topic	Teaching Hours	Credits
Module I	Major Form: Novel	Definition, elements, types, development	15	1
Module II	Text:	Ice Candy Man - Bapsi Sidhwa	15	1
Module III	Major Form: Poetry	Definition, lyrical types (sonnet, ode, elegy, ballad, song, dramatic monologue)	15	1
Module IV	Texts	1) Sonnet - Shall I Compare thee to a Summer's day? -William Shakespeare 2) Ode Ode to a Nightingale - John Keats 3) Elegy - O! Captain, My Captain - Walt Whitman 4) Ballad - La Belle Dam Sans Mercy - John Keats 5) Song- First ,They Said - Alice Walker	15	1

		6) Dramatic Monologue - My last Duchess - Robert Browning		
--	--	--------------------------------------------------------------	--	--

Division of Teaching: 4 Modules X 15 Periods= 60 Periods

Evaluation

Semester III	Theory/ semester-end exam	Practical/Internal Evaluation	Credits
DSC III	40marks	10 marks	4

Pattern of Question Paper (theory)  
Question paper code: 2DSC01ENG31

Total Marks 40

Que. No	Type of Question	Based on	Marks
Q.1A	Multiple Choice questions	All Modules	05
B	Answer in one word/phrase/sentence		05
Q.2 A or B	Broad answer questions (250-300 words)	Module I & II	10
Q.3 A or B	Broad answer questions (250-300 words)	Module III	10
Q.3	Short Notes (any 2)	Module II & IV	10

Reference Books List:

Abrams, M. H., and Geoffrey Galt Harpham. *A Glossary of Literary Terms*. 11th ed., Cengage, 2015.

Eagleton, Terry. *The English Novel: An Introduction*. Blackwell, 2005.

Forster, E. M. *Aspects of the Novel*. Harcourt, 1927.

Lodge, David. *The Art of Fiction*. Vintage, 1992.

Sidhwa, Bapsi. *Ice-Candy-Man*. Penguin Books, 1988.

Shahane, V. A. "Sidhwa's *Ice-Candy-Man*: A Feminist Perspective." *Indian Women Novelists in English: A Feminist Perspective*, edited by Jaydipsinh Dodiya, Sarup & Sons, 2006, pp. 217-226.

Sem IV  
DSC IV 2DSC01ENG41  
English Literature- II

**Course Objectives :**

- To educate students through study of literature and its contemporary forms.
- To develop interest in reading drama and prose.
- To develop the skills of interpretation and critical thinking.
- To introduce the students to issues and practices of literature.

**Course Outcomes: After completing the course the student will be able to**

- Get familiarized with the contemporary forms of literature.
- Get acquainted with different types of drama and prose
- Identify, analyze, interpret and describe the critical ideas, values, and themes that appear in literary texts.
- Critically analyze unseen literary texts.

**SEM IV**

Module	Topic	Sub-Topic	Teaching Hour	Credit
Module V	Major Form: Drama	Definition, Elements, types, development	15	1
Module VI	Text	Hayavadana -Girish Karnad	15	1
Module VII	Literary Prose	(Letter , Travelogue, Interview , Review Writing ) 1)Prakash Padukone's letter to Deepika & Anisha 2) The Accidental Tourist - Bill Bryson 3) Interview with Ratan Tata : Mohan Thite 4) Review Writing -Mahashweta: Sudha Murthy	15	1
Module VIII	Practical	Critical Analysis of Unseen Text	15	1

**Sem IV**  
**DSC IV 2DSC01ENG41**  
**English Literature- II**

**Course Objectives :**

- To educate students through study of literature and its contemporary forms.
- To develop interest in reading drama and prose.
- To develop the skills of interpretation and critical thinking.
- To introduce the students to issues and practices of literature.

**Course Outcomes: After completing the course the student will be able to**

- Get familiarized with the contemporary forms of literature.
- Get acquainted with different types of drama and prose
- Identify, analyze, interpret and describe the critical ideas, values, and themes that appear in literary texts.
- Critically analyze unseen literary texts.

**SEM IV**

Module	Topic	Sub-Topic	Teaching Hour	Credit
Module V	Major Form: Drama	Definition, Elements, types, development	15	1
Module VI	Text	Hayavadana -Girish Karnad	15	1
Module VII	Literary Prose	(Letter , Travelogue, Interview , Review Writing ) 1)Prakash Padukone's letter to Deepika & Anisha 2) The Accidental Tourist - Bill Bryson 3) Interview with Ratan Tata : Mohan Thite 4) Review Writing -Mahashweta: Sudha Murthy	15	1
Module VIII	Practical	Critical Analysis of Unseen Text	15	1

Division of Teaching: 4 Modules X 15 Periods=  
60 Periods Evaluation

Semester III	Theory/ semester-end exam	Practical/Internal Evaluation	Credits
DSC III	40marks	10 marks	4

Pattern of Question Paper (theory)  
Question paper code: 2DSC01ENG41

Total Marks 40

Que. No	Type of Question	Based on	Marks
Q.1A	Multiple Choice questions	All Modules	05
B	Answer in one word/phrase/sentence		05
Q.2 A or B	Broad answer questions (250-300 words)	Module I & II	10
Q.3 A or B	Broad answer questions (250-300 words)	Module III	10
Q.3	Short Notes (any 2)	Module II & IV	10

#### Reference Books List:

Styan, J. L. *The Elements of Drama*. Cambridge University Press, 1960.

Karnad, Girish. *Hayavadana*. Oxford University Press, 1975.

Iyengar, K. R. Srinivasa. *Indian Writing in English*. Sterling Publishers, 2006, pp. 680-685.

Naik, M. K. *A History of Indian English Literature*. Sahitya Akademi, 1982, pp. 253-257.

Rukhaya, M. K. "Hayavadana: A Tale of Incomplete Selves." *International Journal of English and Literature*, vol. 4, no. 10, 2013, pp. 516-519.

Sambamurthy, P. "Myth and Identity in Girish Karnad's Hayavadana." *The Indian Review of World Literature in English*, vol. 5, no. 1, 2009, pp. 1-8.

Thakur, Pradip. *Girish Karnad: Hayavadana - A Critical Study*. Atlantic Publishers, 2011.



*[Signature]*  
**Head**  
DEPARTMENT OF ENGLISH  
VIVEKANAND COLLEGE  
KOLHAPUR (EMPOWERED AUTONOMOUS)

16  
"Dissemination of Education for Knowledge, Science and Culture"

- Shikshanmaharshi Dr. Bapuji Salunkhe

Shri Swami Vivekanand Shikshan Sanstha's

**Vivekanand College, Kolhapur**  
**(Empowered Autonomous)**



**Syllabus**

**for**

**Bachelor of Arts**

***B.A. Part-II***

**Skill Enhancement Course**

**Basics of English Language Teaching**

***(Semester III, IV)***

***Under NEP 2020***

**Syllabus with effect from June, 2024**

**(Subject to modifications in the future)**

**To be implemented from 2024-2025**

## Semester – III

### Paper SEC-VI: Basics of English Language Teaching I

#### Course Outcomes:

On completion of the course, students will be able to:

CO1: Know concepts in teaching English as a second language.

CO2: Demonstrate an understanding of key approaches and methodologies in English language teaching.

CO3: Able to prepare lesson plans.

CO4: Apply micro-teaching techniques and engage in peer teaching for practical learning experience.

Module No	Units	Teaching Hour	Credits
Module I	<b>Concepts in teaching English as a second Language</b>  -Meaning of the Term-Language, Nature and Characteristics of English Language  -Importance of English in Multilingual Society, The Three Language Formula  -Aims and Objectives of Teaching English: General Aims, Specific Objectives and Specifications	15	1
Module II	<b>Different Methods and Approaches of Teaching English</b>  - Introduction  -Difference between Methods and Approaches  -Methods of Teaching English: Grammar-Translation Method, Direct Method and The Bilingual Method.  -Approaches: Structural Approach, The Situational Approach, Communicative Approach and Constructive Approach.	15	1



## Semester – IV

### Paper SEC-VI: Basics of English Language Teaching II

Module No	Units	Teaching Hour	Credits
Module III	<b>Micro Teaching and Lesson plan</b> -Micro Teaching Skills: Skill of Black-Board Writing, Skill of Explaining, Skill of Questioning, Teaching Aids  -Lesson Plan: Introduction, Importance of Planning, Steps in Planning, Lesson Planning	15	1
Module IV	<b>Evaluation and Assessment</b> -Concept of Evaluation -Types of Evaluation: Continuous Comprehensive Evaluation (CCE), Formative Evaluation, Summative Evaluation -Tools of Evaluation -Types of Question Teaching -Concept of Assessment	15	1

**Division of Teaching: 4 Modules X 15**  
**Periods= 60 Periods**  
**Evaluation**

Semester III	Theory/ semester-end exam	Practical/Internal Evaluation	Credits
	15 Marks	10 Marks	2

Semester IV	Theory/ semester-end exam	Practical/Internal Evaluation/Lesson at school	Credits
	15 Marks	10 Marks	2

### Pattern of Question Paper (III and IV)

Total Marks: 15

Q. No	Type of Question	Based on	Marks
Q.1	Multiple Choice questions	All Modules	05
Q.2	Broad answer questions (250-300 words)	Module II	10

### References:

Brumfit, Christopher J., and Ronald A. Carter. *Literature and Language Teaching*. 1985.

Brumfit, Christopher J., editor. *Teaching Literature Overseas: Language Based Approaches*. ELT Documents, 1985.

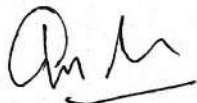
Brumfit, Christopher J., and Keith Johnson, editors. *The Communicative Approach to Language Teaching*. Oxford UP, 1979.

Gokak, Vinayak Krishna. *English in India: Its Present and Future*. 1966.

Harmer, Jeremy. *The Practice of English Language Teaching*. 4th ed., 2008.

Howatt, A. P. R. *A History of English Language Teaching*. Oxford UP, 1984.



  
**Head**  
DEPARTMENT OF ENGLISH  
VIVEKANAND COLLEGE  
KOLHAPUR (EMPOWERED AUTONOMOUS)

"Dissemination of Education for Knowledge, Science and Culture"

- Shikshanmaharshi Dr. Bapuji Salunkhe

Shri Swami Vivekanand Shikshan Sanstha's  
**Vivekanand College, Kolhapur**  
(Empowered Autonomous)



**Syllabus**

**for**

**Bachelor of Arts**

***B.A. Part-II***

**Skill Enhancement Course**

**Spoken English**

***(Semester III, IV)***

***Under NEP 2020***

**Syllabus with effect from June, 2024**

(Subject to modifications in the future)

To be implemented from 2024-2025

**Paper SEC I: Spoken English I**  
**Semester III**

**Course Outcomes:**

On completion of the course, students will be able to:

CO1: Use grammatically correct English in conversations across various everyday contexts.

CO2: Communicate effectively by employing language appropriate to specific situations and audiences.

CO3: Demonstrate sensitivity to differences in language functions and registers.

CO4: Engage in real-life-like conversations with fluency and clarity.

Module No	Units	Teaching Hour	Credits
Module I	<b>Grammar and Usage</b> <ul style="list-style-type: none"> <li>• Articles</li> <li>• Parts of Speech</li> <li>• Tenses</li> <li>• Modals</li> <li>• Prepositions and words followed by prepositions</li> <li>• Concord (Agreement of the Verb with the Subject)</li> <li>• Error Analysis (Correction of Errors in a given sentence - errors in the use of words)</li> </ul>	15	1
Module II	<b>Communication Skills I</b> <ul style="list-style-type: none"> <li>• Asking for and giving information</li> <li>• Offering and responding to offers</li> <li>• Requesting and responding to requests</li> <li>• Congratulating people on their success</li> <li>• Expressing condolences</li> <li>• Asking questions and responding politely</li> <li>• Apologizing and forgiving</li> </ul>	15	1

## Semester – IV

### Paper SEC: Spoken English II

Module No	Units	Teaching Hour	Credits
Module III	<b>Understanding and Applying Vocabulary</b> <ul style="list-style-type: none"> <li>• Words Often Confused-Pairs of words</li> <li>• One Word Substitutes</li> <li>• Synonyms and Antonyms</li> <li>• Word Formation: Prefixes, Bases and Suffixes (Derivational &amp; Inflectional)</li> </ul>	15	1
Module IV	<b>Communication Skills II</b> <ul style="list-style-type: none"> <li>• Giving instructions</li> <li>• Seeking and giving permission</li> <li>• Expressing opinions (likes and dislikes)</li> <li>• Agreeing and disagreeing</li> <li>• Demanding explanations</li> <li>• Asking for and giving advice and suggestions</li> <li>• Expressing sympathy</li> </ul>	15	1

**Division of Teaching: 4 Modules X 15**  
**Periods= 60 Periods**  
**Evaluation**

Semester III	Theory/ semester-end exam	Practical/Internal Evaluation	Credits
	15 Marks	10 Marks	2

Semester IV	Theory/ semester-end exam	Practical/Internal Evaluation/Lesson at school	Credits
	15 Marks	10 Marks	2

### Pattern of Question Paper (III and IV)

Q. No	Type of Question	Total Marks: 15	
		Based on	Marks
Q.1	Multiple Choice Questions	All Modules	05
Q.2	Application Based Questions	Module II	10

### References:

Bygate, Martin. *Speaking*. Oxford University Press, 2007.

Quirk, Randolph, and Sidney Greenbaum. *A University Grammar of English*. Longman, 1990.

Redman, Stuart. *English Vocabulary in Use*. Cambridge University Press, 2001.  
Low-Priced Edition.

O'Connor, J. D. *Better English Pronunciation*. Cambridge University Press, 2006.  
With two audio cassettes. Low-Priced Edition.

Knowles, Gerry. *Patterns of Spoken English*. 1987.

Schachter, Norman. *English: The Easy Way*. South-Western Publishing Company, 1996.

Wren, P. C., and H. Martin. *High School English Grammar and Composition*. S. Chand & Company, 2005.



  
**Head**  
DEPARTMENT OF ENGLISH  
VIVEKANAND COLLEGE  
KOLHAPUR (EMPOWERED AUTONOMOUS)

"Dissemination of Education for Knowledge, Science and Culture"  
Shikshanmaharshi Dr. Bapuji Salunkhe

Shri Swami Vivekanand Shikshan Sanstha's  
**Vivekanand College, Kolhapur**  
(An Empowered Autonomous Institute)



**Syllabus**  
**for**  
**Bachelor of Arts**  
***B.A. Part-II***  
**Minor**

**Functional English**  
***(Semester III, IV)***  
***Under NEP 1.0***

**Syllabus with effect from June, 2025**

(Subject to modifications in the future)

To be implemented from 2025-2026



**Paper- Minor I: Functional English**  
**Semester III**

**Course Outcomes:**

**On completion of the course, students will be able to:**

CO1: Demonstrate professional communication skills in service-oriented and formal workplace settings, including telephone conversations and customer interactions.

CO2: Draft functional business correspondence such as letters of inquiry, replies, complaints, and orders with correct format, tone, and grammar.

CO3: Understand and apply grammatical structures, including clause types and modal/auxiliary verbs, in workplace communication.

CO4: Use English related to specific jobs like tourism, aviation, law, and hospitality in real-life situations to become better prepared for work in service industries.

Module No	Units	Teaching Hour	Credits
<b>Module I</b>	Conversational English for Service and Professional Settings  - Introduction to Telephone Etiquette -Structure of a Professional Call -Handling Inquiries and Complaints	15	1
<b>Module II</b>	Business and Functional Writing  Letter of Inquiry, Reply to Inquiry, Letter of Complaint, Reply to complaint letter, Letter of Order	15	1
<b>Module III</b>	Grammar - Structure and elements of clauses  - Use of modals and auxiliary verbs in professional contexts	15	1

<b>Module IV</b>	Vocabulary <ul style="list-style-type: none"> <li>- One –word substitutes (subject-specific)</li> <li>- Trade and profession-specific terminology (e.g., tourism, aviation, law, business, Hotel Management and Hospitality )</li> </ul>	15	1
------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----	---

**Division of Teaching: 4 Modules X 15 Periods = 60 Periods Evaluation**

Semester	Theory/ semester-end exam	Practical/Internal Evaluation	Credits
III and IV	40 marks	10 marks	4

### **Pattern of Question Paper for Theory Exam (Semester III)**

Q.No	Types of Question	Modules	Marks
Q.1	Telephone etiquette, professional calls, inquiries, and complaints	I	10
Q.2	Letters: inquiry, reply, complaint, order	II	10
Q.3	Clauses, modals, and auxiliary verbs	III	10
Q.4	One-word substitutes, trade-specific terms	IV	10

### **Semester IV**

#### **Paper- Minor II: Functional English**

#### **Course Outcomes:**

**On completion of the course, students will be able to:**

- CO1: Understand and use common English terms and expressions used in the tourism industry.
- CO2: Write clear and concise summaries using effective techniques
- CO3: Write grammatically correct and coherent sentences for everyday and professional communication.
- CO4: Express compliments and handle complaints using appropriate and polite vocabulary.

Module No	Units	Teaching Hour	Credits
<b>Module V</b>	English for Tourism -Introduction to Tourism English -Describing Places and Planning Itineraries -Handling Inquiries and Complaints	15	1
<b>Module VI</b>	Comprehension and Summarizing -Reading Comprehension Summarizing : - Techniques for summarizing and summary writing	15	1
<b>Module VII</b>	Subject–Verb Agreement  Effective use of Prepositions, conjunctions	15	1
<b>Module VIII</b>	vocabulary and expressions for specific purposes  - Ordering food and drinks - Making comparisons - Complaints and compliments	15	1

**Division of Teaching: 4 Modules X 15 Periods = 60 Periods Evaluation**

**Pattern of Question Paper for Theory Exam (Semester IV)**

Q .No.	Types of Question	Modules	Marks
Q 1.	English for Tourism	I	10
Q.2	Comprehension and Summarizing	II	10
Q.3	Grammar	III	10
Q .4	Vocabulary and Functional Expressions	IV	10

#### **References:**

1)Strutt, Peter. English for International Tourism. Pearson Education, 2013.

2) Walker, Robin, and Keith Harding. Tourism 1. Oxford University Press, 2006.

3) Grellet, Françoise. Developing Reading Skills: A Practical Guide to Reading Comprehension Exercises. Cambridge University Press, 1996.

4) Boardman, Cynthia A., and Jia Frydenberg. Writing to Communicate 2: Paragraphs and Essays. Pearson Longman, 2008.

5) Murphy, Raymond. English Grammar in Use. 5th ed., Cambridge University Press, 2019.

6) Swan, Michael. Practical English Usage. 4th ed., Oxford University Press, 2016.

7) McCarthy, Michael, and Felicity O'Dell. English Vocabulary in Use: Upper-Intermediate. Cambridge University Press, 2017. Gairns, Ruth, and Stuart Redman. Working with Words: A Guide to Teaching and Learning Vocabulary. Cambridge University Press, 1986.



A handwritten signature in black ink, appearing to be "Rm" followed by a flourish.

**Head**

**DEPARTMENT OF ENGLISH  
VIVEKANAND COLLEGE  
KOLHAPUR (EMPOWERED AUTONOMOUS)**