



SRI SATHYA SAI INSTITUTE OF HIGHER LEARNING
(Deemed to be University)

Syllabus for General English

Programme Objectives:

The programme aims to –

1. Enable the students to acquire the communication skills of listening, speaking, reading and writing through a learning-centred curriculum comprising skills of intensive reading, extensive reading, written communication and oral communication.
2. Provide task-centred teaching-learning materials for students of diverse entry levels so that they eventually attain almost the same level of target behaviour.
3. Enable the learner to communicate effectively and appropriately in real life situation.
4. Imbibe ethical, moral, national and cultural values through the study of literature.

Programme Specific Outcomes:

By the end of General English programme, the students will have –

1. Developed their abilities in listening, speaking, reading, writing, grammar and study skills.
2. Improved concentration and focus to be able to get an overall comprehensive understanding while listening.
3. Learnt the use of right pronunciation, stress and intonation and also will have enhanced comprehensibility and fluency while reading a text.
4. Acquired an enhanced competence in oral and writing skills through the technical training and task-based communicative activities in various strategies in communication.
5. Gained accuracy and precision in communication in a variety of social contexts.
6. Attained enhanced vocabulary and improved language skills.
7. Got trained to participate effectively in critical conversations and to demonstrate the ability to prepare, organise, and deliver their work to the public.

PAPER CODE: UGEN-101	TITLE OF THE PAPER: English Language Skills-I	CREDITS: 5 PER WEEK TOTAL HOURS: 70
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COURSE OBJECTIVES:

The course aims to –

5. Enable the learner to communicate effectively and appropriately in real life situation.
6. Use English accurately for various purposes across the curriculum.
7. Develop interest in the appreciation of Literature.
8. Develop and integrate the use of the four language skills i.e. Reading, Listening, Speaking and Writing.
9. Teach the conventions of English grammar and its practical application.
10. Inculcate the habit of reading, thereby, absorbing profound ideas, learning appropriate expressions and enhancing vocabulary.
11. Imbibe ethical, moral, national and cultural values through the study of literature.

COURSE OUTCOMES:

By the end of the course, students will have –

1. Gained ability to write, read, speak and comprehend English language correctly.
2. Mastered the mechanics of writing, the use of correct punctuation marks and capitals.
3. Acquired a comprehensive understanding of techniques and etiquette of formal letter writing and E-mail writing.
4. Got trained in the craft of summarising passages.
5. Developed reading skill with proper pronunciation, word stress and intonation.
6. Improved conversational ability in familiar social situations.
7. Attained enhanced vocabulary and improved language skills.

CONTENT			
UNIT No.	UNIT TITLE	UNIT CONTENTS	NO. OF PERIODS FOR THE UNIT
UNIT 1	Detailed Study – Prose and Poetry	<ol style="list-style-type: none"> 1. From Love is my Form: <i>Bhagawan Baba's Letter to His Brother</i> 2. Leo Tolstoy: <i>Where Love is God is</i> 3. Horace J Gardener: <i>Guilty</i> 4. William Blake: <i>The School Boy</i> 5. Sir Edwin Arnold: <i>A Rajput Nurse</i> 	15 Hours
UNIT 2	GRAMMAR	<p>A. Parts of Speech – Introduction and Identification</p> <p>B. Nouns – Kinds, cases, correct usage and common errors</p> <p>C. Pronouns – Kinds, correct usage and common errors</p> <p>D. Adjectives – Kinds, correct usage and common errors</p> <p>E. Determiners – Kinds, correct usage and common errors</p> <p>F. Punctuation</p> <p>G. Spelling and Capitalisation</p>	15 Hours
UNIT 3	Written Communication	<ol style="list-style-type: none"> 1. 1. Formal letter writing 2. E-Mail writing (Application, Complaints, Apology, Rejection, Recommendation, Follow-up etc.) 	15 Hours

UNIT 4	Study Skills	Summarising	10 Hours
UNIT 5	Aural/Oral Communication	1. Reading aloud/ Declamation 2. Situational conversation in pairs	10 Hours
UNIT 6	Non-Detailed Text	Rabindranath Tagore: <i>The Waterfall</i>	5 Hours

SUGGESTED READING

S. NO.	AUTHOR	TITLE	PUBLISHER	YEAR	EDITION
1	Rodney Huddleson and Geoffrey K. Pullum	<i>A Student's Introduction to English Grammar</i>	Cambridge University Press	2005	
2	P. N. Gopalkrishnan	<i>Book of Nouns</i>	Authorspress		
3	Michael Swan	<i>Basic English Usage</i>	Oxford University Press	1984	
4	P. N. Gopalkrishnan	<i>Book of Adjectives</i>	Authorspress		
5	P. Christophersen and A. O. Sandved	<i>An Advanced English Grammar</i>	Macmillan Student Edition	2016	
6	Reynolds and Marcia	<i>Confidence in Writing</i>	Huntington, Heinle and Heinle Publications		4th
7	Edward P. Bailey and Philip A.	<i>The Practical Writer</i>	Powell, Thomson Heinle Publications		7th
8	R. Halman	<i>English Punctuation</i>	Rajat Publications		
9	Rebecca Chapman	<i>English for E-mails</i>	Oxford University		

			Press		
10	Dianna Booher	<i>E-Writing: 21st Century Tools for Effective Communication</i>	Macmillan		
11	Champa Tickoo & Jaya Sasikumar	<i>Writing with a Purpose</i>	OUP		
12	Reynolds and Marcia Huntington	<i>Confidence in Writing</i>	Heinle and Heinle Publications		4th
13	Wren and Martin	<i>English Grammar and Composition</i>	Upkar Prakashan		
14	F T Wood	<i>Remedial English Grammar for Foreign Students</i>	Pan Macmillan		

PAPER CODE: UGEN-201	TITLE OF THE PAPER: English Language Skills-II	CREDITS: 5 PER WEEK TOTAL HOURS: 70
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COURSE OBJECTIVES:

The course aims to –

1. Enable the learner to communicate effectively and appropriately in real life situations.
2. Use English accurately for study purpose across the curriculum.
3. Develop interest in and appreciation of Literature.
4. Develop and integrate the use of the four language skills i.e. Reading, Listening, Speaking and Writing.
5. Teach the conventions of English grammar and its practical application.
6. Inculcate the habit of reading, thereby, absorbing profound ideas, learning appropriate expressions and enhancing vocabulary.
7. Imbibe ethical, moral, national and cultural values through the study of literature.

COURSE OUTCOMES:

By the end of the course, students will have –

1. Gained ability to write, read, speak and comprehend English language correctly.
2. Learnt the correct use of grammatical elements in a sentence, to write and express in reported speech, in different voices and various moods.
3. Acquired a comprehensive understanding of techniques of writing a coherent paragraph, with the detailed examination of various parts in a paragraph that provide it the logical strengthening.
4. Got trained in the strategies in communication – narrative and descriptive.
5. Assimilated the methods of note making for implementing in other subjects for effective studying.
6. Improved listening skills and learnt the art and technique of note taking.
7. Attained enhanced vocabulary and improved language skills.

CONTENT			
UNIT No.	UNIT TITLE	UNIT CONTENTS	NO. OF PERIODS
UNIT 1	Detailed Study – Prose and Poetry	<ol style="list-style-type: none"> 1. Anton Chekhov: <i>Vanka</i> 2. E V Lucas: <i>The School for Sympathy</i> 3. Laurence Binyon: <i>Akbar's Way of Life</i> 4. Wordsworth: <i>The Stolen Boat Ride</i> 5. Sarojini Naidu: <i>The Queen's Rival</i> 	15
UNIT 2	Grammar	<p>A. Verbs: Kinds, Voices, Tenses, Aspects</p> <p>B. Subject-Verb Agreement</p> <p>C. Adverbs: Kinds, correct usage and common errors</p> <p>D. Reported Speech</p>	15 Hours
UNIT 3	Written Communication (Paragraph Writing)	Narrative and Descriptive paragraphs	15 Hours
UNIT 4	Study Skills	Note Making	10 Hours
UNIT 5	Aural/Oral Communication	1. Listening Comprehension and Note Making	10 Hours

		2. Narrative skills / Descriptive skills	
UNIT 6	Non- Detailed Text	Samarpan: <i>Tiya – A parrot’s journey home</i>	5 Hours

SUGGESTED READING

S. NO.	AUTHOR	TITLE	PUBLISHER	YEAR	EDITION
1	Rodney Huddleston and Geoffrey K. Pullum	<i>A Student’s Introduction to English Grammar</i>	Cambridge University Press		
2	P. Christophersen and A. O. Sandved	<i>An Advanced English Grammar</i>	Macmillan		
3	Edward P. Bailey and Philip A. Powell	<i>The Practical Writer</i>	Thomson Heinle Publications		7 th
4	Raymond Murphy	<i>Essential English Grammar</i>	Cambridge University Press		2 nd
5	David Green	<i>Contemporary English Grammar, Structures and Composition</i>	Laxmi Publications	2015	2 nd
6	Thomson and Martinet	<i>A Practical English Grammar</i>	Oxford	1986	4 th
7	Reynolds and Marcia Huntington	<i>Confidence in Writing</i>	Heinle and Heinle Publications		4 th
8	Champa Tickoo & Jaya Sasikumar	<i>Writing with a Purpose</i>	OUP		
9	Edward P. Bailey and Philip A.	<i>The Practical Writer</i>	Powell, Thomson Heinle Publications		7 th

10	James M. McCrimmon	<i>Writing with a Purpose</i>	Houghton Mifflin Company		3 rd
11	A.F. Scott	<i>From Paragraph to Essay, Part II</i>	Cambridge University Press		
12	Gene Stanford and Marie N. Smith	<i>Better Writing: From Paragraph to Essay</i>	Oxford University Press		
13	Frank Chaplen	<i>Paragraph Writing</i>	OUP	1970	
14	Laurie G. Kirszner and Stephen R. Mandell	<i>Patterns for College Writing</i>	St Martin's Press		4 th
15	Wren and Martin	<i>English Grammar and Composition</i>	Upkar Prakashan		
16	F T Wood	<i>Remedial English Grammar for Foreign Students</i>	Pan Macmillan		

PAPER CODE: UGEN-301	TITLE OF THE PAPER: EnglishLanguage Skills-III	CREDITS: 5 PER WEEK TOTAL HOURS: 70
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COURSE OBJECTIVES:

The course aims to –

1. Enable the learner to communicate effectively and appropriately in real life situation.
2. Use English accurately for study purpose across the curriculum.
3. Develop interest in and appreciation of Literature.
4. Develop and integrate the use of the four language skills i.e. Reading, Listening, Speaking and Writing.
5. Teach the conventions of English grammar and its practical application.
6. Inculcate the habit of reading, thereby, absorbing profound ideas, learning appropriate expressions and enhancing vocabulary.
7. Imbibe ethical, moral, national and cultural values through the study of literature.

COURSE OUTCOMES:

By the end of the course, students will have –

1. Gained ability to write, read, speak and comprehend English language correctly.
2. Learnt the correct usage of prepositions, conjunctions and phrasal verbs, and the kinds and identification of phrases, clauses and sentences.
3. Acquired a comprehensive understanding of techniques of essay writing, with the detailed examination of different kinds of essay.
4. Got trained in the strategies in communication – classification, cause and effect, definition, process analysis and argumentation.
5. Assimilated the methods of conversion among different channels of communication; transcoding, from verbal to visual and vice versa.
6. Fine-tuned their oral skills, viz. giving short formal speeches, discussing in group and debating.
7. Attained enhanced vocabulary and improved language skills.

CONTENT			
UNIT No.	UNIT TITLE	UNIT CONTENTS	NO. OF PERIODS
UNIT 1	Detailed Study- Prose and Poetry	<ol style="list-style-type: none"> 1. Donald M. Murray:<i>The Maker's Eye: Revising Your Own Manuscripts</i> 2. Gail Godwin:<i>To Noble Companions</i> 3. APJ Abdul: <i>Three Visions for India</i> (Excerpt from Kalam's Speech at IIT, Hyderabad) 4. Wole Soyinka:<i>Telephone Conversation</i> 5. John Keats: <i>The Human Seasons</i> 	15
UNIT 2	Grammar	<ol style="list-style-type: none"> A. Prepositions and Phrasal Verbs B. Conjunctions C. Phrases and Clauses D. Identification of Simple, Compound and Complex Sentences 	15 Hours
UNIT 3	Written Communication Essay Writing	<p>Types of essays:</p> <ol style="list-style-type: none"> 1. Classification 2. Cause and effect 3. Process analysis 4. Definition 	15 Hours

		5. Argumentation	
UNIT 4	Study Skills	Channel Conversion: Visual to Verbal	10 Hours
UNIT 5	Oral Communication	1. Short Formal Speeches 2. Group Discussion / Debate	10 Hours
UNIT 6	Non-Detailed Text	Prof. N. Kasturi: <i>Loving God</i>	5 Hours

S. NO.	AUTHOR	TITLE	PUBLISHER	YEAR	EDITION
1	Reynolds and Marcia Huntington	<i>Confidence in Writing</i>	Heinle and Heinle Publications		4 th
2	<i>A.F. Scott</i>	<i>From Paragraph to Essay, Part II</i>	<i>Cambridge University Press</i>		
3	Gene Stanford and Marie N. Smith	<i>Better Writing: From Paragraph to Essay</i>	Oxford University Press		
4	Edward P. Bailey and Philip A.	<i>The Practical Writer</i>	Powell, Thomson Heinle Publications		7 th
5	Laurie G. Kirszner and Stephen R. Mandell	<i>Patterns for College Writing</i>	St Martin's Press		4 th
6	Gopalakrishnan P.N.	<i>Book of Prepositions and Conjunctions</i>	AuthorspresS		
7	Rodney Huddleston and	<i>A Student's</i>	Cambridge University		

	Geoffrey K. Pullum	<i>Introduction to English Grammar</i>	Press		
8	Champa Tickoo & Jaya Sasikumar	<i>Writing with a Purpose</i>	OUP		
9	Wren and Martin	<i>English Grammar and Composition</i>	Upkar Prakashan		
10	F T Wood	<i>Remedial English Grammar for Foreign Students</i>	Pan Macmillan		

PAPER CODE: UGEN-401	TITLE OF THE PAPER: English Language Skills-IV	CREDITS: 5 PER WEEK TOTAL HOURS: 70
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COURSE OBJECTIVES:

The course aims to –

1. Enable the learner to communicate effectively and appropriately in real life situation.
2. Use English accurately for study purpose across the curriculum.
3. Develop interest in and appreciation of Literature.
4. Develop and integrate the use of the four language skills i.e. Reading, Listening, Speaking and Writing.
5. Teach the conventions of English grammar and its practical application.
6. Inculcate the habit of reading, thereby, absorbing profound ideas, learning appropriate expressions and enhancing vocabulary.
7. Imbibe ethical, moral, national and cultural values through the study of literature.

COURSE OUTCOMES:

By the end of the course, students will have –

1. Gained ability to write, read, speak and comprehend English language correctly.
2. Become familiar with the synthesis and transformation of sentences.
3. Learnt to write with brevity and clarity, with emphasis on avoiding ambiguous constructions, misplaced parts, with awareness of exactness of words and expressions.
4. Got trained in the art of transforming one mode of communication into another (letter to speech, story to dialogue, speech to poem etc.)
5. Assimilated the techniques of report writing, both general and technical, with the knowledge of content-specific vocabulary.
6. Become technically confident to present papers or seminars in the formal gathering, and will have acquired the knowledge of the various aspects of bibliographical referencing.
7. Attained proficiency in communication as it would be expected in the real world, through the unique method of role-play.
8. Acquired enhanced vocabulary and improved language skills.

CONTENT			
UNIT No.	UNIT TITLE	UNIT CONTENTS	NO. OF PERIODS
UNIT 1	Detailed Study- Prose and Poetry	<ol style="list-style-type: none"> 1. R. K. Narayan:<i>Headache</i> 2. Nelson Mandela:<i>The Sacred Warrior</i> 3. N R Narayana Murthy's Speech delivered at New York University 4. John Berryman: <i>Eleven Addresses to the Lord</i> 5. Ogden Nash: <i>This is Going to Hurt Just a Little Bit</i> 	15 Hours
UNIT 2A	Grammar	<ol style="list-style-type: none"> A. Synthesis and Transformation of sentences B. Writing with brevity and clarity <ol style="list-style-type: none"> a) Wordiness and useless repetition b) Misplaced parts and dangling modifiers c) Ambiguous constructions d) Exactness of words and expressions 	15 Hours

		e) Shift in tense, person, number etc.	
UNIT 3	Written Communication- Creative Writing	1. Transpose letter to speech 2. Story to dialogue 3. Completing outline story with prompts	15 Hours
UNIT 4	Study Skills	Report Writing: General reports, introduction to technical report writing (content-specific academic vocabulary)	10 Hours
UNIT 5	Aural/Oral Communication	1. Paper Presentation with PowerPoint slides (with referencing) 2. Role Play	10 Hours
UNIT 6	Non-Detailed Text	Ben Carson and Cecil Murphy: <i>Gifted Hands</i>	5 Hours

SUGGESTED READING

S. NO.	AUTHOR	TITLE	PUBLISHER	YEAR	EDITION
1	John C. Hodges & Mary E. Whitten	<i>Harbrace College Handbook</i>	Harcourt, Brace & World Inc.		

2	Hans P. Guth and Edgar H. Schuster	<i>American English Today</i>	McGraw-Hill Book Company	1977	2 nd
3	Wren and Martin	<i>English Grammar and Composition</i>	Upkar Prakashan		
4	F T Wood	<i>Remedial English Grammar for Foreign Students</i>	Pan Macmillan		
5	Susanne Tayfoor	<i>Common Mistakes at Upper-intermediate</i>	Cambridge University Press	2014	
6	Meenakshi Raman and Sangeeta Sharma	<i>Communication Skills</i>	Oxford University Press	2011	
7	John C. Hodges	<i>Harbrace College Handbook</i>	Harcourt Brace Jovanovich	1990	11 th
8	Bran K. McLaughlin	<i>American English Today</i>			