



JSS COLLEGE FOR WOMEN (AUTONOMOUS)
SARASWATHIPURAM, MYSURU-09

DEPARTMENT OF ENGLISH

Revised NEP Syllabus

BOARD OF STUDIES (BOS)

2025-26

- a. Syllabus**
- b. Question Paper Pattern**

BA/BSc
I Semester
Symphony – I

Unit I: Poems

1. Let Me Not to the Marriage of True Minds- William Shakespeare
2. The Sunne Rising – John Donne
3. The Road Not Taken – Robert Frost
4. Night of the Scorpion – Nissim Ezekiel
5. Small Towns and the River – Mamang Dai
6. Shoulders – Naomi Shihab Nye

Unit II: Short Stories

1. The last Leaf – O.Henry
2. The Death of a Government Clerk – Anton Chekhov
3. The Rightful Inheritors of the Earth – Vaikom Muhammad Basheer

Unit III: Essays

1. Origin of Science – Will Durant
2. Boat – A.P.J.Abdul Kalam
3. A Born Dreamer – Chitra Mandal

Unit IV: Language Component

1. Punctuation
2. Articles
3. Subject- Verb Agreement
4. Prepositions

Internal Assessment – C1 & C2 = 20 Marks

Semester End Exam C3= 80 Marks

Question Paper Pattern

I Semester BA/BSc Examination

Symphony – I

I.	Annotate TWO of the following: (2 out of 4) –(Poetry)	2x5=10
II.	Answer Two of the following: (2 out of 4) – (Poetry)	2x10=20
III.	Answer TEN of the following: (Short Stories & Essays)	10x1=10
IV.	Answer One out of Two of the following: (Short Stories)	1x10=10
V.	Answer One out of Two of the following: (Essays)	1x10=10
VI.	Punctuation	5x1=5
VII.	Articles	5x1=5
VIII.	Subject-Verb Agreement	5x1=5
IX.	Prepositions	5x1=5

BA/BSc
II Semester
Symphony – II

Unit I: Poems

1. A Poison Tree – William Blake
2. The Poplar Field – William Cowper
3. Because I Could Not Stop for Death – Emily Dickinson
4. Dreamers – Siegfried Sassoon
5. Mushrooms – Sylvia Plath
6. Gull – Mark McWatt

Unit II: Short Stories

1. The Golden Touch – Nathaniel Hawthorne
2. Drought – Premchand
3. The Weed – Amrita Pritam

Unit III: Essays

1. Three Days to See – Helen Keller
2. My Greatest Olympic Prize – Jesse Owens
3. The Man Who Built a Forest – Jadhav Payeng – Prabalika Borah

Unit IV: Language Component

1. Adjectives
2. Adverbs
3. Words Often Confused
4. conjunctions

Internal Assessment – C1 & C2 = 20 Marks

Semester End Exam C3= 80 Marks

Question Paper Pattern
II Semester BA/BSc Examination
Symphony – II

I.	Annotate TWO of the following: (2 out of 4) –(Poetry)	2x5=10
II.	Answer Two of the following: (2 out of 4) – (Poetry)	2x10=20
III.	Answer TEN of the following: (Short Stories & Essays)	10x1=10
IV.	Answer One out of Two of the following: (Short Stories)	1x10=10
V.	Answer One out of Two of the following: (Essays)	1x10=10
VI.	Adjectives	5x1=5
VII.	Adverbs	5x1=5
VIII.	Words Often Confused	5x1=5
IX.	Conjunctions	5x1=5

BCom
I Semester
Harmony – I

Unit I: Poems

1. When to the Sessions of Sweet Silent Thought – William Shakespeare
2. The World is Too Much with Us – William Wordsworth
3. Ring Out, Wild Bells – Alfred Lord Tennyson
4. Piano – D.H.Lawrence
5. There Will Come Soft Rains – Sara Teasdale
6. The Diameter of a Bomb – Yehuda Amichai

Unit II: Short Stories

1. The Model Millionaire – Oscar Wilde
2. Conjurer's Revenge – Stephen Leacock
3. An Astrologer's Day – R.K.Narayan

Unit III: Essays

1. Travel by Train – J.B.Priestly
2. How to Escape from Intellectual Rubbish – Bertrand Russell
3. Stay Hungry Stay Foolish – Steve Jobs

Unit IV: Language Component

1. Punctuation
2. Articles
3. Subject- Verb Agreement
4. Prepositions

Internal Assessment – C1 & C2 = 20 Marks

Semester End Exam C3= 80 Marks

Question Paper Pattern

I Semester BCom Examination

Harmony – I

I.	Annotate TWO of the following: (2 out of 4) –(Poetry)	2x5=10
II.	Answer Two of the following: (2 out of 4) – (Poetry)	2x10=20
III.	Answer TEN of the following: (Short Stories & Essays)	10x1=10
IV.	Answer One out of Two of the following: (Short Stories)	1x10=10
V.	Answer One out of Two of the following: (Essays)	1x10=10
VI.	Punctuation	5x1=5
VII.	Articles	5x1=5
VIII.	Subject-Verb Agreement	5x1=5
IX.	Prepositions	5x1=5

BCom
II Semester
Harmony – II

Unit I: Poems

1. Leave this Chanting and Singing and Telling of Beads – Rabindranath Tagore
2. The Second Coming – W.B.Yeats
3. War is Kind – Stephen Crane
4. The Burning of the Books – Bertolt Brecht
5. On Buying and Selling – Khalil Gibran
6. In the Bazaars of Hyderabad – Sarojini Naidu

Unit II: Short Stories

1. The Little Mermaid – Hans Christian Anderson
2. The Verger – Somerset Maugham
3. Karma – Khushwanth Singh

Unit III: Essays

1. On the Way to Goregaon – B.R.Ambedkar
2. Shooting an Elephant – George Orwell
3. Pele's Thousands Goal – Pele with R.L.Fish

Unit IV: Language Component

1. Adjectives
2. Adverbs
3. Words Often Confused
4. conjunctions

Internal Assessment – C1 & C2 = 20 Marks

Semester End Exam C3= 80 Marks

Question Paper Pattern
II Semester BCom Examination
Harmony – II

I.	Annotate TWO of the following: (2 out of 4) –(Poetry)	2x5=10
II.	Answer Two of the following: (2 out of 4) – (Poetry)	2x10=20
III.	Answer TEN of the following: (Short Stories & Essays)	10x1=10
IV.	Answer One out of Two of the following: (Short Stories)	1x10=10
V.	Answer One out of Two of the following: (Essays)	1x10=10
VI.	Adjectives	5x1=5
VII.	Adverbs	5x1=5
VIII.	Words Often Confused	5x1=5
IX.	Conjunctions	5x1=5

**BBA/BCA
I Semester
Euphony – I**

Unit I: Poems

1. Let Me Not to the Marriage of True Minds – William Shakespeare
2. On His Blindness – John Milton
3. A Psalm of Life – Henry Wadsworth Longfellow
4. Digging – Seamus Heaney
5. Self-Protection - D.H.Lawrence
6. Women – Alice Walker

Unit II: Short Stories

1. Jimmy Valentine – O.Henry
2. The Best Investment I Ever Made – A.J.Cronin
3. The Refugee – K.A.Abbas

Unit III: Essays

1. On Superstitions – A.G.Gardiner
2. The Light Has Gone Out – Jawaharlal Nehru
3. Town by the Sea – Amitav Ghosh

Unit IV: Language Component

1. Punctuation
2. Articles
3. Subject- Verb Agreement
4. Prepositions

Internal Assessment – C1 & C2 = 20 Marks

Semester End Exam C3= 80 Marks

Question Paper Pattern

I Semester BBA/BCA Examination

Euphony – I

I.	Annotate TWO of the following: (2 out of 4) –(Poetry)	2x5=10
II.	Answer Two of the following: (2 out of 4) – (Poetry)	2x10=20
III.	Answer TEN of the following: (Short Stories & Essays)	10x1=10
IV.	Answer One out of Two of the following: (Short Stories)	1x10=10
V.	Answer One out of Two of the following: (Essays)	1x10=10
VI.	Punctuation	5x1=5
VII.	Articles	5x1=5
VIII.	Subject-Verb Agreement	5x1=5
IX.	Prepositions	5x1=5

BBA/BCA
II Semester
Euphony – II

Unit I: Poems

1. Ode to a Nightingale – John Keats
2. Stopping by Woods on a Snowy Evening – Robert Frost
3. Courage – Anne Sexton
4. Telephone Conversation – Wole Soyinka
5. Once Upon a Time – Gabriel Okara
6. On Killing a Tree – Gieve Patel

Unit II: Short Stories

1. The Tell-Tale Heart – Edgar Allan Poe
2. Barbers Trade Union – Mulk Raj Anand
3. The Boy Who Broke the Bank – Ruskin Bond

Unit III: Essays

1. Vivekananda : The Great Journey to the West – Romaine Rolland
2. Tight Corners – E.V.Lucas
3. Dangers of Drug Abuse – Hardin B Jones

Unit IV: Language Component

1. Adjectives
2. Adverbs
3. Words Often Confused
4. Conjunctions

Internal Assessment – C1 & C2 = 20 Marks

Semester End Exam C3= 80 Marks

Question Paper Pattern
II Semester BBA/BCA Examination
Euphony –II

I.	Annotate TWO of the following: (2 out of 4) –(Poetry)	2x5=10
II.	Answer Two of the following: (2 out of 4) – (Poetry)	2x10=20
III.	Answer TEN of the following: (Short Stories & Essays)	10x1=10
IV.	Answer One out of Two of the following: (Short Stories)	1x10=10
V.	Answer One out of Two of the following: (Essays)	1x10=10
VI.	Adjectives	5x1=5
VII.	Adverbs	5x1=5
VIII.	Words often Confused	5x1=5
IX.	Conjunctions	5x1=5

BA
I Semester
Optional English
Introduction to Literature

Unit I:

Literary Terms from 'A Glossary of Literary Terms' by M.H.Abrams
Lyric, Ode, Elegy, Sonnet, Epic, Dramatic Monologue, Figurative Language, Drama, Comedy, Tragedy, Chorus, Soliloquy, Novel, Plot, Character and Characterization, Essay, Short Story, Fable, Allegory, Periods of English Literature.

Unit II: Poetry

- 1. When in Disgrace – William Shakespeare**
- 2. To His Coy Mistress – Andrew Marvell**
- 3. Elegy Written in a Country Churchyard – Thomas Gray**
- 4. Daffodils – William Wordsworth**
- 5. Ode to Autumn – John Keats**
- 6. Ulysses – Alfred, Lord, Tennyson**
- 7. My Last Duchess – Robert Browning**
- 8. Listeners – Walter de la Mare**

Unit III: Play

Doctor Faustus – Christopher Marlowe

Unit IV: Novel

Animal Farm - George Orwell

Internal Assessment – C1 & C2 = 20 Marks

Semester End Exam C3= 80 Marks

**Question paper pattern
BA - I Semester
Optional English
Introduction to Literature**

I. Define with example type questions from Literary Terms (10 of 12): $10 \times 2 = 20$

II. Answer two of the following (2 of 4) : $2 \times 10 = 20$

III. Answer two of the following (2 of 4) : $2 \times 10 = 20$

IV. Answer two of the following (2 of 4) : $2 \times 10 = 20$

**BA - II Semester
Optional English
Shakespeare to Blake**

Unit I: Drama

The Tempest – William Shakespeare

Unit II: Literary Criticism and Formal Essay

1. A Preface to Shakespeare – Samuel Johnson
2. Essays by Francis Bacon;
 - a) Of Studies
 - b) Of Travel
 - c) Of Ambition

Unit III: Fiction

Robinson Crusoe – Daniel Defoe

Unit IV: Poetry

1. Drink to me with Thine Eyes – Ben Jonson
2. To Althea, from Prison – Richard Lovelace
3. From Paradise Lost (Book 1) by John Milton: Satan's First Speech
4. Canonization – John Donne
5. The Collar – George Herbert
6. Alexander's Feast; or, The Power of Music – John Dryden
7. From 'The Rape of the Lock' by Alexander Pope: Belinda's Toilet
8. Tyger – William Blake

Internal Assessment – C1 & C2 = 20 Marks

Semester End Exam C3= 80 Marks

Question Paper Pattern

**BA - II Semester
Optional English
Shakespeare to Blake**

I. Answer Two of the following (2 of 4): 2x10=20

II. Answer Two of the following (2 of 3): (Literary Criticism) 2x5=10

III. Answer Two of the following (2 of 3): (Essay) 2x5=10

IV. Answer Two of the following (2 of 4): (Fiction) 2x10=20

V. Answer Two of the following (2 of 4): (Poetry) 2x10=20

Semester: III
Program: BA/BSc
English Language

Title of the Paper: *Romeo and Juliet* and Language Component

Credits: 3 **Marks - 100**

Unit I: Drama

Romeo and Juliet – *William Shakespeare*

Unit II: Language Component

1. Reading Comprehension
2. Short Essay on a general topic (Social Media, Importance of Yoga, My Favorite Book)
3. Précis Writing a Suitable Title
4. Dialogue Writing

Internal Assessment:

- **C1 – Assignment:** 10 Marks
- **C2 – Class Test:** 10 Marks
- **C3 – Semester End Exam:** 80 Marks
- **Total:** 100 Marks

Question Paper Pattern for C3:

1. Objective type questions from the play: Answer Ten out of Twelve. Marks: $10 \times 1 = 10$
2. Annotations from the play: Annotate Two out of Four. Marks: $2 \times 5 = 10$
3. Essay type questions from the play: Answer Four out of Six. Marks: $4 \times 10 = 40$
4. Reading comprehension questions. Marks: $5 \times 1 = 5$
5. Short essay on a general topic. Marks: $1 \times 5 = 5$
6. Precis writing with a suitable title. Marks: $1 \times 5 = 5$
7. Dialogue Writing: $1 \times 5 = 5$

Semester: IV
Program: BA/BSC
English Language

Title of the Paper: *The Bachelor of Arts and Language Component*

Credits – 3 **Marks - 100**

Unit I: Drama

The Bachelor of Arts – R. K. Narayan

Unit II: Language Component:

1. Emails (Casual and Professional): Apology letters; Appreciation letters; Congratulation letters
2. Job application letter with Curriculum Vitae (CV)/ Resume
3. Bank Correspondence: Opening an account and loan application
4. Business correspondence: Letters of enquiry about a product; Letters of order for goods; Letters of complaint about damaged/ delayed delivery of goods

Internal Assessment:

Continuous Assessment C1 (Assignment) = 10 Marks

Continuous Assessment C2 (Class Test) = 10 Marks

Semester End Exam C3 = 80 Marks

Question Paper Pattern for C3:

1. Objective type questions from the novel: Answer Ten out of Twelve. Marks: $10 \times 1 = 10$
2. Short notes from the novel: Write short notes on Two out of Four. Marks: $2 \times 5 = 10$
3. Essay type questions from the novel: Answer Four out of Six. Marks: $4 \times 10 = 40$
4. Email. Marks: $1 \times 5 = 5$
5. Job application letter with Curriculum Vitae (CV)/ Resume: Marks: $1 \times 5 = 5$
6. Bank Correspondence. Marks: $1 \times 5 = 5$
7. Business correspondence. Marks: $1 \times 5 = 5$

Semester: III
Program: BCom
English Language

Title of the Paper: *The Merchant of Venice* and Language Component

Credits – 3 **Marks - 100**

Unit I: Drama

The Merchant of Venice – William Shakespeare

Unit II: Language Component

1. Reading Comprehension
2. Short Essay on a general topic (Social Media, Importance of Yoga, My Favorite Book)
3. Précis Writing a Suitable Title
4. Dialogue Writing

Internal Assessment:

- **C1 – Assignment:** 10 Marks
- **C2 – Class Test:** 10 Marks
- **C3 – Semester End Exam:** 80 Marks
- **Total:** 100 Marks

Question Paper Pattern for C3:

1. Objective type questions from the play: Answer Ten out of Twelve. Marks: $10 \times 1 = 10$
2. Annotations from the play: Annotate Two out of Four. Marks: $2 \times 5 = 10$
3. Essay type questions from the play: Answer Four out of Six. Marks: $4 \times 10 = 40$
4. Reading comprehension questions. Marks: $5 \times 1 = 5$
5. Short essay on a general topic. Marks: $1 \times 5 = 5$
6. Precis writing with a suitable title. Marks: $1 \times 5 = 5$
7. Dialogue Writing: $1 \times 5 = 5$

Semester: IV
Program: BCom
English Language

Title of the Paper: *The Painter of Signs* and Language Component

Credits – 3	Marks - 100
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Unit I: Fiction

The Painter of Signs – R. K. Narayan

Unit II: Language Component:

1. Emails (Casual and Professional): Apology letters; Appreciation letters; Congratulation letters
2. Job application letter with Curriculum Vitae (CV)/ Resume
3. Bank Correspondence: Opening an account and loan application
4. Business correspondence: Letters of enquiry about a product; Letters of order for goods; Letters of complaint about damaged/ delayed delivery of goods

Internal Assessment:

Continuous Assessment C1 (Assignment) = 10 Marks

Continuous Assessment C2 (Class Test) = 10 Marks

Semester End Exam C3 = 80 Marks

Question Paper Pattern for C3:

1. Objective type questions from the novel: Answer Ten out of Twelve.
Marks: $10 \times 1 = 10$
2. Short notes from the novel: Write short notes on Two out of Four. Marks: $2 \times 5 = 10$
3. Essay type questions from the novel: Answer Four out of Six. Marks: $4 \times 10 = 40$
4. Email. Marks: $1 \times 5 = 5$
5. Job application letter with Curriculum Vitae (CV)/ Resume: Marks: $1 \times 5 = 5$
6. Bank Correspondence. Marks: $1 \times 5 = 5$
7. Business correspondence. Marks: $1 \times 5 = 5$

Semester: III
Program: BBA/BCA
English Language

Title of the Paper: *Julius Caesar* and Language Component

Credits – 3 **Marks - 100**

Unit I: Drama

Julius Caesar – William Shakespeare

Unit II: Language Component

1. Reading Comprehension
2. Short Essay on a general topic (Social Media, Importance of Yoga, My Favorite Book)
3. Précis Writing a Suitable Title
4. Dialogue Writing

Internal Assessment:

C1 – Assignment: 10 Marks

C2 – Class Test: 10 Marks

C3 – Semester End Exam: 80 Marks

Total: 100 Marks

Question Paper Pattern for C3:

1. Objective type questions from the play: Answer Ten out of Twelve. Marks: $10 \times 1 = 10$
2. Annotations from the play: Annotate Two out of Four. Marks: $2 \times 5 = 10$
3. Essay type questions from the play: Answer Four out of Six. Marks: $4 \times 10 = 40$
4. Reading comprehension questions. Marks: $5 \times 1 = 5$
5. Short essay on a general topic. Marks: $1 \times 5 = 5$
6. Precis writing with a suitable title. Marks: $1 \times 5 = 5$
7. Dialogue Writing: $1 \times 5 = 5$

Semester: IV
Program: BBA/BCA
English Language

Title of the Paper: *The Vendor of Sweets* and Language Component

Credits – 3	Marks - 100
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Unit I: Fiction

The Vendor of Sweets – R. K. Narayan

Unit II: Language Component:

1. Emails (Casual and Professional): Apology letters; Appreciation letters; Congratulation letters
2. Job application letter with Curriculum Vitae (CV)/ Resume
3. Bank Correspondence: Opening an account and loan application
4. Business correspondence: Letters of enquiry about a product; Letters of order for goods; Letters of complaint about damaged/ delayed delivery of goods

Internal Assessment:

Continuous Assessment C1 (Assignment) = 10 Marks

Continuous Assessment C2 (Class Test) = 10 Marks

Semester End Exam C3 = 80 Marks

Question Paper Pattern for C3:

1. Objective type questions from the novel: Answer Ten out of Twelve. Marks: $10 \times 1 = 10$
2. Short notes from the novel: Write short notes on Two out of Four. Marks: $2 \times 5 = 10$
3. Essay type questions from the novel: Answer Four out of Six. Marks: $4 \times 10 = 40$
4. Email. Marks: $1 \times 5 = 5$
5. Job application letter with Curriculum Vitae (CV)/ Resume: Marks: $1 \times 5 = 5$
6. Bank Correspondence. Marks: $1 \times 5 = 5$
7. Business correspondence. Marks: $1 \times 5 = 5$

**Major English
BA
III Semester**

Title of the Paper: The Romantics and The Victorians

Credits – 5

Marks - 100

Unit I: Poetry:

1. The World Is Too Much With Us – William Wordsworth
2. How Do I Love Thee? – Elizabeth Barrett Browning
3. Frost at Midnight – S. T. Coleridge
4. To a Skylark – P. B. Shelley
5. Uphill - Christina Rossetti
6. La Belle Dame Sans Merci – John Keats
7. Tears Idle Tears (from *The Princess*)- Alfred Tennyson
8. Youth and Art – Robert Browning

Unit II: Fiction – A:

Pride and Prejudice – Jane Austen

Unit III - B:

Hard Times – Charles Dickens

Internal Assessment:

Continuous Assessment C1 (Assignment) = 10 Marks

Continuous Assessment C2 (Test) = 10 Marks

Semester End Exam C3 = 80 Marks

Question Paper Pattern for C3:

1. Annotations from Poetry: Annotate Four out of Six. Marks: $4 \times 5 = 20$
2. Essay type questions from Poetry: Answer Two out of Four. Marks: $2 \times 10 = 20$
3. Essay type questions from *Pride and Prejudice*: Answer Two out of Three. Marks: $2 \times 10 = 20$
4. Essay type questions from *Hard Times*: Answer Two out of Three. Marks: $2 \times 10 = 20$

**Major English
BA
IV Semester
Title of the Paper: The Moderns**

Credits – 5

Marks - 100

Unit I: Poetry:

1. The Darkling Thrush – Thomas Hardy
2. Thou Art Indeed Just, Lord – G. M. Hopkins
3. Refugee Blues – W. H. Auden
4. Strange Meeting – Wilfred Owen
5. A Prayer for My Daughter – W. B. Yeats
6. The Tree – Ezra Pound
7. The Hollow Men – T. S. Eliot
8. Cruelty and Love – D. H. Lawrence

Unit II: Fiction – A:

Mrs. Dalloway – Virginia Woolf

Unit III: Fiction – B:

Brave New World – Aldous Huxley

Internal Assessment:

Continuous Assessment C1 (Assignment) = 10 Marks

Continuous Assessment C2 (Test) = 10 Marks

Semester End Exam C3 = 80 Marks

Question Paper Pattern for C3:

1. Annotations from Poetry: Annotate Four out of Six. Marks: $4 \times 5 = 20$
2. Essay type questions from Poetry: Answer Two out of Four. Marks: $2 \times 10 = 20$
3. Essay type questions from *Mrs. Dalloway*: Answer Two out of Three. Marks: $2 \times 10 = 20$
4. Essay type questions from *Brave New World*: Answer Two out of Three. Marks: $2 \times 10 = 20$

**Major English: Elective
BA
III Semester
Title of the Paper: European Drama**

Credits – 3 **Marks – 100**

Unit 1:

A Doll's House – Henrik Ibsen

Unit II:

The Cherry Orchard – Anton Chekhov

Unit III:

Galileo – Bertolt Brecht

Internal Assessment:

Continuous Assessment C1 (Assignment) = 10 Marks

Continuous Assessment C2 (Test) = 10 Marks

Semester End Exam C3 = 80 Marks

Question Paper Pattern for C3:

1. Annotations from all three plays:

Annotate Four out of Eight (without omitting any text). Marks: $4 \times 5 = 20$

2. Essay type questions from *A Doll's House*: Answer Two out of Three. Marks: $2 \times 10 = 20$
3. Essay type questions from *The Cherry Orchard*: Answer Two out of Three. Marks: $2 \times 10 = 20$
4. Essay type questions from *Rhinoceros*: Answer Two out of Three. Marks: $2 \times 10 = 20$

Major English: Elective
BA
IV Semester
Title of the Paper: American Poetry and Fiction

Credits – 3

Marks - 100

Unit I: Poetry

1. Captain, My Captain -- Walt Whitman
2. A Bird Came Down the Walk – Emily Dickinson
3. Birches – Robert Frost
4. Poetry – Marianne Moore
5. Mother to Son – Langston Hughes
6. Still I Rise – Maya Angelou
7. The Summer Day – Mary Oliver
8. Remember – Joy Harjo

Unit II: Fiction – A

The Great Gatsby – F Scott Fitzgerald

Unit III: Fiction – B

The Old Man and the Sea – Ernest Hemingway

Internal Assessment:

Continuous Assessment C1 (Assignment) = 10 Marks

Continuous Assessment C2 (Test) = 10 Marks

Semester End Exam C3 = 80 Marks

Question Paper Pattern for C3:

1. Annotations from Poetry: Annotate Four out of Six. Marks: $4 \times 5 = 20$
2. Essay type questions from Poetry: Answer Two out of Four. Marks: $2 \times 10 = 20$
3. Essay type questions from *The Great Gatsby*: Answer Two out of Three. Marks: $2 \times 10 = 20$
4. Essay type questions from *The Old Man and the Sea*: Answer Two out of Three. Marks: $2 \times 10 = 20$

SKILL ENHANCEMENT COURSE
BA/BSc/BCom/BBA/BCA
IV Semester

Title of the Paper: Communication Skills

Credits – 2

Marks – 50

Unit I: English for Front Desk Management

1. Greeting, Welcoming
2. Dealing with Complaints, Giving Instructions or Directions
3. Giving Information: About Various Facilities, Distance, Area, Local Specialties
4. Consultation and Solutions to Problems
5. Accepting Praises and Criticism, Apologizing

Unit II: Fluency and Etiquettes

1. Polite Sentences and Words
2. Use of Persuading Words and Phrases
3. Intonation and Voice Modulation
4. Developing Vocabulary

Unit III: Business Speeches

1. Principles of Effective Speech and Presentations
2. Speeches: Introduction, Vote of Thanks, Occasional Speech, Theme Speech
3. Use of Audio-Visual Aids in Presentations

Unit IV: Cross-Cultural Communication

1. Dealing with Language Differences
2. Probing Questions to get information
3. Etiquettes in Cross-cultural Communication

Internal Assessment:

Continuous Assessment C1 (Assignment) = 05 Marks

Continuous Assessment C2 (Test) = 05 Marks

Semester End Exam C3 = 40 Marks

Question Paper Pattern for C3:

1. Five Very Short Answer Questions from Unit I: $5 \times 2 = 10$ Marks
2. Two Short Answer Questions out of Three from Unit II: $2 \times 5 = 10$ Marks
3. One Essay Type Question out of Two from Unit III: $1 \times 10 = 10$ Marks
4. One Essay Type Question out of Two from Unit IV: $1 \times 10 = 10$ Marks