

Proposed Syllabus for B.Sc. I Semester I (2018-19)
Communicative English

Max Marks: 80
3 L/ week

UNIT I

Comprehension:

Comprehension includes understanding the language by reading and writing. Passages will be given to read and question will be asked to evaluate the level of comprehension.

[10]

UNIT II

Text:

Remedial Course in English Book II

Short questions based on the passage from the text will be given.

[10]

UNIT III

Functional Grammar:

Grammar will be taught in a functional, integrated and informal way, laying stress more on the usage rather than defining them

(a) Modal verbs

[5]

(b) Tenses

(c) Common Errors involving the uses of Articles, Prepositions and Tenses

[5]

(d) Antonyms , synonyms, prefix and suffix

[5]

UNIT IV

Writing Skills

(a) Letter Writing :- (Formal and Informal),

Various types of business and social letters and Applications

[10]

(b) Report Writing:-

(Newspaper Report and Factual Reports)

[10]

UNIT V

(a) Paragraph Writing

(Descriptive and Factual)

[10]

(b) Précis Writing

[10]

(DrMadhvikaMathur)

(Dr. Rashmi Rajpal Singh)

(Dr. NamrataMathur)

Proposed Syllabus for B.Sc. I Semester II (2018-19)
Communicative English

Max Marks: 80
3 L/ week

UNIT I

1. Unseen Passage for Analysis
(Question answer, vocabulary, sentence formation, synonyms and antonyms) [20]

UNIT II

Grammar:

1. Reported Speech [5]
2. Active and Passive Voice [5]
3. Subject Verb Concord [5]
4. Non finite verbs: Gerunds, Infinitives, Participles [5]

UNIT III

1. Idioms [5]
2. Phrasal Verbs [5]
3. One Word Substitution [5]

UNIT IV

Writing Skills

- Short Composition [10]
Various types of Business letters

UNIT V

- Job application and Resume writing [15]

(DrMadhvikaMathur)

(Dr.RashmiRajpalSingh)

(Dr.NamrataMathur)

Proposed Syllabus for B.Com. I Semester I (2018-19)
Communicative English

Max Marks: 80
3 L/ week

UNIT I

Comprehension:

Comprehension includes understanding the language by reading and writing. Passages will be given to read and question will be asked to evaluate the level of comprehension. [10]

UNIT II

Text:

Remedial Course in English Book II

Short questions based on the passage from the text will be given. [10]

UNIT III

Functional Grammar:

Grammar will be taught in a functional, integrated and informal way, laying stress more on the usage rather than defining them

- (a) Modal verbs [5]
- (b) Tenses [5]
- (c) Common Errors involving the uses of Articles, Prepositions and Tenses [5]
- (d) Antonyms , synonyms, prefix and suffix [5]

UNIT IV

Writing Skills

- (c) Letter Writing :- (Formal and Informal),
Various types of business and social letters and Applications [10]
- (d) Report Writing:-
(Newspaper Report and Factual Reports) [10]

UNIT V

- (c) Paragraph Writing
(Descriptive and Factual) [10]
- (d) Précis Writing [10]

(DrMadhvikaMathur)

(Dr. Rashmi Rajpal Singh)

(Dr. Namrata Mathur)

Proposed Syllabus for B.Com. I Semester II (2018-19)

Communicative English

Max Marks: 80
3 L/ week

UNIT I

1. Unseen Passage for Analysis
(Question answer, vocabulary, sentence formation, synonyms and antonyms) [20]

UNIT II

Grammar:

1. Reported Speech [5]
2. Active and Passive Voice [5]
3. Subject Verb Concord [5]
4. Non finite verbs: Gerunds, Infinitives, Participle [5]

UNIT III

1. Idioms [5]
2. Phrasal Verbs [5]
3. One Word Substitution [5]

UNIT IV

Writing Skills

- Short Composition [10]
Various types of Business letters

UNIT V

- Job application and Resume writing [15]

(DrMadhvikaMathur)

(Dr. Rashmi Rajpal Singh)

(Dr. Namrata Mathur)

Proposed Syllabus for B.C.A. I Semester I (2018-19)
Communicative English

Max Marks : 80
3 L/ week

UNIT I

Comprehension:

Comprehension includes understanding the language by reading and writing. Passages will be given to read and question will be asked to evaluate the level of comprehension.

[10]

UNIT II

Text:

Remedial Course in English Book II

Short questions based on the passage from the text will be given.

[10]

UNIT III

Functional Grammar:

Grammar will be taught in a functional, integrated and informal way, laying stress more on the usage rather than defining them

- | | |
|--|-----|
| (a) Modal verbs | [5] |
| (b) Tenses | [5] |
| (c) Active and Passive Voice | [5] |
| (d) Antonyms , synonyms, prefix and suffix | [5] |

UNIT IV

Writing Skills

- | | |
|---|------|
| (a) Letter Writing :- (Formal and Informal), Various types of business and social letters and Applications | [10] |
| (a) Report Writing:- (Newspaper Report and Factual Reports) | [10] |

UNIT V

- | | |
|--|------|
| (a) Paragraph Writing (Descriptive and Factual) | [10] |
| (a) Précis Writing | [10] |

(DrMadhvikaMathur)

(Dr. Rashmi Rajpal Singh)

(Dr. Namrata Mathur)

Proposed Syllabus for BCA I Semester II (2018-19)
Communicative English

Max Marks: 80
3L/Week

UNIT I

Unseen Passage for analysis
(Question answers, vocabulary, one word, sentence formation, synonyms and Antonyms) [20]

UNIT II

- (a) Subject verb concord [5]
- (b) Reported Speech [5]
- (c) Non Finite verbs: Gerunds, infinitives and participles [5]

UNIT III

- (a) Idioms [6]
- (b) Common Errors [Involving the use of Articles, Prepositions and Tenses] [10]
- (c) One word substitution. [5]

UNIT IV

Writing skills: Formal Letters
Various types of Business letters related to Job Application and Resume Writing
Report writing, Project Report [12]

UNIT V

Essay writing and short composition. [12]

We propose communicative skills lab along with the theory classes in the same semester or III semester.

(DrMadhvikaMathur)

(Dr. Rashmi Rajpal Singh)

(Dr. Namrata Mathur)

MCA II Semester (2018-19)
Guide Lines for Communication and Soft Skill Lab.

Max Marks: 100
2 Pds/ week

Essentials of Grammar: Parts of Speech
 Tenses
 Modals
 Phonetics

Letter and Resume writing:
Types of Letters Formal / Informal
Drafting the Applications
Preparation of the Resume
Do and Don'ts of Resume

Presentation Skills : Importance of Presentation Skills.

Guidelines to make Presentation Interesting, Body Language, Voice Modulation, Audience Awareness, Presentation Plan, Visual Aids, Styles of Presentation.

Group Discussion –Definition, Process Guidelines, Helpful Expressions, Evaluation.

Interview Preparation: Types of Interview, Preparing for the interviews, attending the Interview. Interview Process, General Etiquettes, Dressing Sense, Postures and Gestures.

(DrMadhvikamathur)

(Dr. Rashmi Rajpal Singh)

(Dr. Namrata Mathur)

SUGGESTED PANEL OF EXAMINERS:-

| S.No. | N a m e | D e s i g n a t i o n | A d d r e s s |
|--------------|-------------------------|------------------------------|--|
| 1 | Dr. Anil Pathak | Retd. Professor | A-294,Shastri Nagar, Jodhpur |
| 2 | Dr. Sharad Rajimwale | Retd. Professor | 48,Prem Nagar ,Pal Road Jodhpur |
| 3 | Dr. Rashmi Rajpal Singh | Associate Professor | Government College, Bhopalgarh |
| 4 | Dr. Jagrati Upadhyay | Associate Professor | Sardar Patel University Of Police, Security And Criminal Justice |
| 5 | Dr. Rashmi Mathur | Associate Professor | National Law University, Jodhpur |
| 6 | Dr. Satish Harit | Associate Professor | Jai Narain Vyas University, Jodhpur |
| 7 | Dr. Rimika Singhvi | Associate Professor | IIS University, Jaipur |
| 8 | Dr. Rajshree Ranawat | Assistant Professor | Jai Narain Vyas University, Jodhpur |
| 9 | Dr. Madhika Mathur | Assistant Professor | Mahila PG Mahavidhyalaya, Jodhpur |
| 10 | Dr Vibha Bhoot | Assistant Professor | Jai Narain Vyas University, Jodhpur |

BOOKS SUGGESTED FOR REFERENCE:-

1. Wren and Martin – High School Grammar and Composition.
2. Thomas and Martinet – Practical English Grammar.
3. R. P. Sinha – English Grammar and Usage with Composition.
4. Sasi Kumar, V. Dutta and Rajeevan-
A course in Listening and Speaking-1 Foundation books.
5. Murphy's English Grammar.
6. Oxford Practice Grammar.

**Lachoo Memorial College of Science & Technology (Autonomous),
Jodhpur**

Department of English

Attendance Sheet for meeting of Board of Studies held on 07.03.2018

1. Dr. Namrata Mathur Chairperson
2. Dr. Rashmi Rajpal Member
3. Dr. Madhvika Mathur Member

MINUTES OF MEETING OF BOARD OF STUDIES OF DEPARTMENT OF ENGLISH

Meeting of Board of studies was held on March 7, 2018 in the conference hall at 11.00 a.m. Following members attended the meeting.

- 1 Dr. Rashmi Rajpal Singh (Lecturer, Govt. College, Bhopalgarh)
- 2 Dr Madhvika Mathur (Lecturer Mahila PG Mahavidhyalaya, Jodhpur)
- 3 Dr Namrata Mathur (Lecturer, Lachoo Memorial College)

The Board reviewed the syllabus for B.Sc I Semester , BSc II Semester, B.Com I Semester, B.Com II Semester ,BCA I semester, BCA II Semester , B. Pharma I Semester and MCA II Semester for the Academic session 2018-19) and found it appropriate in accordance to contemporary need and competitive diorama . No modifications for this session were proposed by the committee.

Following suggestions were made by the members.

1. Emphasis to be laid on deployment of English in quotidian life of students.
2. Encouragement to guide students for inculcating regular reading habits.

The meeting ended with vote of thanks.

(Dr MadhvikaMathur)

(Dr. Rashmi Rajpal Singh)

(Dr. Namrata Mathur)