

Department of English

Osmania University

Course Structure under the Revised CBCS

( with effect from AY 2019-2020 )

Subject : Communicative English

Communicative English	I Sem	II Sem	III Sem	IV Sem	V Sem	VI Sem	Credits
Core	English Phonetics (5Credit)	English Language Skills (5Credits)	Varieties of English (5 Credits)	Reading Skills in English (5Credit)			20
Discipline Specific Elective (DSE)					A) Writing Skills in English (5 credits)	A) Study & Referencing Skills (5credits)	10
					B) Professional Writing Skills in English (5credits)	B) Soft Skills and Personality Development (5credits)	
Generic Elective (GE)					English for career Building (4credits)		04
Communicative English Project/ Paper						Project/ English Communication for Specific Purposes (4credits)	04
					Total Credits		38



Department of English  
Osmania University

**BA (Voc)**  
**CBCS-Communicative English Syllabus**  
(With effect from 2019-20)

**Semester – I**  
**English Phonetics**

**Credits: 5**

**Hours of Teaching: 5 per week**

**Objective:** To enable students to acquire skills in Phonetics

**Unit – I**

Introduction to Phonetics and Classification of Speech sounds; Vowels, Diphthongs, Consonants, Phonemic Symbols and pronunciation

**Unit – II**

Organs of Speech  
Manner of Articulation and Place of Articulation

**Unit – III**

Variety of English pronunciation  
Phonology

**Unit – IV**

The Syllable  
Word Accent

**Unit – V**

Accent and Rhythm in Connected Speech  
Phonemic Transcriptions and Marking Primary Accent

**Books Recommended**

1. *An introduction to the pronunciation of English* by A.C. Gimson (Edward Arnold. London)
2. *A text book of English Phonetics for Indian Students* by T. Balasubrahmanian (Macmillan)
3. *Gimson's Pronunciation of English*. (Taylor and Francis Ltd)
4. *English Phonetics for Indian Students* (A workbook). (Macmillan)
5. *Teaching of Spoken English and Communication Skills* by Rev. Dr. Francis (T.R. Publication)
6. *English Pronouncing dictionaries*, Daniel Jones, A.C. Gimson (The English Language Book Society & J.M. Dent and Sons Ltd)



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BA (Voc)  
CBCS-Communicative English Syllabus

Semester – II  
English Language Skills

Hours of Teaching: 5 per week

Credits: 5

**Objectives:**

- To build vocabulary
- To strengthen the grammatical and syntactical skills
- To enhance speaking, reading and writing skills

**Unit – I: Vocabulary**

Synonyms, Antonyms, Homonyms, Homophones, Homographs.  
One-word substitutes, Idioms and Phrases, Phrasal verbs, Words of foreign origin.

**Unit – II: Grammar**

Tenses and their use (in detail).  
Transformation of Sentences: Voice, Degrees of Comparison, Direct and Indirect Speech,  
Simple, Compound and Complex sentences, Affirmative and Negative sentences.

**Unit – III: Writing Skills**

Sentences, Paragraphs  
Expansion, Summarizing.

**Unit – IV: Speaking Skills**

Pronunciation, Intonation.  
Rate of Speech, Conversation Techniques.

**Unit – V: Reading Techniques**

Skimming, Scanning.  
Intensive Reading, and Extensive Reading.

**Books Recommended:**

1. *Remedial English Grammar for Foreign Students* by FT Wood (Trinity Press)
2. *Practical English Grammar* by Thomson and Martinet (Oxford University Press)
3. *A Textbook of English Phonetics for Indian Students* by T Balasubramanian (Macmillan)

BA (Voc)  
CBCS-Communicative English Syllabus

Semester - III

VARIETIES OF ENGLISH

5 Credits

5 hours of teaching per week

Unit - I

1. Language
2. Language as a Symbolic System
3. Features of Human Language - Charles Hockett

Unit - II

1. A Brief History of the English Language
2. Dialects (British and American English), Idiolect and Isogloss
3. Mutual Intelligibility

Unit - III

1. Code mixing and Code switching
  2. Styles, Formal and Informal styles
  3. Registers
    - a. Variations of Register
    - b. Factors that Condition Register
- Variations
- Field of discourse
  - Mode of Discourse
  - Style of Discourse

Unit - IV

1. Communication
2. Attributes of Communication
3. Types of communication
  - a. Oral
  - b. Written
  - c. Audio-visual
  - d. Visual

Unit - V (Writing)

1. Formal conversation/Dialogue
2. Informal conversation/Dialogue
3. Interviews

Suggested Reading

1. A Study of English Language by George Yule
2. Key Concepts in Language and Linguistics by R.L. Trask
3. Key Concepts in Communication: Cultural and Media Studies by John Hartely
4. Effective Business Communication by H.A. Murphy
5. Language: The Basics by R.L. Trask
6. Socio-linguistics by R.A. Hudson

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CBCS—BA (Voc) Communicative English  
Semester – IV

Reading Skills in English

Syllabus

5 Units

5 Credits

Teaching hours per week – 5

**Objectives:**

- To inculcate the habit of active reading
- To develop the efficiency in reading
- To help students experience the pleasure of reading

**UNIT – I**

- A. Introduction to reading – qualities of a good reader
- B. Types of reading – interactive, silent, and reading aloud
- C. Sub skills of reading– predicting, skimming, and scanning

**UNIT – II**

- A. Understanding the organization of the text: linking devices
- B. Inferencing: deducing the meaning of words and phrases from the context
- C. Vocabulary expansion

**UNIT – III**

- A. Reading prose – essays and newspaper articles, and short stories
- B. Summarizing, paraphrasing
- C. Collocations, idioms, and phrasal verbs

**UNIT – IV**

- A. Reading poetry – familiarization, reading aloud / silently
- B. Form, language and theme
- C. Analysis and interpretation

**UNIT – V** Reading Comprehension – prose, poetry and non-literary texts

**Books recommended**

- Gledinning, Eric H., & Holmstrom, Beverly. (1992). *Study reading: A course in reading skills for academic purposes*. Cambridge, CUP.
- Grellet, F. (1981). *Developing reading skills*. Cambridge, CUP.
- Smith, F. (1978). *Reading*. Cambridge, CUP.
- Wallace, C. (1992). *Reading*, Oxford, OUP.

BA (Voc) THIRD YEAR – COMMUNICATIVE ENGLISH

Semester – V-

~~DISCIPLINE~~ SPECIFIC ELECTIVE (DSE)

VA Paper – WRITING SKILLS IN ENGLISH

SYLLABUS

5 Units

5 Credits

Teaching hours per week - 5

Objectives:

- To train students in basic writing skills
- To strengthen the sub skills of writing
- To help students achieve proficiency in writing

UNIT – I

Principles of writing – Dangling Modifiers, Parallelism and run-on sentences, Use of Linkers and Transitional expressions, Topic sentence and Controlling Idea, Guidelines for effective writing

UNIT – II

Sub skills of Writing- mechanics of writing, spelling and punctuation

Guided Writing- completion of texts/stories

Writing from verbal and picture cues

UNIT – III

Paragraph writing- topic sentence and supporting sentences

Organization of writing- sequencing, jumbled up sentences

Cohesion and coherence- linkers

UNIT – IV

Essay Writing – brainstorming, writing the outline

Types of essays- Descriptive essays

Argumentative essays

UNIT – V

Report Writing- different formats and general rules

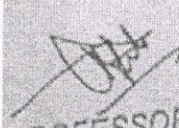
Types of reports- general reports, Scientific reports,

Newspaper reports

Books Recommended:

Byrrie Donn: *Teaching Writing Skills*(1988) London, Longman  
Hedge, Tricia *Writing*(1988) OUP, Oxford.

Lyons, Hamp, Liz & Ben, Heasley(2006) *Study writing* CUP, London.  
Raimes, Ann: *Techniques in Teaching Writing* (1983)OUP, London.

  
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**BA (Voc) THIRD YEAR – COMMUNICATIVE ENGLISH**

**Semester – V Paper VB**

Discipline Specific Elective (DSE)

**PROFESSIONAL WRITING SKILLS IN ENGLISH**  
**SYLLABUS**

**5 Units**

**5 Credits**

**Teaching hours per week - 5**

**Objectives:**

- *To train students in purpose driven writing*
- *To strengthen the writing skills for specific purposes*
- *To help students achieve proficiency in writing*

**UNIT – I**

Process of writing- Identifying the topic-  
Topic specific language  
Clarity and conciseness

**UNIT -II**

Understanding the organization of texts  
Creating diagram and outline  
Transfer of information from graphs and pie charts

**UNIT – III**

Letters/e- mail writing- kinds of letters  
Order letters, complaint letters  
Inter office memos

**UNIT – IV**

Writing descriptions and specifications  
Writing project proposals  
Writing for Specific purpose-SOP

**UNIT – V**

Technical writing- elements of a formal report  
Types of reports- Progress Reports, completion reports  
Review reports and feasibility reports

**Books Recommended:**

- Byrne Donn. (1988) *Teaching Writing Skills* London, Longman.  
Hedge, Tricia (1988) *Writing*, Oxford. OUP  
Lyons, Hamp, Liz & Ben, Heasley (2006) *Study writing* London, CUP.  
Raimes, Ann.(1983) *Techniques in Teaching Writing* London, OUP.  
Wallace, J. Michael (2004) *Study Skills in English*. New Delhi, CUP.



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**BA (Voc) Communicative English**  
**CBCS - Semester V – Generic Elective**

**English for Career Building**

**4 credits**

**Unit 1**

Attitude, Etiquette, Introducing oneself, Handling Emotions, Problem solving, Holding a Conversation, Phone Conversations, Body Language

**Unit 2**

Professional Vocabulary, Writing an Email, Data Interpretation, Listening and Reporting, Team Work, Presentation Skills,

**Unit 3**

Group Discussion - Initiating, Analysing, Agreeing, Disagreeing, Concluding and Summarising, Structured and Unstructured GDs, Kinds of Topics for GD

**Unit 4**

Responding to a Job Advertisement, Writing a Covering Letter, Difference between Resume and CV, Building Objectives, Strengths & Areas of Improvement, Networking, Continued Learning and Growth

**Suggested Reading**

- Smith, L. R. (2005). English for Careers: Business, Professional, and Technical. United Kingdom: Pearson Prentice Hall.
- English for Careers Creative Media. (1992). United States: Prentice Hall PTR.
- Galanes, G. J., Brilhart, J. K. (1992). Effective Group Discussion. United Kingdom: W.C. Brown Publishers.
- Cavert, C. (1999). Games (& Other Stuff) for Group. United States: Wood 'N' Barnes Pub.
- Group Discussion: A Practical Guide to Participation and Leadership, Fourth Edition. (2006). (n.p.): Waveland Press.

**BA (Voc) THIRD YEAR – COMMUNICATIVE ENGLISH**

**Semester – VI Paper VIA (DSE)**

**Study and Referencing skills**

**SYLLABUS**

**5 Units**

**5 Credits**

**Teaching hours per week – 5**

*Objective: to develop study and referencing skills in students for all academic purposes including writing project reports, term papers, seminar papers etc.*

**Unit -I**

Referencing Skills

Using dictionaries, thesauri (print & digital) for synonyms

Collocations, grammatical information and pronunciation

**Unit -II**

Types of referencing

Citations and footnotes

Formatting bibliography

**Unit- III**

Listening to lectures/talks- passive and active listening- listening comprehension

Academic speaking- preparing to draft speech -main ideas and supporting details

Academic discourses- using formal tone, style and grammar of formal discourse

**Unit - IV**

Reading for information- gathering and sorting information

Note making 1- understanding, analyzing data and graphs

Note making 2- arranging notes in order of sequence and importance

**Unit- V**

Academic writing- projects /research articles

Writing, revising, editing and re drafting

Quoting from sources- directly and indirectly

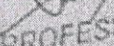
Recommended Reading:

Gillett, A. Hammond, A. & Martala, M. (2009). *Inside track: Successful Academic Writing*. Essex: Pearson Education Limited.

Griffin, G. (2006). *Research methods for English Studies*. Edinburgh: Edinburgh University Press.

Gupta, R. (2010). *A Course in Academic writing*. New Delhi: Orient BlackSwan

Jordan R.R (1997) *English for Academic Purposes*. Cambridge: CUP

  
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BA (Voc) THIRD YEAR - COMMUNICATIVE ENGLISH  
Semester - VI (CDSE)  
Paper VI (B) - SOFT SKILLS AND PERSONALITY DEVELOPMENT

5 Units

SYLLABUS  
5 Credits

Teaching hours per week - 5

**UNIT - I**

Introduction to Soft Skills - Self Assessment and Evaluation, Perception,  
Positive Attitude, Personal Goal Setting,  
Self Esteem, Handling Failure

**UNIT - II**

Communicative skills - Introduction and barriers to communication  
Verbal and nonverbal communication  
Oral and written Presentation skills

**UNIT - III**

Interview skills- General rules  
Group discussion- initiating, turn taking  
Resume writing, job applications

**UNIT - IV**

Leadership skills - Leadership and strategies of collaboration  
Teamwork- writing effective group e- mails  
Team Building

**UNIT - V**

Interpersonal Skills- negotiating, persuading  
Sociability- communication strategies  
Telephone etiquette

**Reading List:**


Barun Mitra (2012) *Personality Development and Soft Skills*. New Delhi: OUP

Bhatnagar, R.P. and Bhargava, R. (1989) *English for Competitive Examinations*.  
New Delhi: McMillan India limited.

Hedwig, L. (1998). *Body language: a guide for professionals*. New Delhi: Response  
Books (a division of Sage Publications India, Pvt. Ltd.,).

Monipally, Matthew M. (2001). *Business Communication Strategies*, New Delhi, Tata  
McGraw-Hill Publication Company Limited.

Muralikrishna, C and Mishra, S. (2011). *Communication skills for engineers*. 2<sup>nd</sup> ed.  
New Delhi: Pearson.

  
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**Department of English**  
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**CBCS - VI Semester - Communicative English**  
**English Communication for Specific Purposes**

**Unit 1 – Media**

Simple Language, Formal English, Conciseness, Word Count, Direct and Indirect Speech  
Organization of Report, Tone of Writing, Checking Facts, Adding Opinion, Ethics of reporting

**Unit 2 - Advertising**

Defining a product or a Service, Choosing Context, Building Content, Keywords, Focus Areas,  
Slogan Writing, Using Images, Print Advertisements, Multimedia Advertisements

**Unit 3 – Technical Writing**

Presenting Facts, Writing for Intended Audience, Comprehensiveness, Logical Cohesion, Sequencing,  
Action Oriented Sentences, Organisation, Developing a User Manual

**Unit 4 – Academic Writing**

Planning, Focus area, Formal Writing, Precision, Objectivity, Accuracy, Hedging, Analysis,  
Organisation, Planning, Drafting, Publishing

**Suggested Reading**

- Greg, M. (1994). Words in Ads. London: Green Gate Publishing Services.  
Leech, G. N. (1966). English in Advertising. London: Longman.  
Reah, D. (2002). The Language of Newspapers. United Kingdom: Routledge.  
Cambridge English For The Media. (2009). United Kingdom: Cambridge University Press.  
Aslan, E., Jaworska, S., Jones, R. H. (2020). Language and Media: A Resource Book for Students. United Kingdom: Taylor & Francis.  
Sword, H. (2012). Stylish Academic Writing. United States: Harvard University Press.  
Garbati, J., Samuels, B. (2018). Mastering Academic Writing. United Kingdom: SAGE Publications.  
Basu, B. N. (2007). Technical Writing. India: PHI Learning.  
Laplante, P. A. (2018). Technical Writing: A Practical Guide for Engineers, Scientists, and Nontechnical Professionals, Second Edition. United States: CRC Press.