

**Progressive Education Society's
Modern College of Arts, Science & Commerce, Ganeshkhind, Pune-16
Academic Year 2023-2024
Department of English**

Syllabi-First Year Courses- NEP

SEMESTER-I

DSC 1 (Major)

Understanding Literature Through Films and Television

Semester-I

Credits-04

Subject Code-

Lectures-60 Clock Hours

Objectives

1. To introduce them to literature through television shows.
2. To help students understand texts through the medium of cinema and television.
3. To cultivate interest among students for literary texts.
4. To develop the ability to think critically and appreciate literature.

Outcomes

1. Students understand the contribution of literature through the medium of television and cinema.
2. Students get the opportunity to understand literary text through audio-visual medium.
3. Students develop interest in reading text.
4. Students acquire skills to critically appreciate literary text.

Unit 1 – Representation of Literature in Cinema and Media - Short Stories 30 Hours

1. The Last Leaf – O. Henry
Kalakriti – Adaptation (Katha Sagar)
2. The Adopted Son – Guy de Maupassant
Pachhtava – Adaptation (Katha Sagar)
3. A Cup of Tea – Katherine Mansfield
Chai Ka Ek Cup – Adaptation (Katha Sagar)
4. How Much Land a Man Need – Leo Tolstoy
Zameen – Adaptation (Katha Sagar)

5. An Astrologer's Day – R. K. Narayana
A short film in hindi with the same title.

Unit 2 – Representation of Literature in Cinema and Media - Drama 15 Hours

1. Old Stone Mansion
- Mahesh Elkunchwar

Unit 3 – Representation of Literature in Cinema and Media - One Act Plays 15 Hours

1. The Monkey's Paw
– William Wymark Jacobs
2. The Proposal
– Anton Chekhov

References:

1. The Literary Landscape – An Anthology of Prose and Poetry – Orient Black Swan
2. Initiations – Minor Literary Forms and Basics of Phonology – Orient Black Swan
3. Visionary Gleam – A Selection of Prose and Poetry – Orient Black Swan
4. Literary Pinnacles – An Anthology of Prose and Poetry – Orient Black Swan
5. Old Stone Mansion – Mahesh Elkunchwar – Seagull Publishers
6. Online resources, videos, short films, movies



DSC 2 (Major)

Introduction to English Literature

Semester-I

Credits-02

Subject Code-

Lectures-30 Clock Hours

Unit 1

06 Hours

Introduction to English Literature

Unit 2

06 Hours

History of English Literature

Unit 3

06 Hours

Ages of English Literature

Unit 4

06 Hours

English Literature and India

Unit 5

06 Hours

English Literature and Other Literatures



(OE-1)- Commerce
English for Advertising

Semester-I

Credits-02

Subject Code-

Lectures-30 Clock Hours

Objectives:

1. To enhance students' ability to craft compelling and persuasive written content for advertising
2. To foster creativity and innovation in advertisement writing
3. To build technical and writing skills for various advertising platforms

Course Outcomes:

CO1: The learners will have developed proficiency in persuasive writing for advertising.

CO2: Students will be able to demonstrate creative thinking and innovative approaches in advertising.

CO3: The learners will be able to write for different advertising platforms while applying their analytical skills to understand the market and audience.

Unit 1: Advertising and English language

15 Hours

- Introduction to Advertising
- History and Evolution of Advertising
- Types of Advertising
- Importance and Role of English in Advertising
- Guidelines for Writing Advertisements in English

Unit 2: Writing for Advertising

15 Hours

- Newspaper Advertisements
- Television Advertisements
- Radio Advertisements
- Internet Advertisements

References:

1. *Aspirations: English for Career*. Board of Editors. Orient BlackSwan
2. Schwab, Victor O. *How to write a good advertisement: A Short Course in Copywriting*. Martino Publishing, 2015.
3. Hilliard, Robert L. *Writing for Television, Radio and New Media*. Cengage Learning, 2011.
4. McMahan, Harry Wayne. *The Television Commercial: How to Create and Produce Effective TV Advertising*. Scholar's Choice, 2015.
5. Chron. *Types of TV Commercials*. March 8.2021. <https://smallbusiness.chron.com/types-tv-commercials-57852.html>

(OE 1)- Science

Keen Eyes and Sharp Ears: Essentials of Spoken Communication

Semester-I

Credits-02

Subject Code-

Lectures-30 Clock Hours

Objectives:

1. To help students develop their understanding of communication skills
2. To enhance students' ability to communicate effectively.

Course Outcomes:

1. Students become aware of the importance of communication skills.
2. Students develop the ability to communicate effectively in different situations.

Unit I- Listening skills

15 Hours

1. Introduction to listening skills
2. Types of listening skills
3. Barriers to effective listening
4. Traits of a good listener
5. Listening practice

Unit II- Speaking Skills

15 Hours

1. Introduction to Speaking Skills
2. Types of Speaking- Imitative, Intensive, Responsive, Transactional, Interpersonal
3. Communication and its channels
4. Tips for effective conversation
5. Practice Sessions- Speaking Skills

References:

Communication Skills (Sanjay Kumar & Pushpa Lata)

Foundation course in English Language (Cambridge University Press)

Interchange: Intro Students Books with Digital Pack 5th Edition

Technical Communication: Principles and Practice (Eds. Meenakshi Raman & Sangeeta Sharma)

Vibrant English (Orient BlackSwan)

(VC 1)

Oral and Written Communication

Semester-I

Credits-02

Subject Code-

Lectures-30 Clock Hours

Objectives

1. Students learn to avoid miscommunication and confusion while communicating with others.
2. Effective communication can help to create a sense of trust and transparency.

Outcomes

1. Students can reduce mistakes and errors in communication.
2. Students choose the right method of communication in a professional manner.

Unit I-

10 hours

1. Communication: An Introduction
2. Definition, Nature and Scope of Communication
3. Importance and Purpose of Communication
4. Process of Communication
5. Types of Communication

Unit II- Oral Communication

10 hours

1. Conversational Skills
2. Introducing oneself and others
3. Seeking and giving permission
4. Expressing opinions
5. Agreeing and disagreeing
6. Demanding explanations

Unit III- Written communication

10 hours

7. Elements of Effective Writing
8. The Sentence, Phrases and Clauses
9. Types of Sentences
10. Letter and E-mail Writing
11. Blog Writing
12. Résumé Writing

References:

1. Basic communication skills: P. Kiranmai Dutt, Geetha Rajeevan
2. English for Employability: The British Council, India.

SEC 1

Essentials of Emotional Intelligence

Semester-I

Credits-02

Subject Code-

Lectures-30 Clock Hours

Objectives

1. To introduce students to the basics of emotional intelligence.
2. To help students understand the importance of good conduct.
3. To enhance students' employability skills.

Outcomes

1. Students learn the importance of emotional intelligence.
2. Learners acquire the ability to balance their emotions and behavior.
3. Students recognize the importance of emotional intelligence in workplace.

Unit 1 – Understanding Emotional Intelligence

10 Hours

1. Meaning
2. Characteristics
3. Significance

Unit 2 – Emotional Intelligence and Communication

20 Hours

1. Listening and communicating
2. Observing emotions and communicating
3. Intra-personal and Interpersonal communication
4. Social skills and emotional intelligence
5. Etiquette and manners

References:

1. Professional Communication – M Ashraf Rizvi – Tata Mc Graw-Hill Publishing Company Ltd. New Delhi
2. Technical Communication: Principles and Practice – Oxford University Press
3. The Ace of Soft Skills: Attitude, Communication and Etiquette for Success – Pearson Education

AEC- 1

Soft skills and Personality Development

Semester-I

Credits-02

Subject Code-

Lectures-30 Clock Hours

Objectives

1. To make students aware of soft skills in professional and interpersonal communications.
2. To help students develop their overall personality.

Outcomes

1. Students understand the importance of soft skills in personal and professional life.
2. Students develop personality traits such as self-confidence, positive attitude, effective communicative skills.

Unit I- Soft Skills

15 hours

1. Introduction to soft skills
2. Importance of Soft Skills
3. Types of Soft Skills
4. Developing Interpersonal skills
5. Building confidence and assertiveness

Unit II- Personality Development

15 hours

1. Professional etiquette and workplace ethics
2. Presentation skills
3. Teamwork
4. Leadership Skills
5. Stress management

References:

1. Horizon: English in Multivalent Contexts, Orient BlackSwan Publication
2. Communication skills Training: Ian Tuhovsky
3. The dictionary of body language: Joe Navarro

IKS
Indian Literature in English

Semester-I

Credits-02

Subject Code-

Lectures-30 Clock Hours

Objectives

1. To introduce students to Indian Writing in English.
2. To help students understand Indian value system.
3. To familiarize students with Indian ethos and culture.

Outcomes

1. Students develop interest in Indian Writing in English.
2. Students understand the significance of Indian values and ethics through literary texts.
3. Students learn the social, political and economic aspects of literary texts.

Unit 1 – Essays

10 Hours

1. Prospects of Democracy
Dr. B.R.Ambedkar
2. A Common Platform
M.K.Gandhi
3. Tune into the Voices of Deprived
Aruna Roy

Unit 2 – Short Story

10 Hours

1. The Child- Munshi Premchand
2. Between the Mosque and the Temple- Boman Desai
3. Chauthi ka Joda (The Wedding Shroud) -Ismat Chughtai

Unit 3 – Poetry

10 Hours

1. To be or Not to be Born
L.S.Rokade, Translated by Shanta Gokhale
2. White Paper
Sharankumar Limbale (Translated by Priya Adarkar)
3. The Soul's Prayer
Sarojini Naidu

References

1. The Joy of Reading Literature: An Anthology for Degree Classes – Board of Editors – Orient Black Swan
2. Poisoned Bread: Translations from Modern Dalit Literature – edited by Arjun Dangle. Orient Longman
3. Visionary Gleam – A Selection of Prose and Poetry – Orient Black Swan
4. Gems of English Prose and Poetry, Board of Editors – Orient Black Swan

Chauthi ka Joda (The Wedding Shroud)

<http://www.columbia.edu/itc/mealac/pritchett/00urdu/ismat/chauthi01.html>

SEMESTER-II

DSC 3 (Major)

Joining the Dots: Connecting Literature with Language Learning

Semester-II

Credits-04

Subject Code-

Lectures-60 Clock Hours

Objectives

1. To train students to understand the essence of a literary piece and appreciate the creative use of language in literature.
2. To expose students to the best examples of poetry in English and appreciate its communicative power.
3. To help students develop an interest in literature.
4. To enhance employability skills of the students by developing their linguistic competency.

Outcomes

1. Students recognize the power of creative use of language.
2. Students learn to understand poetry as a strong medium of expression.
3. Students understand the significance of learning literature.
4. Students are able to improve their English language skills by revising the grammatical concepts.

Unit 1 – Poetry

15 Hours

1. The Lunatic, The Lover and The Poet
(Midsummer Night's Dream V.i.) – William Shakespeare
2. The World is Too Much With Us
William Wordsworth
3. La Bella Dame Sans Merci
John Keats
4. The Village Schoolmaster
Oliver Goldsmith
5. Another Woman
Imtiaz Dharkar

Unit 2 – Developing Writing Skill

15 Hours

1. Paragraph Writing

2. Essay Writing
3. Report Writing
4. Blog Writing and Vlogging

Unit 3 – Grammar

15 Hours

1. Parts of Speech
2. Tenses
3. Subject-verb agreement
4. Prepositions
5. Active and Passive Voice
6. Direct and Indirect Sentences

Unit 4 – Vocabulary Building

15 Hours

1. Homophones
2. Synonyms and Antonyms
3. One-word Substitute
4. Word Formation
5. Use of technology in vocabulary building

References:

7. The Literary Landscape – An Anthology of Prose and Poetry – Orient Black Swan
8. Initiations – Minor Literary Forms and Basics of Phonology – Orient Black Swan
9. Visionary Glean – A Selection of Prose and Poetry – Orient Black Swan
10. Fifteen Poets – Oxford University Press
11. Panorama – A Selection of Poems
12. Professional Communication – M Ashraf Rizvi – Tata Mc Graw-Hill Company Ltd
13. English Vocabulary in Use- Stuart Redman. Cambridge University Press



DSC 4

The Gems of World Literature

Semester-II

Credits-02

Subject Code-

Lectures-30 Clock Hours

Objectives

1. To acquaint students with two different genres of English literature.
2. To introduce students to some of the best literary pieces from world literature.
3. To help students to understand human values and culture through literary texts.

Outcomes

1. Students learn to analyze different genres of literature.
2. Students understand the importance of human values through world literature.
3. Students study the ideas of universal thoughts.

Unit I – Short Stories

15 Hours

1. God Sees the Truth, But Waits
Leo Tolstoy
2. A Strange Fancy
Guy de Maupassant
3. The Happy Prince
Oscar Wilde
4. The Silver Bangles
Mulk Raj Anand
5. The Kabuliwallah
Rabindranath Tagore
6. Dead Men's Path
Chinua Achebe
7. A Very Old Man with Enormous Wings
Gabriel Garcia Marquez (Translated by Gregory Rabassa)

Unit II – Poetry

15 Hours

1. Sita
Toru Dutt
2. The Old Prison
Judith Wright

3. The Sun Rising
John Donne
4. The Slave's Dream
Henry Wadsworth Longfellow
5. Once Upon a Time
Gabriel Okara
6. On Killing A Tree
Gieve Patel

References:

14. The Literary Landscape – An Anthology of Prose and Poetry – Orient Black Swan
15. Gems of English Prose and Poetry- Orient BlackSwan
16. Initiations – Minor Literary Forms and Basics of Phonology – Orient Black Swan
17. Visionary Gleam – A Selection of Prose and Poetry – Orient Black Swan
18. Fifteen Poets – Oxford University Press
19. Panorama – A Selection of Poems
20. Biography- Judith Wright <https://allpoetry.com/Judith-Wright>
21. The Old Prison-Poem- Judith Wright <https://www.poemhunter.com/poem/the-old-prison/>
8. A Very Old Man with Enormous Wings
Gabriel Garcia Marquez (Translated by Gregory Rabassa)
<https://www.ndsu.edu/pubweb/~cinichol/CreativeWriting/323/MarquezManwithWings.htm>



MINOR 1

English for Competitive Exams

Semester-II

Credits-02

Subject Code-

Lectures-30 Clock Hours

Objectives

4. To introduce students to basic grammar.
5. To introduce students to the basic vocabulary.
6. To introduce students to basic composition.

Outcomes

4. Students learn the importance of grammar at competitive exams.
5. Students learn and practice overall English grammar required for competitive exams.
6. Help students crack various competitive exams in India and abroad.

Unit 1 – Grammar

20 Hours

4. Parts of Speech
5. Synthesis
6. Vocabulary

Unit 2 – Composition

10 Hours

6. Comprehension
7. Precis Writing
8. Paragraph Writing
9. Essay Writing
10. Letter Writing

References:

4. English Grammar and Composition – Rajendra Pal and Prem Lata Suri Sultan Chand and Sons Educational Publishers, New Delhi
5. High School English Grammar and Composition – P.C. Wren and H. Martin – S. Chand and Company Ltd. New Delhi

Open Elective 3
Technical Writing

Semester-II

Credits-02

Subject Code-

Lectures-30 Clock Hours

Objectives

7. To Demonstrate rhetorical knowledge to create effective technical writing documents for endusers.
8. Apply and adapt flexible writing process strategies to produce clear, high-quality deliverables in a multitude of technical writing genres.
9. To Write clearly, correctly, and concisely.

Outcomes

7. Students learn the fundamentals of Technical Writing.
8. Students learn Applications of Technical Writing.
9. Students learn to write clearly, correctly, and concisely.

Unit 1 – Fundamentals of Technical Writing

10 Hours

7. Technical Writing Fundamentals
8. Instruction Manual: Getting Started

Unit 2 – Applications of Technical Writing

20 Hours

11. Instruction Manual: Finalizing the Document
12. Writing a Technical Description

References:

6. Handbook of Technical Writing - Kieran Morgan -
7. The Insider's Guide to Technical Writing – Krista Van Laan – XML Press



OE 4 (Commerce)

The Art of Public Speaking

Semester-II

Credits-02

Subject Code-

Lectures-30 Clock Hours

Objectives

1. To prepare students for success in typical public speaking situations and provide them with basic principles for an effective speaker.
2. Students get practical skills for public speaking with techniques to lessen anxiety.

Outcomes

1. Students understand and use presentation aids to enhance their speeches.
2. Students are able to conduct meaningful research on a variety of topics.

Unit 1 – Introduction to Public Speaking

10 hours

1. Understanding public speaking
2. Types of public speaking
3. Purpose of public speaking
4. Becoming a public speaker

Unit 2 – Speech and Public Speaking

10 hours

1. Difference between speech and public speaking
2. Presentation skills and public speaking
3. Preparing speech for public speaking
4. Managing public speaking anxiety

Unit 3 – Practice Sessions

10 hours

1. Topic distribution and discussion
2. Demo sessions of well-known public speakers



Skill Enhancement Course (SEC-2)

Mastering Life Skills

Semester-II

Credits-02

Subject Code-

Lectures-30

Objectives:

1. To equip students with social and Interpersonal skills
2. To build self-confidence of the learners to communicate effectively
4. To encourage students to think critically and creatively
5. To train students in stress management and positive thinking
6. To help learners enhance their leadership skills

Course Outcomes:

CO1: Students will develop an understanding of their own strengths, weaknesses, values, and beliefs. They will learn techniques for self-reflection and self-evaluation to enhance personal growth.

CO2: Students will develop problem-solving skills to identify, analyze, and resolve complex issues in different domains of life.

CO3: Students will be able to think critically, evaluate options and make informed decisions.

CO4: Students will be able to cope with stress, manage time effectively, and maintain a healthy work-life balance.

UNIT 1- Life Skills: Theories and Concepts

15 Hours/Lectures

- Meaning, Nature and Importance of Life Skills
- Problem Solving and Decision-Making Skills
- Critical and Creative Thinking Skills
- Interpersonal and Social Skills: Understanding and Cooperating with Others
- Management of Time, Stress and Emotions

UNIT 2- Life Skills: Discussion through Movies and Experiences

15 Hours/lectures

- SWOC Analysis
- Activity: List out any five Life Skills that the learner possesses and choose one from them which is the most crucial to his/her survival. Justify how and why that life skill is so.

- Activity: Share your personal experience where you suffered due to the lack of a life skill. Narrate your journey of coping with the setback and mastering the skill/s you lacked.
- Movie Screening: Short Film- Demonstration of Life Skills and Discussion
- Movie Screening: Short Film- Demonstration of Life Skills and Discussion
- Perception of Life Skills among youth: Conduct Interviews and circulate questionnaire on college campus.



Ability Enhancement Course (AEC)
Corporate Communication

Semester-II
Credits-02
Subject Code-
Lectures-30

Objectives:

1. To develop effective communication skills for corporate settings
2. To Enhance interpersonal and intercultural communication skills
3. To foster understanding of corporate communication principles and strategies
4. To develop skills in digital and multimedia platforms for effective corporate communication.

Course Outcomes:

CO1: The learners will have developed proficiency and ability to effectively communicate in a corporate setting.

CO2: Students will develop strong interpersonal and intercultural communication skills necessary for working in diverse corporate environments.

CO3: Students will acquire the skills to effectively utilize digital tools and multimedia platforms for corporate communication purposes.

CO4: The learners will develop strong presentation and public speaking skills necessary for corporate communication.

Unit 1: English for the Corporate Field

10 Hours

- The role and importance of corporate communication in organizations
- Developing effective communication strategies and plans
- English for Sales Services
- English for Customer Services
- Presentation Skills
- Writing Project Proposals and Reports

Unit 2: Interpersonal and Intercultural Communication:

10 Hours

- Effective communication in a diverse and multicultural workplace
- Building strong interpersonal relationships and professional networks
- Cross-cultural communication and understanding cultural nuances.
- Conflict resolution and negotiation skills in corporate settings
- Communication in virtual and remote work environments

Unit 3: Digital and Multimedia Communication:

10 Hours

- Use of digital platforms and tools for corporate communication
- Creating engaging content for websites, social media, and online platforms
- Using multimedia elements (videos, infographics, etc.) for effective communication
- Social media strategies and best practices

References:

1. *Aspirations: English for Career*. Board of Editors. Orient BlackSwan
2. "The Handbook of Corporate Communication and Public Relations" by Sandra Oliver
3. "Effective Corporate Communication" by Hargie, Tourish, and Wilson
4. "Corporate Communication: A Guide to Theory and Practice" by Joep Cornelissen
5. "Strategic Communication in Business and the Professions" by Dan O'Hair, Gustav W. Friedrich, and Lynda Dee Dixon
6. "Corporate Communication: Critical Business Asset for Strategic Global Change" by Michael B. Goodman

