Semester	Paper	Paper Code No	Marks
Semester – I	Paper-I : Poetry-I (Hons) Paper-J : Poetry-I (El English)	ENGH-101 ENGEL-101	1.00
Semester – II	Paper-II : Fiction-I (Hons) Paper-II : Fiction (El.English)	ENGH-201 ENGEL-201	100
Semester – III	Paper-III : Drama (Hons) Paper-III : Drama (El.English)	ENGH-301 ENGEL-301	100
Semester – IV	Paper-IV : Language & Hist.of English Literature (Hons)	ENGH-401	100
	Paper-I: Compulsory English	ENG-401	100
	Paper-I: Alt. English (Arts) Paper-I: Alt. English (Com)	ALT.ENGA-401 ALT.ENGBC-401	100
Semester – V	Paper-V: Poetry-II (Hons) Paper-VI: Fiction-II (Hons) Paper-II: Compulsory English Compulsory English (Gom) Compulsory English (BSc/BSc.HSc)	ENGH-501 ENGH-502 Eng- 501 ENGBC-501 ENGSC-501	100 100 100 100 100
Semester – VI	Paper-VII : Litirary Criticism (Hons) Paper-VIII : a) Americal Lit. (Hons) b) Indian Writing in Eng. (Hons)	ENGH-601 ENGH-602(a) ENGH-602(b)	100 100 100



5:2:29(2-)

Annexure A,

# UNDER GRADUSTE SYLLABUS IN ENGLISH Under the Semester System NEHU, SHILLONG

75 MARKS EXTERNAL

**ENGLISH HONOURS** 

1st Semester (HONS)

Except in Paper-1 all Eight papers will consist of One Compulsory Reference to Context / Short answer question which will carry 20 marks.

PAPER I ~

100 Marks

POETRY I

Poetry I and II are intended to provide a comprehensive guide to English poetry, its development, its forms and movements, throughout the ages.

Beginning with Chaucer, the most notable poet of the Middle Ages, representative poets of the Renaissance in England have been selected. There is the sonnet, the most popular literary form of the Elizabethan age, and Milton's famous pastoral elegy which displays his grand style in contrast to Donne's playful handling of 'conceits'. The Metaphysical School of Poetry and is represented by Donne and Marvell.

The quest motif, taken up by poets in the future, has been effectively used by Vaughan in this period. Dryden and Pope epitomise the spirit of the Restoration and the Augustan period (or neo-classicism) in their masterful deployment of satire concerning social and moral issues. Gray's elegy, the best known of all English elegies, has been included.

1 Compulsory Reference to Context Question

3 75 = 15

4 Compulsory Descriptive/ Essay Type Questions

4 × 15=60

Chaucer

: 'Selection from The General Prologue- The Friar'

Spenser

: 'Men Call You Fayre (From Amoretti, Sonnet No.79)'

Shakespeare

: 'Like as the Waves make towards the Pebbled Shore'

(Sonnet No.60)

Donne

: 'The Relic'

Milton

: Lycidas

Marvell

: 'To His Coy Mistress'

Vaughan

: 'The World'

Pope

: 'Epistle to Miss Blount'

Gray

: 'Elegy Written in a Country Churchyard'

# Suggested Reading:

Corns, TN(ed.) The Cambridge Companion to English Poetry. Cambridge: University

Press, 1973

Duran, Angelica: Concise Companion of Milton, London, Blackwell, ,2006

Eliot, T.S.: On Poetry and Poets, London, Faber and Faber, 1957

Ford, Boris ed. The Age of Chaucer and From Donne to Marvell in The New Pelican Guide to English Literature. Harmondsworth: Penguin Books, 1999.

2nd Semester (HONS)

Paper II

100 Marks

STENT "

## FICTION I

This course is designed to familiarise students with the emergence of the Novel as an art form in the eighteenth century and its successive development throughout the eighteenth and nineteenth centuries. It includes five representative texts for nondetailed critical study. It is important that the texts be related to the age in which they appear.

1 Compulsory Short Answer Question

4 Compulsory Descriptive/ Essay Type Questions

345=15

Course content:

Daniel Defoe

: Moll Flanders

Mary Shelley

: Frankenstein : Mansfield Park

Jane Austen Charles Dickens

: Hard times

Charlotte Bronte

: Wuthering Heights

Suggested Reading:

Allen, Walter. The English Novel. Harmondsworth: Penguin Paperback, 1992. Kettle, Arnold. Introduction to the English Novel (Vols.1 & 2). London: Hutchinson & Co.,

Watt, Ian. The Rise of the Novel: Studies in Defoe, Richardson and Fielding. California: University of California Press, 1957.

3<sup>rd</sup> Semester

Paper III / ( HOWS)

100 Marks 75 EXTERNAL

25 INTERNAL

DRAMA

The course traces the development of drama from the Elizabethan age to the post-war era of the twentieth century. It introduces drama as a literary as well as dramatic genre with due emphasis on dramatic elements (like plot, structure, etc). The course also aims to give students an understanding of the major dramatic works with a sense of their historical and cultural context and the techniques that inform them.

1 Compulsory Reference to Context Question

345=15

4 Descriptve/Essay type Questions

4×15=60

Christopher Marlowe

: The Jew of Malta

William Shakespeare

: Twelfth Night

John Webster

: The Duchess of Malfi

William Col. Greve

: Love for Love

Bernard Shaw

: Saint Ioan

John Osborne

: Look Back in Anger

# Suggested Reading:

Branmuller, A.R. & M. Hattaway eds. *The Cambridge Companion to English Renaissance Drama*. Cambridge: Cambridge U P, 1990.

Brooks, C. & R.B.Heilman. *Understanding Drama*. N.Y: Holt, Reinhart & Winston, 2000. Indian edition

Leggatt, Alexander. English Drama: Shakespeare to the Restoration, 1590-1660 (Longman Literature in English Series). London & New York: Longman, 1988.

Innes, Christopher. *Modern British Drama*. 1890 – 1990. Cambridge: Cambridge U P, 1992

McMillan, S. Restoration and Eighteenth Century Comedy. 2<sup>nd</sup> edition. NY & London: W.W. Norton & Co., 1997

Rabey, David Ian. *English Drama Since 1940*. (Longman Literature in English Series). London: Longman, 2003

Bevis, Richard W. English Drama: Restoration & Eighteenth Century, 1660-1789. (Longman Literature in English Series). London & New York: Longman, 1988

Casebook Series (Macmillan) on all prescribed authors/texts recommended

4th Semester

PAPER IV (HOUS)

75 MARKS

# LANGUAGE AND HISTORY OF ENGLISH LITERATURE

This Course will introduce the student to the Literary History of English Literature. It will provide the necessary background for the study of English Literature. The language component will sensitise the student to the formal aspects of the English Language.

# A. History of English Literature

60 MARKS

The Middle Ages: The beginnings of Poetry and Drama

5:2:29 (5)

Sixteenth-Seventeenth Centuries: From Spenser to Milton, Elizabethan and Jacobean Drama

Eighteenth Century: Rise of the Novel

Nineteenth Century: Romantic Movement, Nineteenth Century Fiction

Twentieth Century: Modernist Poetry, Modernism in the Novel

B: Language

Phonetic Transcription Critical Terminology

15 MARKS

# Suggested Reading:

Ford, Boris ed) New Pelican Guide to English Literature Vols. 1-7. Harmondsworth: Penguin, 1999.

McFarlane & Bradbury Modernism, Harmondsworth: Penguin, 1976. Albert, Edward . History of English Literature, Delhi: OUP, 2001.

Sanders, Andrew. The Short Oxford History of English Literature, Delhi: OUP, 2000. Abrams, M.H. A Glossary of Literary Terms. 2007

5th Semester

(HONS) Paper V

100 Marks

#### POETRY II

Poetry II begins with a study of the major poets of the Romantic Movement in English poetry of the nineteenth century. Besides embodying the major preoccupations of Romantic poetry the poems are also meant to reflect the times. The Victorian period, with its troubled complexity, is represented by its most celebrated poets. Modern English poetry is represented by Hopkins 'the proto-modernist' nineteenth-century poet, Yeats a modern and uncompromising Romantic poet, Eliot the high priest of Modernism, and Auden the interpreter of social ills. The section ends with Ted Hughes, a poet laureate, in whose poetry can be found a synthesis of two separate traditions of twentieth-century verse.

1 Compulsory Reference to Context Question 4 Compulsory Descriptive/ Essay Type Questions

4415=60

Wordsworth Coleridge

: 'Tintern Abbey' : 'Kubla Khan'

: 'Ode to the West Wind'

Shelley Keats

Tennyson

: 'Ode to Autumn' : 'The Lady of Shalott'

Browning

: 'A Grammarian's Funeral'

Arnold

: 'Dover Beach'

5:2:296)

Yeats

: 'Sailing to Byzantium'

Eliot

: 'The Love Song of J.Alfred Prufrock'

Auden

: 'Spain 1937'

Dylan Thomas

: 'Poem in October'

# Suggested Reading:

Bate, Jonathan: Shakespeare and the English Romantic Imagination, Oxford, OUP, 1986 Bowra, C. M. The Romantic Imagination. New Delhi: OUP, 1999...

Bloom, H: The Best Poems of the English Language, New York, HarperCollins Publishers, 2004.

Culler, A. D. *The Poetry of Tennyson*. New Haven: Yale University Press, 1997. Liu, Alan: *Wordsworth: the Sense of History* Stanford, Stanford Univ Press,

1989

Manning, Peter: Reading Romantics: Texts and Contexts, New York, Viking, 1990

5th Semester

PAPER VI (HONS)

100 Marks

#### FICTION II

This Course is designed to acquaint students with important works of fiction of the second half of the nineteenth century and the first half of the twentieth century. The changes that came over the English novel in the first half of the twentieth century amounted to a radical redefinition of the nature and function of fiction. Some representative novels of the period have been included in this course so as to familiarize the students with the important trends. Special credit will be given to evidence of background reading in examination answers.

# 1 Compulsory Short Answer Question 4 Descriptive/Essay type Questions

345=15

George Eliot

: Silas Marner

Thomas Hardy

: The Mayor of Casterbridge

Joseph Conrad

: Lord Jim

D.H. Lawrence Virginia Woolf : Sons and Lovers : To The Lighthouse

# Suggested Reading:

- 1. Ford, Boris. ed The New Pelican Guide to English Literature: From Dickens to Hardy. Harmondsworth: Penguin, 1999.
- 2. Friedman, Alan. The Turn of the Novel. London: OUP, 1966.
- 3. Stevenson, Randall. *Modernist Fiction: An Introduction*. Hertfordshire: Harvester Wheatsheaf, 1992.
- 4. Fraser, G.S. The Modern Writer and His World. Harmondsworth: Penguin, 1953.

# 5:2:29(7)

5. Bradbury, Malcolm & McFarlane, James. Eds. *Modernism*. Harmondsworth: Penguin, 1976.

6. Durches, David. The Novel and the Modern World. Chicago: University of Chicago Press, 1960.

6th Semester

PAPER VII (HONS)

100 Marks

# LITERARY CRITICISM

The Objective of the Course on Literary Criticism is to orient students with the study of significant texts on Criticism. This will provide them with the necessary grounding in the subject.

1 Compulsory Short answer Question

3 Essay type Questions

3×5=15

A. 60

Aristotle

: "On Tragedy" from Poetics

Dryden

: Selection from 'Essay of Dramatick Poesie'

(Ancient versus Modern Drama)

Matthew Arnold

: 'Function of Criticism'

William Wordsworth

: 'Preface to the Lyrical Ballads'

T.S. Eliot

: 'Tradition and the Individual Talent'

B. Rhetoric and Prosody

15 MARKS

# Suggested Reading:

Wellek, Rene. A History of Modern Criticism: 1750-1950. Vol I.

Chapel Hill: Yale University Press, 1955.

Wimsatt, W. K. and Brooks, C. *Literary Criticism: A Short History*. New Delhi: Oxford & IBH Publishing Co., 1970.

Ramaswami, S. and Seturaman, V. S. eds. *The English Critical Tradition.* Vol. I. Madras: Macmillan India Limited, 1986.

Enright, D. J. and Chickera, E. D. eds. *English Critical Texts*. Kolkata: Oxford University Press, 2002.

Hobsbaum, Philip. Metre, Rhythm and Verse Form (The New Critical Idom). London and New York: Routledge, Taylor and Francis Group, 1995.

Abrams, M.H. A Glossary of Literary Terms. 2007

6th Semester

PAPER VIII (HONS)

100 Marks

The two optional papers will provide the student with crucial insights into the kind of literatures that are being written in English. It will open up areas of literature that will help the student to understand the kind of writing that is currently becoming widely studied.

1 Compulsory Reference to Context Question from Poetry and

Drama Sections

4 Descriptve/Essay type Questions

3× 8=12

4×15:60

American Literature (Option A)

1. Edgar Allen Poe

:The Fall of the House of Usher

2. Mark Twain

:Huckleberry Finn

3. Ernest Hemmingway

:For Whom the Bell Tolls

4. Arthur Miller

: Death of a Salesman

The following poems to be studied:

1. Walt Whitman

: 'In Paths Untrodden'

: 'When Lilacs Last in The Dooryard Bloom'd'

: 'On the Beach at Night'

2. Emily Dickinson

: 'In Years Had Been From Home'

: 'In Winter in My Room'

: 'A Narrow Fellow in the Grass'

3. Robert Frost

: 'After Apple-Picking'

: 'Stopping by Woods on a Snowy Evening'

: 'Spring Pools'

4. Sylvia Plath

: 'Cut'

: 'Lady Lazarus'

: 'Colossus'

## Suggested Reading:

Ed: Baym, Nina *The Norton Anthology of American Literature*, London: Norton & Co.1998 Vols 1&2

Bigsby, C.W.E. *Modern American Drama 1945-1970*, Cambridge: Cambridge University Press 1998 (rpt).

Bigsby, C.W.E. A Critical Introduction to Twentieth Century American Drama Vol-1, 1900-1940 Cambridge: Cambridge University Press 1989.

Ford, Boris ed) New Pelican *Guide to English Literature Vol. 8.* Harmondsworth: Penguin, 1999.

# 5:2:29(9)

# Indian Writing in English (Option-B)

1 Compulsory reference to the Context from Poetry Section

4 Descriptve/Essay type Questions

3×5=15 4415-60 E

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: Bachelor of Arts 1. R.K.Narayan : Coolie

2. Mulk Raj Anand

: Fire on the Mountain

3. Anita Desai 4. Vikram Seth

: From Heaven Lake

5. Amitava Ghosh

: The Shadow Lines

The following poets to be studied

1. Nissim Ezekiel : 'Poet, Lover, Birdwatcher'

: 'The Railway Clerk'

: 'Night of the Scorpion'

'A River' 2. A.K. Ramanujan

: 'Anxiety'

:'Ecology'

3. Jayanta Mahapatra :'The Exile'

: 'Summer'

: 'Dawn at Puri'

4. Eunice D'Souza :'Return'

:'Varca, 1942'

: 'Catholic Mother'

4. Kamala Das :'The Wild Bougainvillae'

: 'An Introduction'

: 'The Looking Glass'

#### Suggested Reading:

Iyengar, K.R. Srinivas. Indian Writing in English. New Delhi: Sterling, 1984. King, Bruce. Modern Indian Poetry in English. 2nd ed. New Delhi: OUP, 2001.

Lall, E. N. The Poetry of Encounter: Three Indo-Anglian Poets (Dom

Moraes, A K Ramanujan and Nissim Ezekiel). New Delhi: Sterling

Publishers, 1983.

Mehrotra, A.K. (ed.) A History of Indian Literature in English. New York: Columbia University Press, 2003.

Mukherjee, Meenakshi. The Twice Born Fiction: Themes and Techniques of the Indian Novel in English. New Delhi: Pencraft International, 2001.

Naik, M.K. A History of Indian English Literature. New Delhi: Sahitya Akademi, 1982. Shahane, Vasant A. & M. Sivaramakrishna eds. Indian Poetry in English: A Critical Assessment. Delhi: Macmillan, 1980.

## **ELECTIVE ENGLISH**

The Three Elective English Papers to be offered to students from other streams who wish to take Elective English shall comprise of the following papers (common to honours students): Poetry 1, Fiction 1 and Drama. However the nomenclature of the papers and the allocation of marks shall be as follows:

B.A. 1st Semester (FOR STUDENTS OPTING ENGLISH AS, ELECTIVE SUBJECTS)

ELECTIVE POETRY

FRAM OTHER

Short Answer Questions:

Section I  $2 \times 7.5 = 15$ 

DESCRIPTIVE

Section II 3 × 5= 15 45 MARKS

Chaucer

: 'Selection from *The General Prologue*- The Friar'

Spenser

: 'Men Call You Fayre (From Amoretti, Sonnet No.79)'

Shakespeare

: 'Like as the Waves make towards the Pebbled Shore'

(Sonnet No.60)

Donne

: 'The Relic'

Milton

: Lycidas

Marvell

: 'To His Coy Mistress'

Vaughan

: 'The World'

Pope

: 'Epistle to Miss Blount'

Gray

: 'Elegy Written, in a Country Churchyard'

# Suggested Reading:

Corns, T N(ed.) The Cambridge Companion to English Poetry. Cambridge: University Press, 1973

Duran, Angelica: Concise Companion of Milton, London, Blackwell, 2006

Eliot, T.S.: On Poetry and Poets, London, Faber and Faber, 1957

Ford, Boris ed. The Age of Chaucer and From Donne to Marvell in The New Pelican Guide

to English Literature. Harmondsworth: Penguin Books, 1999.

2nd Semester CFOR SNOENT OPTING EVE ENGLISH AS BURGING

**ELECTIVE FICTION** 

**Short Answer Questions:** 

Section I

242.75=15

Section II

3 7 5 = 15

DESCRIPTIVE

45 MARKS

# 5:2:29(11)

Daniel Defoe

: Moll Flanders

Mary Shelley

: Frankenstein

Jane Austen

: Mansfield Park : Hard times

Charles Dickens Charlotte Bronte

: Wuthering Heights

Suggested Reading:

Allen, Walter. The English Novel. Harmondsworth: Penguin Paperback, 1992.

Kettle, Arnold. Introduction to the English Novel (Vols.1 & 2). London: Hutchinson & Co.,

Watt, Ian. The Rise of the Novel: Studies in Defoe, Richardson and Fielding. California: University of California Press, 1957.

3rd Semester

ELECTIVE DRAMA (POR STUDENTS OPTING ENGUSH AS ELECTIVE)

**Short Answer Questions:** 

Section I 27-7.5=15Section II 375=1545 MARKS

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DESCRIPTIVE

Christopher Marlowe

: The lew of Malta

William Shakespeare

: Twelfth Night

John Webster

: The Duchess of Malfi

William Congreve

: Love for Love

Bernard Shaw .

: Saint Joan

John Osborne

: Look Back in Anger

# Suggested Reading:

Branmuller, A.R. & M. Hattaway eds. The Cambridge Companion to English Renaissance Drama. Cambridge: Cambridge UP, 1990.

Brooks, C. & R.B.Heilman. Understanding Drama. N.Y: Holt, Reinhart & Winston, 2000. Indian edition

Leggatt, Alexander. English Drama: Shakespeare to the Restoration, 1590-1660 (Longman Literature in English Series). London & New York: Longman, 1988.

Innes, Christopher. Modern British Drama. 1890 – 1990. Cambridge: Cambridge U P, 1992

McMillan, S. Restoration and Eighteenth Century Comedy. 2nd edition. NY & London: W.W. Norton & Co., 1997

Rabey, David Ian. English Drama Since 1940. (Longman Literature in English Series). London: Longman, 2003

Bevis, Richard W. English Drama: Restoration & Eighteenth Century, 1660-1789. (Longman Literature in English Series). London & New York: Longman, 1988

Casebook Series (Macmillan) on all prescribed authors/texts recommended.

Compulsory English and MIL papers to be taught in semesters IV and V for the Arts stream

Compulsory English

Marks 100

Paper I 🛩

Short Answer Questions from A and B: Section I  $10 \times 2 = 20$ Section II  $3 \times 5 = 20$ 

DESCRIPTIVE

3 pues: 40 Marks each

A. Poetry

: 'On His Blindness' 1. Milton

2. Donne : 'Sweetest Love I do not Goe'

3. Pope : from An Essay on Man.

: 'Three Years She Grew in Sun and Shower' 4. Wordsworth

: 'Youth and Age' 5. Coleridge 6. Keats : 'She Walks in Beauty'

: 'Ozymandias' 7. Shelley

8. Tennyson : 'Ulysses'

9. Arnold :'Channel Firing'

10. Eliot : Journey of the Magi' 11. Auden : 'Prayer for My Daughter'

B. Drama

Detailed study

G B Shaw : Arms and the Man

C. Non-detailed study

W. W. Jacobs : The Monkey's Paw

: Pound on Demand Sean O.'Casey

Compulsory English -Marks 100

Paper II

an

10 / 2 = 20 Short Answer Questions from A and B: Section I

Section II 3 x 5= 15

DESCRIPTIVE

2×10=20 Grammar and Composition — 20



#### A. Prose Pieces

J. Krishnamurthi : Function of EducationVerrier Elwin : A Pilgrimage to Tawang

William Slim : What Is Courage
George Orwell : Shooting an Elephant

5 Gerald Durrell : Vanishing Animals 6 Marcel Junod : The First Atom Bomb

#### B. Fiction

Charles Dickens : David Copperfield

# C. Grammar and Composition

Use of preposition, use of articles, concord and usage, précis/substance writing

# Suggested Reading:

1. Dwiwedi, R K and Kumar, A (2001) *Macmillan Foundation English*, Chennai: Macmillan India Limited.

- 2. Thakur, D (2001) *A Handbook of English Grammar and Usage*, Patna: Bharati Bhawan.
- 3. Yadurajan, K S (2001) Current English, Delhi: OUP.
- 4. Swan, Michael (2000) Basic English Usage, Delhi: OUP
- 5. Eastwood, John (2001) Oxford Guide to English Grammar, Delhi: OUP
- 6. Hornby, AS (2002) Guide to Patterns and Usage in English, Delhi: OUP.

7. Jones, Leo. Advanced English. Delhi: CUP, 2005.

MIL / Alt-Long line (Asts)

100 Marks

Section II

Short Answer Questions from A, B & C: Section I

3×5= 15

A. Short Stories 16 marks

1. R.K.Narayan : 'An Astrologer's Day'

2. Virginia Woolf: 'The Duchess & the Jeweller'3. O'Henry: 'The Romance of a Busy Broker'

B. Poetry 10 marks

1. William Blake : 'London'

2. Wilfred Owen : 'Anthem for Doomed Youth'

# 5;2:29 (14)

3. Christina Rosetti : 'A Sketch'

4. Louis MacNiece : 'Prayer Before Birth'

C. Drama

The Boy Comes Home

10 MARKS

D. Essay Writing and Business Correspondence

-10-MARKS

1. Essay writing

2. Business Correspondence: letter writing/letters to the editor/complaints/Applications

5:2:29(15)

(Alt):

COMPULSORY ENGLISH for B.Com 4th semester (AH English

PAPER(I) ₹.

100 Marks

Short Answer Questions from A'and B: Section I

10 x 2= 20

Section II

34 5= 15

Descriptive

Grammar and Composition

2x12.5= 25

1. Prose

Chekov

: The Bet

Hemmingway

: A Canary for One

R. K. Narayan

: Lawley Road

Corbett

: Lalajee '

# 2. Poetry

Donne

: 'Sweetest Love I do not Goe'

Milton

: 'On His Blindness'

Wordsworth Arnold

: 'The Solitary Reaper' : 'Dover Beach'

Eliot

: 'Journey of the Magi'

# 3. Grammar and Composition

Essay Writing Précis Writing Writing Slogans Use of Prepositions Use of Articles Direct and Indirect Speech Concord Usage

Suggested Reading:

1. Gupta, Nilanjana (1998) English for All, Chennai: Macmillan.

2. Tickoo, Champa and Sasikumar, Jaya (2000) Writing with a Purpose, Delhi: OUP

3. Seely, John (2002) The Oxford Guide to Writing & Speaking, Delhi: OUP

4. Ashley, A (1996) A Handbook of Commercial Correspondence, Delhi: OUP.

5. Jones, Leo. Advanced English. Delhi: CUP, 2005.

5:2:29 (16)

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COMPULSORY ENGLISH for B.Com 5th semester (Compulsay Eylist ) be held.

PAPER(ID ?

100Marks

A. Biographies

20 marks

- 4. N.R.Narayana Murthy
- 5. Henry Ford

Prescribed Text: *NEHU Anthology of Short Plays and Biographies* (Shillong Forum for English Studies)

B. English for Business Purposes

15

Introduction to Business Communication
Summarizing annual report of companies. Writing minutes of meetings.

Business Correspondence and Drafting

15

Personnel: Letters calling candidates for written test, drafting interview letters, offer of appointment, provisional appointment orders, final order of appointment, employee disciplinary matters, show cause notices, charge sheets, letters of dismissal and discharge.

Inter-departmental Communication: Internal memos, office circulars, office orders, office notes.communication with regional / branch offices.

Miscellaneous: Correspondence with agents and transport companies, public notices and invitations, representations to trade associations and chambers of commerce, ecorrespondence

**Business Terms** 

10 Marks

Grammar

15

Tenses; parts of speech; subject-verb agreement; correction of errors in sentences; confusing pair words

Suggested Reading:

1. Gupta, Nilanjana (1998) English for All, Chennai: Macmillan.

- 2. Tickoo, Champa and Sasikumar, Jaya (2000) Writing with a Purpose, Delhi: OUP
- 3. Seely, John (2002) The Oxford Guide to Writing & Speaking, Delhi: OUP
- 4. Ashley, A (1996) A Handbook of Commercial Correspondence, Delhi: OUP.
- 5. Jones, Leo. Advanced English. Delhi: CUP, 2005.

5:2:29 (17)

Compulsory English for B. Sc./ B.Sc Home Science 5th semester

Short Answer Questions from A and B: Section I

1012=20

Descriptive

Section II

3x 5=15

Grammar and Composition

15 MARKS

2412.5= 25

## A. Novel

R.K.Narayan: Swami and Friends

#### B. Drama

1. W.W. Jacobs and Charles Rock

2. Norman Mc Kinnel

: The Ghost of Jerry Bundler : The Bishop's Candlesticks

# C. Grammar & Composition

Suggested Reading:

- 1. Dwiwedi, R K and Kumar, A (2001) *Macmillan Foundation English*, Chennai: Macmillan India Limited.
- 2. Thakur, D (2001) A Handbook of English Grammar and Usage, Patna: Bharati Bhawan.
- 3. Yadurajan, K S (2001) Current English, Delhi: OUP.
- 4. Swan, Michael (2000) Basic English Usage, Delhi: OUP
- 5. Eastwood, John (2001) Oxford Guide to English Grammar, Delhi: OUP
- 6. Hornby, AS (2002) Guide to Patterns and Usage in English, Delhi: OUP.
- 7. Jones, Leo. Advanced English. Delhi: CUP, 2005.

Important note on English Papers for B.A., B.Sc., B.Com. and Professional Courses students.

1. B.A. student opting English as Honours subject shall appear in the following English Honours Papers, compulsory English papers and Alt English Papers as provided in the English Syllabus - 2014.

For Honours only (i) 1<sup>st</sup> Semester Paper I Poetry - I Fiction - I 2<sup>nd</sup> Semester Paper II 3<sup>rd</sup> Semester Paper III Drama 4<sup>th</sup> Semester Language & History of English Lit. Paper IV 5<sup>th</sup> Semester Paper- V Poetry - II Fiction - II Paper-VI 6<sup>th</sup> Semester Paper- VII Literary Criticism American Lit. or Paper-VIII Indian writing in English

(Common papers for English Honours students and for **Compulsory English** (ii) students opting English as Elective Subject Combination from other disciplines)

4<sup>th</sup> Semester -Paper-I. Poetry and Drama

5<sup>th</sup> Semester -Paper - II Prose, Fiction and Grammar Composition.

(Common paper for B.A. Honours Students) (iii) Alt. English

> 4<sup>th</sup> Semester Short stories, poetry, Drama and Essay Writing and Business

correspondence

- 2. B.A. Students opting English as an Elective Paper as one of the subject combination shall appear in the following Elective English papers, Compulsory English and Alt. English paper as provided in the English Syllabus:
- (i) Elective English

1<sup>st</sup> Semester - Paper I - Poetry 2<sup>nd</sup> Semester - Paper II - Fiction 3<sup>rd</sup> Semester - Paper III - Drama

- (ii) Compulsory English

  4<sup>th</sup> and 5<sup>th</sup> Semesters As stated at 1 (ii) above
- (iii) Alt. English
  4<sup>th</sup> Semester As stated at 1 (iii) above
- 3. B.Sc. (Home Science) Students shall have the following compulsory English paper as provided in the English Syllabus:-
  - (i) <u>Compulsory English</u> 5<sup>th</sup> Semester - Novel, Drama, Grammar and Composition.
- 4. <u>B.Com. students</u> shall have the following Compulsory and Alt. English paper as provided in the English Syllabus.
  - (i) Compulsory English

5<sup>th</sup> Semester - Bio-graphics, English for Business purpose, Grammar

- (ii) Alt. English
  4<sup>th</sup> Semester Prose, Poetry and Grammar Composition.
- **5.** <u>B.S.W. and B.C.A.</u> students shall have the following English compulsory and Alt. English papers as provided in the English Syllabus:

# Compulsory English (for professional course)

5<sup>th</sup> Semester same course as prescribed for B.Com. as at above.

Alt. English (for professional course)

4<sup>th</sup> Semester - same course as prescribed for B.Com. as at above

6. <u>B.A. (Music) students</u> shall have the following compulsory English Papers as provided in the English Syllabus:

Compulsory English (4<sup>th</sup> Semester (same course as prescribed for B.A.)

7. B.B.A., Media Technology and M C V P students shall have the following English papers as prescribed in their respective Syllabus:

(i) B.B.A. - 1<sup>st</sup> Semester - English for Business purpose.
 (ii) Media Technology 1<sup>st</sup> Semester - English for communication
 (iii) MCVP - 1<sup>st</sup> Semester - Communicative English - I Communicative English - II

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NEW SYLLABOR 5th SEN

# Revised Syllabus of the B.Com. V Semester English Course

Full Marks: 100 External Marks: 75 Internal Marks: 25

The objective of the course is to equip the students with a comprehensive knowledge of literature in the form of prose and poetry and also give them hands-on training in composition. The Business Communication segment is divided into three components—the internal, the external and the electronic communications. It aims to build expertise astudents in the various fields of communication. Section-I comprises Prose, Poetry and Composition. Therefore Prose and Poetry Sections of the syllabus are allotted 15 literal) marks each with 10 marks for descriptive and 5 marks for short answers respectively. The Composition portion is allotted 10 marks. Section- II comprises Business Communication which is divided into three parts and marks are allotted in the following manner—

- 1 External Communication: 7+8=15 marks (2 Questions)
- Internal Communication: 5+5=10 marks (2 Questions) However, questions secon Letters of termination and dismissal will have full 10 marks for a single question. The section will contain two questions of 5 marks each on Show Cause Notices and Charge-sheet or a single question of 10 marks on Letters of Termination and Dismissal.
- 3 Electronic: 10 marks (1 Question).

Course Content

Section I

# Prose (15 marks)

- 1. Ruskin Bond Life at My Own Pace
- 2. Herman Wouk A Talk on Advertising
- 3. Biography of J.R.D. Tata

# Poetry (15 marks)

Prisawa ezymborska – First three stancas from: View from a Grain of Sand".

Drian Thomas – "Do Not Go Gentia into that Good Night".

3. Robert Frost - "Stopping by Woods on a Snowy Evening".

# Composition (10 marks)

Essay/ Précis Writing

#### Section II

#### Part A

# External Communication: (15 marks)

- 1. Letters applying for a vacant position in an office/ seat in an academic institution and Joining Report.
- 2. Calling candidates for written tests, interview.
- 3. Letters of Appointment (offer, provisional and final)

#### Part B

# Internal Communication: Correspondence within the organization. (10 marks)

- 1. Letters pertaining to Disciplinary Matters.
- 2. Show Cause Notices.
- 3. Charge Sheet.
- 4. Letters of Dismissal.
- 5. Memos.
- 6. Notes.
- 7. Circulars.
- 8. Notices.

## Part C

# Electronic Communication (10 marks)

- 1. Designing and Presenting PowerPoint presentations.
- 2. Writing e-mails and e-mail Etiquette.

Suggested Reading: The Prescribed Text.