

DEPARTMENT OF ENGLISH				CLASS: II B.A./B.Sc./B.Com				
Sem	Course Type	Course Code	Course Title	Credits	Contact Hours/week	CIA	Ext	Total
IV	Part – II	20U4NEN4/ 20U4NEK4	English-IV	3	6	25	75	100

Nature of Course			
Knowledge and skill	✓		Employability oriented
Skill oriented	✓		Entrepreneurship oriented

### Course Objectives (COs)

Course Objectives
<ul style="list-style-type: none"> <li>To recognize their own ability to improve their own competence in using the language and Show their learnt useful interpersonal soft skills.</li> </ul>
<ul style="list-style-type: none"> <li>To read and re-narrate a piece of text either orally or in writing with learnt soft skills</li> </ul>
<ul style="list-style-type: none"> <li>To show their useful creative skill in writing like CVs, drafting and reading</li> </ul>
<ul style="list-style-type: none"> <li>To understand the importance of writing in academic life</li> </ul>
<ul style="list-style-type: none"> <li>To find diagrammatic informations – interpretations maps, graphs and pie- charts and to Communicate with others effectively</li> </ul>

Unit	<i>Content and Language Integrated Learning to Enhance Communication Skills-Course Contents</i>	Hours	K-level	CLO
<b>Unit 1</b>	1. Prelude - getting prepared for employment 2. Vocabulary – a) Frame sentences using the words learnt , b) Interpersonal skills -include Verbal, Non verbal, Listening , Negotiation , Problem solving, Decision making and Assertiveness 3. Grammar – voice –active and passive, Format of a CV – 1	18	Up to K4	1
<b>Unit 2</b>	4. Listening / Writing - a )Non-verbal Communication, Types of Non-Verbal Communication, Informal Communication / Formal Communication and b) Rearranging the jumbled sentences into a meaning paragraph. 5. Listening / Speaking – Gestures, Posture and Proxemics	18	Up to K2	2

Unit 3	6. Reading / Writing – a)Professional Grooming Aspects and Personal Grooming habits b) Interview Skills - Types, c) Mind Maps, d)Formal Letters , Email Etiquette 7. Integration of Skills - Communication Skills, Group discussion, Etiquette 8. Presentation Skills	18	Up to K3	3
Unit 4	9.Interviews & CVs/Resumes - The goal of writing a good resume and covering letter . 10.Role play - a mock interview 11. Project – 1) Identifying parts of speech from newspaper clippings. 2) Homophones and Homonyms 3) Creative News Items/ Video Clippings of News Items	18	Up to K4	4
Unit 5	12. a. Reading diagrammatic information – interpretations maps, graphs and pie charts b. Preparing paragraphs - Use the information given and write a paragraph 13 .Most Valued Soft skills – <ul style="list-style-type: none"> <li>• Goal Setting - Life and Career planning</li> <li>• Mind-set , Self-motivation- Grooming to give a neat and tidy appearance to someone</li> <li>• Self management - Self-confidence</li> <li>• Teamwork - Human perceptions</li> </ul>	18	Up to K3	5

### Books for Study:

CLIL – Soft Skills – Semester 4

<https://tnsche.tn.gov.in/TANII-CLIL.html>.

### Suggested Readings:

Mohanraj, Jayashree, (2015). *Skill Sutras: Modern Communication and Ancient Wisdom*.

Bangalore, Prism Books Raamesh, Gopaldaswamy. (2010). *The ACE of Soft Skills*. New Delhi,

Pearson. Mitra, K Barun. (2012). *Personality Development and Soft Skills*. New Delhi, OUP.

### Website References:

[www.wikijob.co.uk](http://www.wikijob.co.uk) › Interview Advice › Competencies

[www.omniagroup.com](http://www.omniagroup.com) › the-7-soft-skills-you-need-to-...

[www.thebalancecareers.com](http://www.thebalancecareers.com) › Job Searching › Basics

[www.skillsyouneed.com](http://www.skillsyouneed.com) › general › soft-skills

## Rationale for Nature of the course

A wide range of young graduates are required with good communication skills in English. This course is offering as part 2 English for all streams of undergraduate students to provide basic knowledge on Content and Language Integrated Learning to Enhance Communication Skills and Soft Skills help to understand the concepts .

## Activities having direct bearing on Skill development / Employability /Entrepreneurship

- Seminar - to develop confidence to use language skills necessary for social, academic and professional purposes.
- Poster preparation - to prepare graduates to use language in real-life situations.
- Group discussions - to empower students to read and comprehend content in English
- Review about the structure of sentences with learned rules and functions of grammar.
- Individual activity to the students based on the LSRW Skills.
- Role play- mock interview ,conversations - to develop confidence to use language skills necessary for social, academic and professional purposes

## Pedagogy

Chalk and Talk , PPT, Group Discussion, Seminar, Puzzle, Cross Word, Word Power ,Pep Talk, Quiz and Tutorial.

## Lesson Plan

Unit	Description	Hrs	Activity	Mode
I	1. Prelude - getting prepared for employment	3	1 to 8	Chalk and Talk , PPT, Group Discussion, Seminar,
	2. Vocabulary – a) Frame sentences using the words learnt , b)Interpersonal skills -include Verbal, Non verbal, Listening , Negotiation , Problem solving, Decision making and Assertiveness	6		
		3		
	3.Grammar – voice –active and passive, Format of a CV – 1	6		
II	4. Listening / Writing - a )Non-verbal Communication, Types of Non-Verbal Communication, Informal Communication / Formal Communication and b) Rearranging the jumbled sentences into a meaning paragraph.	6	9 to 21	Chalk and Talk , PPT, Group Discussion, Seminar,
		6		
	5. Listening / Speaking – Gestures, Posture and Proxemics	6		

III	6. Reading / Writing – a)Professional Grooming Aspects and Personal Grooming habits b) Interview Skills - Types, c) Mind Maps, d)Formal Letters , Email Etiquette	6	22 to 41	Chalk and Talk , PPT, Group Discussion, Seminar,
	7. Integration of Skills - Communication Skills, Group discussion, workplace Etiquette	6		
	8. Presentation Skills	6		
IV	9.Interviews & CVs/Resumes - The goal of writing a good resume and covering letter .	6	42to 50	Chalk and Talk , PPT, Group Discussion, Assignment, Project & Seminar to be given
	10.Role play - a mock interview	6		
	11. Project – 1) Identifying parts of speech from newspaper clippings. 2) Homophones and Homonyms 3) Creative News Items/Video Clippings of News Items	6		
V	12. a. Reading diagrammatic information – interpretations maps, graphs and pie charts b. Preparing paragraphs - Use the information given and write a paragraph	6		Lecture method, PPT, Chalk and Talk
	13 .Most Valued Soft skills –			
	• Goal Setting - Life and Career planning	4		
	• Mind-set , Self-motivation- Grooming to give a neat and tidy appearance to someone			
	• Self management - Self-confidence	8		
• Teamwork - Human perceptions				

**COURSE LEARNING OUTCOMES:** The Students will be able to

CLOs	CLO Statement	Knowledge level
<b>CLO1</b>	Examine their own ability to improve their own competence in using the language and Show their learnt useful interpersonal soft skills.	<b>Up to K4</b>
<b>CLO2</b>	Re-state a piece of text either orally or in writing with learnt soft skills	<b>Up to K2</b>
<b>CLO3</b>	Apply their useful creative skill in writing like CVs, drafting and reading	<b>Up to K3</b>
<b>CLO4</b>	Investigate the importance of writing in academic life, analyze graphs,charts,grids and other visual supports to understand a text.	<b>Up to K4</b>
<b>CLO5</b>	Apply connecting ideas to continue discussions and apply diagrammatic information – interpretations maps, graphs, pie- charts and note-taking. Communicate with others effectively.	<b>Up to K3</b>

**Mapping with Programme Outcomes of B.A.:**

PO/CLO	PO1	PO2	PO3	PO4	PO5
CLO1	-	2	3	3	-
CLO2	-	2	3	3	-
CLO3	-	2	2	2	-
CLO4	-	2	2	2	-
CLO5	-	2	3	3	-

**Mapping with Programme Outcomes of B.Sc.:**

PO/CLO	PO1	PO2	PO3	PO4	PO5
CLO1	-	2	3	2	-
CLO2	-	2	3	3	-
CLO3	-	2	2	2	-
CLO4	-	2	2	2	-
CLO5	-	2	3	3	-

**Mapping with Programme Outcomes of B.Com.:**

PO/CLO	PO1	PO2	PO3	PO4	PO5	PO6
CLO1	-	1	3	-	2	2
CLO2	-	1	3	-	2	2
CLO3	-	1	2	-	2	2
CLO4	-	1	2	-	2	2
CLO5	-	1	3	-	2	2

Advance Application - 3 , Intermediate Level - 2, Basic Level -1

**Formative - Blue Print-1**

**Articulation Mapping - K Levels with Courses Learning Outcomes (COs)**

Sl. No	CLOs	K-Level	Section A		Section B	Section C (Either/or Choice)	Section D (Open Choice)	Total
			MCQs		Short Answers			
			No. of Questions	K LEVEL	No. of Questions			
1	CLO 1	Up to K 4	2	K1& K2	2(K1 )	2 (K4&K4)	2(K3/K3)	
2	CLO 2	Up to K 2	2	K1& K2	1(K1 )	2 (K1&K1)	1(K2)	
No. of Questions to be asked			4		3	4	3	14
No. of Questions to be answered			2		1	2	2	12
Marks for each question			1		2	5	10	-
Total Marks for each section			4		6	10	20	40

K1- Remembering and recalling facts with specific answers

K2- Basic understanding of facts and stating main ideas with general answers

K3- Application oriented- Solving Problems

K4- Examining, analyzing, presentation and make inferences with evidences

Distribution of Section-wise Marks with K Levels \*

K Levels	Section A (No Choice)	Section B Short Answers	Section C (Either/or)	Section D (Open Choice)	Total Marks	% of Marks without choice	Consolidated
K1	2	6	10	--	18	30.00	30
K2	2	-	-	10	12	20.00	20
K3	-	-	-	20	20	33.33	33
K4	-	-	10		10	16.66	17
Total Marks	4	6	20	30	60	99.99	100%

**Formative - Blue Print -2 /Articulation Mapping - K Levels with Courses Learning Outcomes (CLOs)**

Sl. No	CLOs	K- Level	Section A		Section B	Section C (Either/or Choice)	Section D (Open Choice)	Total
			MCQs		Short Answers			
			No. of Questions	K LEVEL	No. of Questions			
1	CLO 3	Up to K 3	2	K1& K2	2(K2 )	2 (K3&K3)	2(K3/K3)	
2	CLO 5	Up to K 3	2	K1& K2	1(K2 )	2 (K2&K2)	1(K3)	
No. of Questions to be asked			4		3	4	3	14
No. of Questions to be answered			2		1	2	2	12
Marks for each question			1		2	5	10	-
Total Marks for each section			4		6	10	20	40

Distribution of Section-wise Marks with K Levels \*

K Levels	Section A (No Choice)	Section B Short Answers	Section C (Either/or)	Section D (Open Choice)	Total Marks	% of Marks without choice	Consolidated
K1	2	-	-	--	2	03.33	30
K2	2	6	10	-	18	30.00	20
K3	-	-	10	30	40	66.66	33
K4	-	-	-	-	-	-	17
Total Marks	4	6	20	30	60	99.99	100%

**Summative - Blue Print**  
**Mapping with Courses Learning Outcomes (CLOs)**

Units	CLOs	K- Level	Section A		Section B		Section C (Either/or Choice)	Section D (Open Choice)
			MCQs		Short Answers			
			No. of Questions	K- Level	No. of Questions	K- Level		
1	CLO 1	Up to K 4	2	K1& K2	1	K1	2 (K4&K4)	1(K3)
2	CLO 2	Up to K 2	2	K1& K2	1	K1	2 (K1&K1)	1(K2)
3	CLO 3	Up to K 3	2	K1& K2	1	K2	2 (K3&K3)	1(K3)
4	CLO 4	Up to K 4	2	K1& K2	1	K2	2 (K3&K3)	1(K4)
5	CLO 5	Up to K 3	2	K1& K2	1	K2	2 (K2&K2)	1(K3)
No. of Questions to be asked			10		5		10	5
No. of Questions to be answered			10		5		5	3
Marks for each question			1		2		5	10
Total Marks for each section			10		10		25	30

K1- Remembering and recalling facts with specific answers

K2- Basic understanding of facts and stating main ideas with general answers

K3- Application oriented- Solving Problems

K4- Examining, analyzing, presentation and make inferences with evidences

**Distribution of Section-wise Marks with K Levels \***

K Levels	Section A (No Choice)	Section B (Short Answer)	Section C (Either/or)	Section D (Open Choice)	Total Marks	% of Marks without choice	Consolidated
K1	5	4	10	-	19	15.83	16
K2	5	6	10	10	31	25.83	26
K3	-	-	20	30	50	41.67	42
K4	-	-	10	10	20	16.66	16
Total Marks	10	10	50	50	120	99.99	100%

**Distribution of Unit-wise questions with K Levels**

Section A	Section B	Section C	Section D
2 Questions from each Unit (K1 & K2 Level)	1 Question from each Unit (unit 1 & 2 - K1 level Unit 3,4,&5- K2 Level)	2 Questions from Unit-I (K4 Level)	1 Question from Unit-I (K3 Level)
		2 Questions from Unit-II (K1 Level)	1 Question from Unit-II (K2 Level)
		2 Questions from Unit-III (K3 Level)	1 Question from Unit-III (K3 Level)
		2 Questions from Unit-IV (K3 Level)	1 Question from Unit-IV (K4 Level)
		2 Questions from Unit-V (K2 Level)	1 Question from Unit-V (K3 Level)