

**Department of English**  
**Maulana Azad National Urdu University**  
**UG Ability Enhancement, Skill Enhancement and Generic Elective Courses**

**Semester: 1**

Course Title: **English Communication Skills-I (Ability Enhancement Elective Course)**

Course Code: **UGEN101AET**

**Scheme of Instruction**

Total Duration: 60 hrs.

Periods / Week: 4

Credits: 4

Instruction Mode: Lecture

**Scheme of Examination**

Maximum Marks: 100

Internal Evaluation: 30

End Semester: 70

Exam Duration: 3 hrs.

**Course Objectives:** To introduce students to the sounds of English and impart to them the basic communication skills in English.

**Course Outcomes:** Upon the completion of the course the students are expected to have acquired the basic communication skills in English.

Unit	Course Content	Instruction Hours
I	<b>The Sounds of English</b> The classification and description of consonants sounds The classification and description of vowel sounds Transcription & English pronunciation practice	15
II	<b>Greetings and Pleasantries</b> Leave taking Compliment extension Regrets and apologizing Thanking/gratitude showing <b>Making Enquiries</b> Making request/seeking help Giving advice/making suggestions Seeking and giving directions	15
III	<b>English Phrases and Idioms</b> <b>Common Errors</b>	15
IV	<b>Writing Skills</b> Sentence construction Paragraph writing Letter writing E-mail, SMS & Invitation writings	15

**Recommended Reading:**

- 1) Adrian Doff. 2014. *B1 Pre-Intermediate Coursebook English Unlimited*, Special Edition. CUP
- 2) Adrian Doff. 2014. *B1 plus Intermediate Coursebook English Unlimited*, Special Edition. CUP
- 3) Alison Reid. 2011. *Spoken English*. Godwill Publishing House.
- 4) Bansal R. K. & J. B. Harrison. (2000). *Spoken English for India*. Mumbai: Orient Longman.
- 5) Habeeb, G. (2013). *English for Speakers of Urdu: A Proficiency Course*: Orient Blackswan
- 6) Jack C Richards & David Bohlke. *Speak Now 1, 2, 3, 4*. OUP. (Four Level Speaking Course)
- 7) Liz Taylor, Alastair Lane & Keith Harding and Adrian Wallwork. 2013. *International Express Elementary Student's Pack*. OUP
- 8) Murphy, R. (2012). *English Grammar in Use*, 4th edition, Cambridge University Press.
- 9) Sasikumar, V.& P. V. Dhamija. (2001). *Spoken English*. New Delhi:Tata McGraw Hill.
- 10) Taylor, G. (2001). *English Conversation Practice*. Tata McGraw-Hill.

**Semester: 3**Course Title: **Creative Writing**Course Code: **UGEN301SET****Scheme of Instruction**

Total Duration: 40 hrs.

Periods / Week: 2

Credits: 2

Instruction Mode: Lecture

**Scheme of Examination**

Maximum Marks: 50

Internal Evaluation: 15

End Semester: 35

Exam Duration: 1 ½ hrs.

**Course Objectives:** To introduce students to creative writing and its modes.**Course Outcomes:** Upon the completion of the course students are expected to understand and appreciate different types of creative writing.

<b>Unit</b>	<b>Course Content</b>	<b>Instruction Hours</b>
<b>I</b>	The Art and Craft of Writing; Modes of Creative Writing (the personal essay, creative prose styles)	20
<b>II</b>	Basics of Writing for Print and Digital Media (report-writing, film review, writing feedback)	20

**Examination and Evaluation Pattern:** 05 Objective type questions

05 Short questions essay of 4 marks each

01 Essay type questions of 10 marks each

Internals: 15 Marks

**Recommended Reading:**

- 1) Burroway, J. et al. (2015). *Writing Fiction: A Guide to Narrative Craft*, 9th edition. Pearson.
- 2) AnjanaNeira Dev, et al. (2009). *Creative Writing: A Beginner's Manual*. New Delhi: Pearson.
- 3) Krishnan, Isabelle. *Strategies for Creative Writing*. Fairfield Book Publisher.

**Semester: 4**Course Title: **Soft Skills**Course Code: **UGEN401SET****Scheme of Instruction**

Total Duration: 40 hrs.

Periods / Week: 2

Credits: 2

Instruction Mode: Lecture

**Scheme of Examination**

Maximum Marks: 50

Internal Evaluation: 15

End Semester: 35

Exam Duration: 1 ½ hrs.

**Course Objectives:** To enable the students to acquire persuasive speaking and leadership skills.**Course Outcomes:** Upon the completion of the course students are expected to acquire necessary skills required for various public speaking and business related situations.

<b>Unit</b>	<b>Course Content</b>	<b>Instruction Hours</b>
<b>I</b>	Intra and Inter personal Communication Telephone/Email/Texting Etiquettes Stress Management Negotiation Skills	20
<b>II</b>	Leadership Skills Group Discussion Team Building Public Speaking Skills	20

**Examination and Evaluation Pattern:** 05 Objective type questions 1 Mark each  
05 Short questions essay of 4 Marks each  
01 Essay type question of 10 Marks  
Internals: 15 Marks

**Recommended Reading:**

- 1) Bhatnagar, N. & M Bhatnagar (Eds.) (2011). *Effective Communication and Soft Skills*. New Delhi: Pearson.
- 2) Prakasam.V.(Ed), (2013). *Strengthen Your Steps: A Multimodal Course in Communication Skills*. Guntur: Maruthi Publications
- 3) Sudha, R. (2010). *A Manual for English Language Laboratories*, New Delhi: Pearson, Dorling Kindersley.

**Semester: 5**Course Title: **Gender and Human Rights**Course Code: **UGEN501SET****Scheme of Instruction**

Total Duration: 40 hrs.

Periods / Week: 2

Credits: 2

Instruction Mode: Lecture

**Scheme of Examination**

Maximum Marks: 50

Internal Evaluation: 15

End Semester: 35

Exam Duration: 1½ hrs.

**Course Objective:** To develop a basic understanding of human rights amongst students so that they gain a historical and contemporary understanding of women's rights and be able to identify and examine gender-specific human rights issues.

**Course Outcome:** Upon the completion of the course the students should be able to show an understanding of origins and principles of international human rights law, and awareness and sensitivity to issues of gender in human rights.

Unit	Course Content	Instruction Hours
I	<b>Introduction to Human Rights</b> Theories of human rights The historical development of international human rights Women's rights as human rights	20
II	<b>Introduction to Gender Studies</b> Gender: Concepts and Theories Women's movements in India Mainstreaming Gender	20

**Examination and Evaluation Pattern:** 05 Objective type questions 1 Mark each  
05 Short questions essay of 4 Marks each  
01 Essay type question of 10 Marks  
Internals: 15 Marks

**Recommended Reading:**

- 1) Clapham, Andrew. (2007). *Human Rights: A Very Short Introduction*. OUP.
- 2) Freeman, Michael. (2002). *Human Rights: An Interdisciplinary Approach*. Polity Press.
- 3) Glover, David and Kaplan, Cora, (2000). *Genders*. Routledge.
- 4) Kumar, Radha, (2011). *The History of Doing: An Illustrated Account of Movements for Women's Rights and Feminism in India, 1800-1990*. Zubaan.
- 5) Nirmal, C. J. (2000). *Human Rights in India: Historical, Social and Political Perspectives*. OUP.
- 6) Pilcher, Jane and Whelehan Imelda (Eds). (2004). *50 Key Concepts in Gender Studies*. SAGE.

**Semester: 5**Course Title: **Contemporary India: Women and Empowerment**Course Code: **UGEN501GET****Scheme of Instruction**

Total Duration: 90 hrs.

Periods / Week: 6

Credits: 6

Instruction Mode: Lecture

**Scheme of Examination**

Maximum Marks: 100

Internal Evaluation: 30

End Semester: 70

Exam Duration: 3 hrs.

**Course Objective:** To sensitize students towards gender issues and women empowerment in India.**Course Outcome:** Upon the completion of the course the students are expected to get sensitized towards gender equity.

Unit	Course Content	Instruction Hours
I	Social construction of gender	15
II	Women and work force	15
III	Iconic representations	
IV	Gender discrimination	
V	Social issues and solutions	
VI	Excerpts from writings on or by women	

**Examination and Evaluation Pattern:** 10 Objective type questions

05 Short questions essay of 6 marks each

03 Essay type questions of 10 marks each

Internals: 30 Marks

**Recommended Reading:**1) Chaudhry, R. (1978). *öStatus and Role of Women: Great Indian Women Through the Ages.ö Role and Status of Women in Indian Society.*2) Dube, S.C. (1963). *Manø and Womenø Role in India: A Sociological Reviewø Women in the New Asia.*3) Ghosh, S. K. (1989). *Indian Women Through the Ages.* Ashish Pub. House.4) Parulkar, A. et al. (2017). *Dispossessed: Stories from India's Margins.* Speaking Tiger Books.5) Ray, S. (2000). *En Gendering India: Women and Nation in Colonial and Postcolonial Narratives.* Duke UP Books.

**Semester: 6**Course Title: **Cultural Diversity**Course Code: **UGEN601 GET****Scheme of Instruction**

Total Duration: 90 hrs.

Periods / Week: 6

Credits: 6

Instruction Mode: Lecture

**Scheme of Examination**

Maximum Marks: 100

Internal Evaluation: 30

End Semester: 70

Exam Duration: 3 hrs.

**Course Objectives:** This course aims at providing an insight into basic understanding of literature across various communities, languages and cultures in India.

**Course Outcomes:** Upon the completion of the course, students are expected to achieve a firsthand reading experience of the pluralistic cultural productions from India.

Unit	Course Content	Instruction Hours
I	<b>Introduction to Multiculturalism, Pluralism and Diversity</b> Sujit Mukherjee: Propositions	15
II	<b>Devotional Literature</b> Sisir Kumar Das: The Mad Lover Bullah Shah: Kafi 7	15
III	<b>Politics of Language</b> Amrit Rai: Introduction: A conspectus to a House Divided Amir Khusrau: Ghazal Raghuvir Sahay: Hindi	15
IV	<b>Dalit and Tribal Narratives</b> Eleanor Zelliot: Introduction to Dalit Sahitya N.T. Rajkumar: Untitled Poem G.N. Devy: Introduction to Painted Words	15
V	<b>Gender and Region</b> A.K. Ramanujan: Excerpts from A Flowering Tree: A Woman's Tale Ali S. Asani: Excerpts from At Cross Roads of Indic and Iranian Civilizations: Sindhi Literary Cultures	15
VI	<b>Indian Writing in English</b> Padma Sachdev: Mother Tongue Ayyappa Panikkar: Passage to America	15

**Examination and Evaluation Pattern:** 10 Objective type questions  
05 Short questions essay of 6 marks each  
03 Essay type questions of 10 marks each  
Internals: 30 Marks

**Recommended Reading:**

1) Department of English, University of Delhi. (2005). *Cultural Diversity, Linguistic Plurality and Literary Traditions in India*. New Delhi: Pearson.

