



# **PERIYAR UNIVERSITY**

**PERIYAR PALKALAI NAGAR**

**SALEM – 636011**

**DEGREE OF BACHELOR OF ARTS**

*CHOICE BASED CREDIT SYSTEM*

*Syllabus for*

**B. A. ENGLISH CA**

**( SEMESTER PATTERN )**

**( For Candidates admitted in the Colleges affiliated to  
Periyar University from 2017 - 2018 onwards )**



**OBJECTIVES OF THE COURSE**

English plays an important role in the context of globalization of information technology. Today, students need a thorough knowledge of modern technology to lead them to fulfill the demand of the day. A clear perception of literature combined with skill in modern information technology serves as a tool to perform their work effectively in media and mass communication. The syllabus of this program is aimed at preparing the students with the latest developments and put them on the right track to fulfill the present requirements.

**COMMENCEMENT OF THIS REGULATION**

This regulation shall take effect from the academic year 2017 – 2018, i.e, for the students who are admitted to the first year of the course during the academic year 2017 – 2018 and thereafter.

**ELIGIBILITY**

Refer this office circular No: PU/R/AD-1/UG/PG/Programmes Eligibility/2019 Dated: 16-04-2019.

**DEFINITIONS**

**Programme :** Programme means a course of study leading to the award of the degree in a discipline.

**Course :** Course refers to the subject offered under the degree programme.

**SYLLABUS**

The syllabus of the UG degree has been divided into the following five categories:

**Part I :** Tamil / Other Languages.

**Part II :** English Language.

**Part III :** Core Courses, Elective Courses and Allied Courses.

**Part IV :** Skill Based Elective Courses, Non-Major Course, Environmental Studies and Value Education.

**Part V :** Extension Activity.

- **Elective Course :** There are 3 Elective Courses offered for B.A English students.
- **Skill Based Elective Course :** This course aims to impart advanced and recent developments in the concerned discipline.

- **Non-Major Course :** Irrespective of the discipline the student can select papers that are offered by other disciplines as non-major course.
- **Extension Activity :** Participation in NSS / NCC / YRC / RRC / Sports or other co-circular activities are considered for Extension activity.

### **CREDITS**

Weightage given to each course of study is termed as credit.

### **CREDIT SYSTEM**

The weightage of credits are spread over to different semesters during the period of study and the cumulative credit point average shall be awarded based on the credits earned by the students. A total of 140 credits are prescribed for the under graduate programme.

### **DURATION OF THE COURSE**

The candidates shall complete all the courses of the programme within 3 years from the date of admission. The programme of study shall consist of six semesters and a total period of three years with 140 credits. The programme of study will comprise the course according to the syllabus.

### **EXAMINATIONS**

The course of study shall be based on semester pattern with Internal Assessment under Choice Based Credit System.

The examinations for all the papers consist of both Internal (Continuous Internal Assessment-CIA) and External (end semester) theory examination. The theory examination shall be conducted for three hours duration at the end of each semester. The candidates failing in any subjects(s) will be permitted to appear for the same in the subsequent semester examinations.

## COURSE OF STUDY AND SCHEME OF EXAMINATIONS

Sem.	Part	Paper Code	Course	Hours / Week			Credit	Exam. Hrs.	Marks		
				Lect.	Prac.	Total			CIA	Uni. Exam.	Total
I	I		<b>Language / Tamil - I</b>	6	-	6	3	3	25	75	100
	II		English - I	6	-	6	3	3	25	75	100
	III		<b>Core-I</b> Poetry	5	-	5	5	3	25	75	100
	III		<b>Core-II</b> Grammar and Usage	5	-	5	5	3	25	75	100
	III		<b>Allied-I</b> Social History of England	6	-	6	5	3	25	75	100
	IV		Value Education - Yoga	2	-	2	2	3	25	75	100
II	I		<b>Language / Tamil -II</b>	6	-	6	3	3	25	75	100
	II		English- II	6	-	6	3	3	25	75	100
	III		<b>Core -III</b> Prose	5	-	5	5	3	25	75	100
	III		<b>Core -IV</b> Indian Writing In English	5	-	5	5	3	25	75	100
	III		<b>Allied Paper - II</b> History of English Literature	6	-	6	5	3	40	60	100
	IV		EVS	2	-	2	2	3	25	75	100
III	I		<b>Language / Tamil- III</b>	6	-	6	3	3	25	75	100
	II		English-III	6	-	6	3	3	25	75	100
	III		<b>Core -V</b> Computer Application in Office	6	-	6	5	3	25	75	100
	III		<b>Allied Paper -III</b> Literary Forms and Criticism	6	-	6	5	3	25	75	100
	IV		<b>SBEC - I</b> Presentation Skills	2	-	2	3	3	25	75	100
	IV		<b>SBEC-II</b> Soft Skills for Career Communication	2	-	2	3	3	25	75	100
	V		<b>NMEC-I</b> Soft Skills for Career Communication	2	-	2	2	3	25	75	100

## B A ENGLISH CA

Sem.	Part	Code Paper	Course	Hours / Week			Credit	Hrs. Exam.	Marks		
				Lect.	Prac.	Total			CIA	Exam.	Total
IV	I		<b>Language / Tamil-IV</b>	6	-	6	3	3	25	75	100
	II		English-IV	6	-	6	3	3	25	75	100
	III		<b>Core - VI</b> Office Automation Practical	6	-	6	5	3	40	60	100
	III		<b>Allied Paper-IV</b> Phonetics and Transcription	6	-	6	5	3	25	75	100
	IV		<b>SBEC-III</b> Presentation Skills	2	-	2	3	3	40	60	100
	IV		<b>SBEC-IV</b> Personality Development	2	-	2	3	3	25	75	100
	V		<b>NMEC-II</b> Communication for Placement	2	-	2	2	3	25	75	100
V	III		<b>Core -VII</b> Shakespeare	6	-	6	5	3	25	75	100
	III		<b>Core - VIII</b> Language and Linguistics	6	-	6	4	3	25	75	100
	III		<b>Core - IX</b> Image Editing Tool	6	-	6	5	3	25	75	100
	III		<b>Core - X</b> American Literature	6	-	6	4	3	25	75	100
	III		<b>Elective - I</b> English for Competitive Examination	6	-	6	5	3	25	75	100
VI	III		<b>Core - XI</b> Image Editing Software Practical	6	-	6	4	3	40	60	100
	III		<b>Core - XII</b> English Language Teaching	6	-	6	4	3	25	75	100
	III		<b>Core - XIII</b> Grammar and Semantics	6	-	6	4	3	25	75	100
	III		<b>Elective - II</b> English Literature for Competitive Examinations	6	-	6	5	3	25	75	100
	III		<b>Elective - III</b> Communication Skills - Practical	6	-	6	5	3	25	75	100
			Extension Activity	-	-	-	1	***	-	-	***
<b>Total</b>							<b>140</b>				<b>3600</b>

\*\*\* No Examination – Participation in NCC / NSS / RRC / YRC / Others if any.

**SKILL BASED ELECTIVE COURSE :**

<b>SKILL BASED ELECTIVE COURSE ( III - SEMESTER)</b>	<b>PAPER CODE</b>
<b>SBEC - I</b> Presentation Skills	
<b>SBEC - II</b> Soft Skills for Career Communication	

<b>SKILL BASED ELECTIVE COURSE ( IV - SEMESTER)</b>	<b>PAPER CODE</b>
<b>SBEC - III</b> Presentation Skills	
<b>SBEC - IV</b> Personality Development	

**NON – MAJOR ELECTIVE COURSES :**

<b>NON – MAJOR ELECTIVE COURSE – II ( III - SEMESTER)</b>	<b>PAPER CODE</b>
Soft Skills for Career Communication	

<b>NON – MAJOR ELECTIVE COURSE – II ( IV - SEMESTER)</b>	<b>PAPER CODE</b>
Communication for Placement	

**UNIFORMITY IN THE NUMBER OF UNITS IN EACH PAPER:**

Each theory paper shall consist of five units. The Question paper shall consist of questions uniformly distributed among all the units.

## QUESTION PAPER PATTERN

Duration: **Three Hours**

□ □ □ □ □ □ Maximum Marks: **75**

**Part A: (10 X 2 = 20 marks)**

Answer ALL Questions  
(Two Questions from Each Unit)

**Part B: (5 X 5 = 25 marks)**

Answer ALL Questions  
(One Question from Each Unit with internal choice)

**Part C: (3 X 10 = 30 marks)** Answer Any **THREE** Questions out of Five Questions (One Question from Each Unit)

### PASSING MINIMUM

- i) The Candidates shall be **declared to have passed the examination if he/she secures not less than 40 marks in total (CIA mark + Theory Exam mark) with minimum of 30 marks in the Theory Exam conducted by the University.**
- ii) The Candidates shall be **declared to have passed the examination if he/she secures not less than 40 marks in total (CIA mark + Practical Exam) with minimum of 30 marks in the practical Exam conducted by the University.**

### CONVERSION OF MARKS TO GRADE POINTS AND LETTER GRADE (Performance in a Course/Paper)

RANGE OF MARKS	GRADE POINTS	LETTER GRADE	DESCRIPTION
90 - 100	9.0 - 10.	O	Outstanding
80 - 89	8.0 - 8.	D+	Excellent
75 - 79	7.5 - 7.9	D	Distinction
70 - 74	7.0 - 7.4	A+	Very Good
60 - 69	6.0 - 6.9	A	Good
50 - 59	5.0 - 5.9	B	Average
40 - 49	4.0 - 4.9	C	Satisfactory
00 - 39	0.0	U	Re-appear
ABSENT	0.0	AAA	ABSENT

C<sub>i</sub> = Credits earned for course i in any semester

G<sub>i</sub> = Grade Point obtained for course i in any semester

n = refers to the semester in which such course were credited



**Grade point average (for a Semester):**

**Calculation of grade point average semester-wise and part-wise is as follows:**

$$\text{GRADE POINT AVERAGE [GPA]} = \sum_i C_i G_i / \sum_i C_i$$

Sum of the multiplication of grade points by the credits of the courses offered under each part  
 GPA = -----  
 Sum of the credits of the courses under each part in a semester

**Calculation of Grade Point Average (CGPA) (for the entire programme):**

A candidate who has passed all the examinations under different parts (Part-I to V) is eligible for the following part wise computed final grades based on the range of CGPA.

$$\text{CUMULATIVE GRADE POINT AVERAGE [CGPA]} = \sum_n \sum_i C_{ni} G_{ni} / \sum_n \sum_i C_{ni}$$

Sum of the multiplication of grade points by the credits of the entire programme under each part  
 CGPA = -----  
 Sum of the credits of the courses of the entire programme under each part

CGPA	GRADE
9.5 - 10.0	O+
9.0 and above but below 9.5	O
8.5 and above but below 9.0	D++
8.0 and above but below 8.5	D+
7.5 and above but below 8.0	D
7.0 and above but below 7.5	A++
6.5 and above but below 7.0	A+
6.0 and above but below 6.5	A
5.5 and above but below 6.0	B+
5.0 and above but below 5.5	B
4.5 and above but below 5.0	C+
4.0 and above but below 4.5	C
0.0 and above but below 4.0	U

**Classification of Successful candidates**

A candidate who passes all the examinations in Part I to Part V securing following CGPA and Grades shall be declared as follows **for Part I or Part II or Part III:**

CGPA	GRADE	CLASSIFICATION OF FINAL RESULT
9.5 - 10.0	O+	First Class - Exemplary *
9.0 and above but below 9.5	O	First Class with Distinction*
8.5 and above but below 9.0	D++	First Class
8.0 and above but below 8.5	D+	
7.5 and above but below 8.0	D	
7.0 and above but below 7.5	A++	
6.5 and above but below 7.0	A+	
6.0 and above but below 6.5	A	
5.5 and above but below 6.0	B+	Second Class
5.0 and above but below 5.5	B	
4.5 and above but below 5.0	C+	Third Class
4.0 and above but below 4.5	C	

### Conferment of the Degree

No candidate shall be eligible for conferment of the Degree unless he / she

- Has undergone the prescribed course of study for a period of not less than six semesters in an institution approved by/affiliated to the University or has been exempted from in the manner prescribed and has passed the examinations as have been prescribed therefore.
- Has completed all the components prescribed under Parts I to Part V in the CBCS pattern to earn 140 credits.
- Has successfully completed the prescribed Field Work/ Institutional Training as evidenced by certificate issued by the Principal of the College.

### Ranking

A candidate who qualifies for the UG degree course passing all the examinations in the first attempt, within the minimum period prescribed for the course of study from the date of admission to the course and secures

I or II class shall be eligible for ranking and such ranking shall be confined to 10 % of the total number of candidates qualified in that particular branch of study, subject to a maximum of 10 ranks. The improved marks shall not be taken into consideration for ranking.

**B. A. ENGLISH (C.A.)**  
**SEMESTER – I**  
**CORE - I - POETRY**

**UNIT – I**

1. Milton – How Soon Hath Time
2. Oliver Goldsmith – The Village Schoolmaster

**UNIT-II**

3. William Wordsworth – Lucy Gray
4. John Keats – Ode to Autumn

**UNIT-III**

5. G.M Hopkins-Pied Beauty
6. W.B.Yeats-The Ballad of Father Gilligan

**UNIT-IV**

7. Louis Mac Neice - Conversation
8. W.H.Auden-First Things First

**UNIT-V**

9. Philip Larkin-Next, Please
10. Seamus Heaney – Churning Day

**Prescribed Book:**

Poetry Down the Ages, Orient Blackswan, Chennai

[This book contains all the prescribed poems (from semester I-VI)]

**B. A. ENGLISH (C.A.)**  
**SEMESTER – I**  
**CORE - II - GRAMMAR AND USAGE**

**UNIT – I**

1. Nouns: Countable, Un-countable, Common, Proper-Noun, Concrete, Abstract Properties of Noun: Gender, Number, Person, Case
2. Pronouns
3. Articles

**UNIT – II**

4. Adjectives
5. Prepositions
6. Verbs: Regular, Irregular, Transitive, Intransitive, Finite, Nonfinite, Gerunds, Participles, Infinitives, Tenses

**UNIT – III**

7. Adverbs
8. Conjunctions and Interjections

**UNIT – IV**

9. The Sentence: Subject and Predicate
10. Types of Sentences
11. Sentence Patterns

**UNIT-V**

12. Idioms and Phrases
13. Figures of Speech

**Prescribed Book:**

A.J.Thomson & F.V.Martinet: *A Practical English Grammar Exercise*. OUP

**Reference Books:**

1. Michael Strumpp: *The Complete Grammar*. Goodwill Publishing House
2. Raymond Murphy: *Essential English Grammar*. Cambridge University Press.

**B. A. ENGLISH (C.A.)**

**ALLIED – I - SOCIAL HISTORY OF ENGLAND**

**Unit – I**

The Renaissance  
The Reformation  
The Stuart Age  
Puritanism  
Colonial Expansion  
Restoration Age: Social Life

**Unit – II**

The Age of Queen Anne  
The Industrial Revolution  
The Agrarian Revolution  
The American War of Independence

**Unit – III**

The Effects of French Revolution  
The Reform Bill  
The Development of Transport and Communication  
The Development of Education in 19<sup>th</sup> Century

**Unit – IV**

Effects of I & II World war  
Social Security and the Welfare State  
The Effects of Cold War

**Unit – V**

Trade Unionism  
The Origin and Growth of Political Parties  
Contemporary Life in England

**Prescribed Book:**

Padmaja Ashok: The Social History of England, Orient Blackswan

**Reference Book:**

G.M. Trevelyan: The English Social History, London A.G. Xavier: An Introduction to the Social History of England

**B. A. ENGLISH (C.A.)**  
**SEMESTER – II**  
**CORE - III - PROSE**

**UNIT-I**

1. Francis Bacon-Of Studies
2. Francis Bacon-Of Ambition

**UNIT-II**

1. Richard Steele – The Spectator Club
2. Joseph Addison-Sir Roger At The Theatre

**UNIT-III**

1. Charles Lamb- My Relations
2. James Leigh Hunt-On Getting Up On Cold Morning

**UNIT-IV**

1. Rudyard Kipling-Values In Life
2. Robert Lynd-The Pleasures of Ignorance

**UNIT-V**

1. E.V. Lucas-Bores
2. Somerset Maugham- Mr. Know All

**Prescribed Book:**

Selected College Prose, Foundation Books, Chennai

[This book contains all the prescribed prose (from semester I-VI)]

**B. A. ENGLISH (C.A.)**

**SEMESTER – II**

**CORE - IV - INDIAN WRITING IN ENGLISH**

**UNIT-I POETRY**

1. Sarojini Naidu – Coromandal Fishers
2. Swami Vivekanandha – Kali, the Mother
3. Sujata Bhatt - Voice Of The Unwanted girl
4. Jayanta Mahapatra - Dawn At Puri
5. Keri.N.Daruwalla - Gulzaman's Son

**UNIT-II PROSE**

1. A.P.J Abdul Kalam - Give Us A Role Model
2. Satyajit Ray - A Long Time On The Little Road

**UNIT-III DRAMA**

Dina Mehta - Brides Are Not For Burning

**UNIT-IV FICTION**

Amitav Ghosh- The Glass Palace

**UNIT-V SHORT STORY**

1. Kushwant Singh-Karma
2. Warman Govind Hoval-The Storeyed House

**Prescribed Book:**

A Bouquet of Short Stories, Mahaam Publications

[This book contains all the prescribed Short Stories (from semester I-VI)]

**B. A. ENGLISH (C.A.)**

**SEMESTER – II**

**ALLIED – II HISTORY OF ENGLISH LITERATURE**

**Unit-I CHAUCER AND ELIZABETHAN AGE**

**POETRY:**

Chaucer

Wyatt and Surrey

**PROSE:**

Bacon and his Essays

**DRAMA:**

University Wits

Shakespeare

Ben Jonson

**Unit-II THE AGE OF MILTON**

Milton as a poet

Donne

Dryden and Pope as poets

**Unit-III THE RESTORATION AGE**

Prose writers-Addison, Steele, Dr. Johnson

Novelists- Swift, Fielding

Dramatists- Congreve, Sheridan

**Unit-IV THE ROMANTIC AGE AND THE VICTORIAN AGE**

Romantic Poets- Wordsworth, Coleridge, Shelley & Keats

Romantic Novelists- Scott, Jane Austen

Romantic Prose Writers- Charles Lamb, Hazlitt

Victorian Poets- Tennyson, Browning

Victorian Novelists- Charles Dickens, Thomas Hardy

Victorian Prose Writers- John Ruskin, Arnold



**Unit-V TWENTIETH CENTURY LITERATURE –MODERN LITERATURE**

Twentieth Century Poets - T.S. Eliot, Philip Larkin

Twentieth Century Prose writers - Chesterton, Hillaire Belloc

Twentieth Century Dramatists - G.B.Shaw, Harold Pinter

Twentieth Century Novelists - D.H.Lawrence , William Golding

**Prescribed Book:**

Dr. A. Shanmugakani: A History of English Literature, Harrows publication.

W.H. Hudson: An Outline History of English Literature.

**Reference Books:**

Edward Albert: History of English Literature

Crompton & Rickett : History of English Literature

**B.A. ENGLISH (C.A.)**  
**SEMESTER III**  
**CORE V - COMPUTER APPLICATIONS IN OFFICE**

**UNIT - I**

Introduction to Computers - Five Generations of Modern Computers - Classification of Digital Computer Systems - Anatomy of a Digital Computer - Memory units - Input and Output Devices - Auxiliary Storage Devices.

**UNIT - II**

Getting Started: Starting a Program - Identifying Common Screen Elements - Choosing Commands - Finding Common Ways to Work - Getting Help with Office

**UNIT - III**

MS-WORD: Learning Word Basics - Formatting a Word Document - Working with Longer Document.

**UNIT - IV**

MS-EXCEL: Creating a Simple Spreadsheet - Editing a Spreadsheet - Working with Functions and Formula - Formatting Worksheets - Completing Your Spreadsheet - Creating Charts.

**UNIT - V**

MS-POWERPOINT: Creating and Viewing Presentations - Editing a Presentation - Working with Presentation Special Effects.

**TEXT BOOKS:**

1. Alex Leon, Mathew Leon, "Introduction to Computers", Vikas Publishing, 2008.
2. Diane Koers, "Microsoft Office XP - fast & easy", Prentice Hall of India Private Limited, New Delhi, 2001

**REFERENCE BOOKS**

1. Joyce Cox & Team, "Step by Step 2007 Microsoft Office System", PHI Learning Private limited, New Delhi, 2009.
2. Peter Weverka, "MS Office 2013 All-in-One for Dummies", 1st Edition, Wiley Publications, 2013.

**Note: This paper should be handled and valued by Computer Science Department.**

**B. A. ENGLISH (C.A.)**

**SEMESTER – III**

**ALLIED PAPER - III - LITERARY FORMS AND CRITICISM**

**Unit-I POETRY**

Lyric, Ballad, Ode, Sonnet, Epic, Elegy

**Unit-II DRAMA**

Tragedy, Comedy, Tragicomedy, One-Act Play, Masque, Absurd Drama,

Farce, Melo-Drama

**Unit-III PROSE**

Essay, Short Story, Biography, Autobiography

**Unit-IV CRITICISM**

Feminist Criticism, Eco-criticism, New Historicism, Deconstruction, Reader-Response Criticism.

**Unit-V NOVEL**

Historical Novel, Social Novel, Detective Novel, Science Fiction, Diasporic Novel

**Prescribed book :**

K R Ramachandran: Literary Forms, Emerald, Chennai

**Reference book :**

B. Prasad : *A Background to the Study of English Literature*, Macmillan

M.H. Abrams : *A Glossary of Literary Terms*, Macmillan

**B. A. ENGLISH (C.A.)**  
**SEMESTER – III**  
**SKILL BASED ELECTIVE PAPER-I**  
**PRESENTATION SKILLS**

**Unit - I**

Rhymes, Free Verse  
Jokes and Think pieces  
Article Writing

**Unit - II**

Descriptive Passages  
Short Stories

**Unit - III**

Report Writing  
Review writing for books and films

**Unit - IV**

Writing for T.V Radio and Magazine  
Freelance Writing

**Unit - V**

Preparation of Web Content  
Advertisement Writing  
Types of advertising and advertising media  
Writing techniques in effective advertisement  
Code of ethics for advertisement  
Advertising and marketing

**Prescribed Book:**

Creative Writing, Orient Blackswan, Chennai

**B. A. ENGLISH (C.A.)**  
**SEMESTER – III**  
**SKILL BASED ELECTIVE PAPER –II**  
**SOFT SKILLS FOR CAREER COMMUNICATION**

**Unit - I**

Introduction  
Listening and Speaking  
Reading Skills

**Unit - II**

Exit Errors  
Word Power

**Unit - III**

Career Concerns  
Pleasing Personality

**Unit - IV**

Think Tank  
Management Magic

**Unit - V**

Leading Light  
Enhance and Empower

**Prescribed Book :**

Dr V. Saraswathi and Dr. Revathi Viswanathan : *Soft Skills for Career Communication*,  
*Preesat Publications*

**B. A. ENGLISH (C.A.)**

**SEMESTER – III**

**NMEC – I**

**SOFT SKILLS FOR CAREER COMMUNICATION**

**Unit-I**

Introduction

Listening and Speaking

Reading Skills

**Unit-II**

Exit Errors

Word Power

**Unit-III**

Career Concerns

Pleasing Personality

**Unit-IV**

Think Tank

Management Magic

**Unit-V**

Leading Light

Enhance and Empower

**Prescribed Book :**

Dr V. Saraswathi and Dr. Revathi Viswanathan : *Soft Skills for Career Communication, Preesat Publications*

**B. A. ENGLISH (C.A.)  
SEMESTER – IV**

**CORE - VI - OFFICE AUTOMATION PRACTICAL**

**Word Processor**

1. i) Create a document, save it and edit the document as follows:
  - a. Cut, Copy, Paste options.
  - b. Find and Replace options.
  - c. Undo and Redo options.ii) Format the document:
  - a. Using Bold, Underline and Italic.
  - b. Change Character style and size.
  - c. Formatting paragraph: Center, Left aligns & Right align
  - d. Changing paragraph and line spacing, Using Bullets and Numbering in Paragraphs.
  - e. Creating Hanging Paragraphs
2. Enhance the documents using Header, Footer, Page Setup, Border, Page number, watermarking, Orientation and Print Preview.
3. Insert tables and pictures in a document as follows
  - f. Creating Tables in a document, Selecting Rows & Column sort the record
  - g. Insert a picture - edit size and add name of the picture above it.
  - h. Also do basic text formatting like - bold, italic, underline, alignments etc in table.,
4. Using mail merge, send an invitation /notice (by creating the invitation/notice) for the following situation (at least 5 addresses to be entered) (Any one of the following)
  - i. For opening a new branch
  - j. Inauguration function
  - k. Informing about new scheme or offer

### Spreadsheet

- 5 a. Create a worksheet, moving/ copying/ inserting/ deleting rows and columns (usage of cut, paste, commands, copying a single cell, copying a range of data, filling up a cell. Undo command, inserting a row, column, deleting rows and columns).

b. Formatting worksheets

Bold, Italic, Font size changing, Auto fill, date format, Currency format

6. Open an excel and create fields as follows

S.No	Name of the student	M1	M2	M3	M4	M5	Total	Avg	Result	Grade
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- i. Enter S.No, Name, marks for 10 students
- ii. Find total and average using formula.
- iii. Find Result whether the student is pass or fail and also assign grade as per our university norms.
- iv. Insert a column chart showing the comparison of marks in different subjects of different students.
7. i) Creating and running a macro.
- ii) Assigning button to a defined macro.
- iii) Editing a macro.

### Presentation

8. Create a presentation with apply background/Themes, apply custom animation on text, insert images/word art and animate the images with effects.
9. Create "My album" use photos, audio, and videos with necessary Transition Effects
10. Making an Organization Structure in Power Point

Starting an organization chart, Entering names and Titles, Adding Members, Formatting the Boxes, Text and Lines, Rearranging the Org Chart, Finishing the Chart

**Note: For University Practical Exam, both Internal and External should be appointed from Department of Computer Science.**



**B. A. ENGLISH (C.A.)**

**SEMESTER – IV**

**ALLIED PAPER - IV - PHONETICS & TRANSCRIPTION**

**Unit-I**

Speech Mechanism and Organs of Speech

**Unit-II**

Classification and Description of Vowel Sounds in English

**Unit-III**

Classification and Description of Consonant Sounds in English

**Unit-IV**

Word accent: Certain Guidelines

**Unit-V**

Transcription of words, sentences, passages

**Prescribed Book:**

T. Balasubramanian : *A Text book of English Phonetics for Indian Students*, Macmillan

**B. A. ENGLISH (C.A.)**  
**SEMESTER – IV**  
**SKILL BASED ELECTIVE PAPER - III**  
**PRESENTATION SKILLS**

**Unit–I**

Powerful Presentation (1-15)

**Unit–II**

Reinforcement (16-30)

**Unit–III**

Using visual aids (31-46)

**Unit–IV**

Types and Methods of Presentations (47-59)

**Unit–V**

Obstacles to Presentation (61-75)

**Prescribed Book:**

Roz Townsend : Presentation Skills for the Upwardly Mobile, Emerald, Chennai

**B. A. ENGLISH (C.A.)**  
**SEMESTER – IV**  
**ALLIED PAPER – IV**  
**PHONETICS & TRANSCRIPTION**

**Unit-I**

Speech Mechanism and Organs of Speech

**Unit-II**

Classification and Description of Vowel Sounds in English

**Unit-III**

Classification and Description of Consonant Sounds in English

**Unit-IV**

Word accent: Certain Guidelines

**Unit-V**

Transcription of words, sentences, passages

**Prescribed text:**

T. Balasubramanian : *A Text book of English Phonetics for Indian Students*, Macmillan

**B. A. ENGLISH (C.A.)**  
**SEMESTER – IV**  
**SKILL BASED ELECTIVE PAPER –IV**  
**PERSONALITY DEVELOPMENT**

**Unit-I**

Personality Traits

**Unit-II**

Honesty and Reliability

**Unit-III**

Right Attitude and Common Sense

**Unit-IV**

Self- Management

**Unit-V**

Critical Thinking and Continuous Learning

**Prescribed text:**

S.P Dhanavel , Personality Development, Mainspring, Chennai

**Reference Books :**

Harish Kumar : *All about Personality Development - Become a Better person*- New Delhi Good Will Publishing House, 2004. Shiv Kera : *You Can Win*

M.R. Kopmeyer - *You can Get Wherever You Want*

**B. A. ENGLISH (C.A.)**  
**SEMESTER – IV**  
**NMEC - II**  
**COMMUNICATION FOR PLACEMENT**

**Unit-I**

Language and Communication  
Non-verbal Communication  
Communication in Organizations

**Unit-II**

Dyadic Communication  
Meetings  
Seminars and conferences  
Group Discussion  
Audio- visual Aids

**Unit-III**

Formal Reports  
Style  
Technical Proposals

**Unit-IV**

Business Correspondence  
Notices, Agenda, Minutes  
Hand Books and Manuals

**Unit-V**

Research papers & Articles  
Advertising Job Description  
Graphic Aids

**Prescribed Book :**

Krishna Mohan & Meera Banerjee - Developing Communication  
Skills, Macmillan

**B. A. ENGLISH (C.A.)**

**SEMESTER – V**

**CORE - VII - SHAKESPEARE**

**UNIT-I&II**

A Midsummer Night's Dream

**UNIT - III & IV**

Romeo and Juliet

**UNIT - V**

The Winter's Tale

**B. A. ENGLISH (C.A.)**  
**SEMESTER – V**  
**CORE VIII**  
**LANGUAGE AND LINGUISTICS**

**Unit-I**

Definition of Language, Characteristics of Language, Human Communication and Animal Communication.

**Unit-II**

Definition of Linguistics, Linguistics as a Science, Scope of Linguistics

**Unit-III**

Levels of Linguistics Analysis, Branches of Linguistics

**Unit – IV**

Some Major Linguistics Concepts, Language / Parole: Competence Vs Performance,

The Nature of Linguistic Sign

**Unit – V**

Syntagmatic and Paradigmatic Relationship, Substance and Form, Diachronic and Synchronic Approaches

**Prescribed Book :**

D.V. Jindal Pushpinder Syal : *An Introduction to Linguistics Language, Grammar, and Semantics*  
*Prentice Hall of India.*

**B. A. ENGLISH (C.A.)**  
**SEMESTER – V**  
**CORE IX - IMAGE EDITING TOOL**

**UNIT-1**

Getting Started with Photoshop CS5: Launching Photoshop CS5 - Exploring the Interface - Using Screen Modes - Opening an Existing Image - Opening an Image Using Adobe Bridge - Exploring Commonly Used Tools in the Tools Panel - Creating a New Document - Saving a Document - Reverting a Document - Selecting a Workspace - Creating a New Workspace - Deleting a Workspace - Working with Panels in Photoshop CS5 - Keyboard Shortcuts and Menu Settings - Customizing Preferences.

**UNIT-2**

Working with Images: Differences between Bitmap and Vector Images - Understanding Image Resolution Editing Images - Different Color Modes in Photoshop CS5 - Making Color Adjustments - File Formats in Photoshop CS5 -Creating a PDF File in Photoshop CS5 - Importing a PDF File into Photoshop CS5 - Making a Selection with Selections Tools - Modifying a Selection- Transforming a Selection - Transforming Pixels.

**UNIT-3**

Mastering Layers in Photoshop CS5: Exploring LAYERS Panel - Working with Layers -Organizing Layers Working with Opacity and Blend Modes - Working with Adjustment Layers - Masking in Photoshop CS5 - Setting the Current Foreground and Background Colors - Filling a Selection with the Current Foreground Color - Using the Content-Aware Feature - Exploring Drawing Tools - Exploring Painting Tools - Exploring Retouching Tools.

**UNIT-4**

Working with Layer Styles and Filter Effects: Understanding Layer Styles - Working with Smart Objects - Understanding Filters.

**UNIT-5**

Animation, 3D, and Printing in Photoshop CS5: Working with Actions - Working with Automate Commands - Exploring 3D in Photoshop - Working with Animation in Photoshop CS5 - Printing in Photoshop Cs5.

**TEXT BOOK**

1. Kogent Learning Solutions Inc, "Photoshop CS5 in Simple Steps", Dreamtech Press, New Delhi, 2012.

**REFERENCE BOOKS**

1. Brie Gyncild, "Adobe Photoshop CS6 Classroom in a Book", Adobe Press/Peachpit, 2012
2. Lisa Danae Dayley, Brad Dayley , "Adobe Photoshop Cs6 Bible", Wiley India Pvt Ltd.
3. Edward Bailey, "Photoshop: 7 Ways to Use Adobe Photoshop Like a Pro", Create space Independent Publishing Platform

**Note: This paper should be handled and Valued by Computer Science Department.**



**B. A. ENGLISH (C.A.)**

**SEMESTER – V**

**CORE - X - AMERICAN LITERATURE**

**UNIT - I POETRY**

1. Robert Forst - Reluctance
2. Walt Whitman - A noiseless patient Spider
3. Sylvia Plath - Edge
4. Langston Hughes - Democracy
5. Allen Tate - The Wolves

**UNIT - II PROSE**

- Martin Luther King's Speech - I have a dream
- Obama's Speech - Yes, We Can!

**UNIT - III DRAMA**

- Percival Wilde - The Home Of Truth

**UNIT - IV FICTION**

- Saul Bellow - Dangling Man

**UNIT - V SHORT STORY**

- Edgar Allen Poe - The Fall of the House of Usher
- O' Henry - After Twenty Years

**B. A. ENGLISH (C.A.)**

**SEMESTER – V**

**ELECTIVE - I**

**ENGLISH FOR COMPETITIVE EXAMINATIONS**

**Unit - I DETECTING USAGE ERRORS**

Nouns  
Pronouns  
Articles and Preposition  
Adverbs  
Homonyms  
Punctuation  
Linking words

**Unit - II DETECTING USAGE ERRORS**

Phrases and Clauses  
Subject- Verb agreement  
Tag Questions  
Tense  
Reported Speech  
Active and Passive  
Sentence Completion

**Unit - III**

Business Letter  
Dialogue Writing (Situational)

**Unit - IV**

Expansion of Proverbs  
Idiomatic Expressions  
Essay Writing

**Unit - V**

General Knowledge : UNO, Countries and Capitals, Currencies,  
and Current Affairs

**Prescribed Book :**

J.K.Gangal : Competitive English for Professional Courses, S.Chand Publications.

**B. A. ENGLISH (C.A.)**  
**SEMESTER – VI**  
**ALLIED PRACTICAL II - IMAGE EDITING SOFTWARE**

1. Design a greeting card for birthday using different text effects.
2. Apply various filter effects to an image.
3. Design the front page of the college calendar using gradient.
4. Create a pattern using pattern stamp tool and clone stamp tool.
5. Design a web page layout.
6. Design a bunch of flowers.
7. Create Plastic Surgery for the Nose
8. Create See-through texts
9. Convert Black and White Photo to Color Photo
10. Fill a text with an appropriate image (Ex: Write Flower and fill it with some flower images)

**Note: For University Practical Exam, both Internal and External should be appointed from Department of Computer Science.**

**B. A. ENGLISH (C.A.)**

**SEMESTER – VI**

**CORE PAPER - XII - ENGLISH LANGUAGE TEACHING**

**Unit - I**

The Importance of Learning English

English for Communication

Problems of the Second Language Learner

**Unit - II**

Linguistic and the Second Language Teaching

Teaching English Grammar

**Unit - III**

Methods and Principles

How to Teach English Pronunciation

**Unit - IV**

Teaching the Four Skills

How to Teach Vocabulary

**Unit - V**

Classroom Procedures

Methods of Evaluation

Literature And Social Language Learning

**Prescribed Book :**

**C. Paul Varghese** : Teaching English as a Second Language, Sterling Publishers

**Reference Books :**

**J.A. Bright & G.P. Mc Gregor** : Teaching English as a Second Language, Longman Publisher  
**Ghosh, Sastri, Das** : Introduction to English Language Teaching. CIEFL (OUP)

**B. A. ENGLISH (C.A.)**

**SEMESTER – VI**

**CORE - XIII - GRAMMAR AND SEMANTICS**

**Unit - I WHAT IS GRAMMAR?**

1. Functions and Categories
2. Traditional Definitions
3. Empty Words
4. Functional Labels

**Unit - II STRUCTURALIST VIEW OF GRAMMAR & I C ANALYSIS**

1. Structural Grammar
2. I C Analysis
3. Phrase Structure Rules
4. Deep and Surface Structure

**Unit - III MORPHOLOGY**

1. Definition
2. Free and Bound Morphemes
3. Morphological Analysis of Words

**Unit - IV WORD FORMATION**

Structure of Words, Various Ways of Word Formation

- |                             |               |
|-----------------------------|---------------|
| 1. Use of prefix and suffix | 5. Clippings  |
| 2. Conversions              | 6. Acronyms   |
| 3. Compound Formation       | 7. Blends     |
| 4. Reduplication            | 8. Borrowings |

**Unit - V SEMANTICS**

1. Definition
2. What is meaning: Different Kinds
3. Distinctions between Lexical and Grammatical Meaning
4. Sense and Reference
5. Entailment and Presupposition

**Prescribed Book :**

**D.V. Jindal Pushpinder Syal :**

An Introduction to Linguistics Grammar and Semantics, Prentice Hall of India

**B. A. ENGLISH (C.A.)**  
**SEMESTER – VI**  
**ELECTIVE - II - ENGLISH LITERATURE FOR COMPETITIVE**  
**EXAMINATIONS**

**Unit - I**

1. Modern Literature (1370- 1600) Poetry
2. Modern Literature (1370- 1600) Prose
3. Modern Literature (1370 - 1600) Drama
4. The Age of Chaucer (1340-1400)
5. From Chaucer to the Renaissance (1400- 1520)

**Unit - II**

1. Renaissance (1520-1590)
2. Age of Shakespeare (1590-1616)
3. Shakespeare's Contemporaries and the Successors (1580-1625)
4. Milton and Dryden (1625-1700) Puritanism & Restoration
5. Restoration Prose (1660-1700)

**Unit - III**

1. Classicism (1700-1740)
2. Classicism (1740-1770)
3. The Pre- Romantic Period (1770-1798)
4. Wordsworth & Coleridge (1798-1832) Romanticism
5. Walter Scott (1798-1832) Romantic Period

**Unit - IV**

1. The Romantic Period (1798-1832) Second Generation of Poets
2. Victorian Era (1832-1875) Carlyle, Dickens, Bronte, and Ruskin

3. Victorian Era (1832-1875) Poetry & Novel
4. New Divergencies (1875-1914)
5. Twentieth Century (1914-1970)

**Unit - V**

1. The Twentieth Century (1914-1970) The Novel & The Short Story
2. The Twentieth Century (1914-1970) The Theatre
3. The Twentieth Century (1914-1970) Poetry
4. The Twentieth Centruy6 (1914-1970) Criticism
5. Literary Quotes (Marlow to Modern Time)

**Prescribed Book :**

**Devaraj :** English Literature for Competitive Examinations, Emerald Publishers, Chennai.

**B. A. ENGLISH (C.A.)**

**SEMESTER – VI**

**ELECTIVE - III**

**- COMMUNICATION  
SKILLS – PRACTICAL**

**UNIT – I**

Pronunciation and Neutralization of Accent

**UNIT – II**

Communication Skills

Telephone Skills

**UNIT – III**

Writing Skills

- a. Transcoding a given chart, Table or Statistics into a report
- b. Making Announcements
  - i. Announcements in Radio & T.V about Programmes and Missing Persons
  - ii. Announcement in Railway Stations about the arrival/departure/cancellation of Trains
- c. Filling up Forms
  - i. Money Order Forms
  - ii. Railway Reservation/Cancellation Forms
  - iii. Mobile Connection Form
  - iv. Passport Application Form
  - v. Bank A/C opening Form
- d. Preparing Advertisements and Brochures

**UNIT – IV**

**A. Group Discussion Skills**

- a. Dress and Appearance
- b. Motivation
- c. Importance of being calm, friendly & cool
- d. Importance of Listening
- e. Leadership qualities



- f. Knowledge of the subject
- g. Delivery
  - i. Body Language
  - ii. Voice Modulation
  - iii. Language: simple, specific, intelligible, concrete & sensuous
  - iv. Brevity
  - v. Humour

Note : Students are to be trained to group – discuss Current Affairs, National Issues, International Developments, Social Issues, Systems of Government, Human Rights etc.

**B. Public Speaking Skills**

- a. Preparation
- b. Knowledge of the subject
- c. Dress and Appearance
- d. Delivery: Body Language, Brevity, Humour, Accuracy and Eloquence
- e. Use of Anecdotes
- f. Sensing the Audience
- g. Overcoming fear
- h. Time – Management
- i. Encountering a hostile atmosphere

**C. Reading Skills :**

- a. Pronunciation, Stress & Intonation
- b. Fluency

**B. A. ENGLISH (C.A.)**

**SEMESTER – VI**

**UNIT - V**

**A. Interview Skills**

- a. Making the Interview – File
- b. Preparation for the Interview
- c. Dress and Appearance
- d. Entry & Exit
- e. Eye – Contact
- f. Gestures and Postures
- g. Presence of Mind
- h. Communication Skills
- i. Knowledge
- j. Brevity and Accuracy
- k. Leadership Qualities
- l. Negative Aspects

**B. Magazine Making : See “Guidelines” for Conducting Practical Examination**

**Note 1 :** Students are to be informed about the skills to be tested and the marks allotted to each of them in Group Discussion, Public Speaking, Reading and Interview – skills tests. For details see Appendix (Test – Details)

**Note 2 :** For the test in Interview Skills students are required to bring their CV with them

**For Units I & II : Practice Book**

A Course in Listening and Speaking – I (with CD) by V. Sasikumar, P Kiranmai Dutt and Geetha Rajeevan. Published by Foundation Books, 21/1, (New No. 49), I Floor, Model School Road, Thousand Lights, Chennai 600 006. Test – Material will be taken only from the CD supplied with this practice book.

**For Unit IV A : Group Discussion Skills**

'Group Discussion' by Dr B.R Kishore. Published by Vee Kumar Publications Pvt. Ltd., 507, Vikram Towers, Rajendra Place, New Delhi – 110 008.

**For Unit IV B : Public Speaking Skills**

'Better speeches made easy' by Walter Thompson, Pub. By W.R Goyal Publishers and Distributors, 86, UB Jawahar Nagar, Delhi – 110 007. E- mail: goyal@vsnl.com.

**For Unit V A : Interview Skills**

- i. 'The art and Techniques of Interviews' by B.S Sijwal and Indu Sijwal Pub. by Arihant Publications, Kalindi  
Transport Nagar, Meerut -2 (U.P) – 250 003.
- ii. 'Interview Manual – Interview Techniques and Model Interviews' by Abdul Hashem Pub. by Ramesh Publishing House, 12- H, New Daryaganj Road, (Opp- to Traffic Kotwali), New Delhi – 110 002.

**QUESTION PAPER PATTERN**  
**FOR**  
**CORE, ELECTIVE, SKILL BASED AND NMEC PAPERS**

**Time : 3 hours**

**Marks - 75**

**SECTION 'A' (10 x 2 = 20 Marks)**

**I. Answer the following in about 30 words each**

**: Questions 1 and 2 - From Unit I**

**Questions 3 and 4 - From Unit II**

**Questions 5 and 6 - From Unit III**

**Questions 7 and 8 - From Unit IV**

**Questions 9 and 10 - From - Unit V**

**SECTION 'B' (5 x 5 = 25 Marks)**

**II. Answer the following questions in about 100 words each:**

**11. a) or b) – Questions From Unit I**

**12. a) or b) - Questions From Unit II**

**13. a) or b) - Questions From Unit III**

**14. a) or b) - Questions From Unit IV**

**15. a) or b) - Questions From Unit V**

**SECTION 'C' (3 x 10 = 30 Marks)**

**III Answer any three of the following questions in about 200 words each:**

**16 – Question From Unit I**

**17 – Question From Unit II**

**18 – Question From Unit III**

**19 – Question From Unit IV**

**20 – Question From Unit V**

**MODEL QUESTION PAPER**  
**GRAMMAR & SEMANTICS**

**Time: 3 hrs**

**Maximum Marks : 75**

**SECTION - A (10 x 2 = 20)**

**I. Answer the following in about 30 words :**

1. What is a phrase?
2. Define a phoneme?
3. What is competence?
4. List out the constituents of noun phrase.
5. What are phones?
6. What are affixes?
7. Define reduplication?
8. What are acronyms?
9. What is meant by entailment?
10. Write a note on Hyponymy.

**SECTION B (5 x 5 = 25)**

**II Answer the following in about 100 words:**

- 11 a) How are words divided into categories?

OR

- b) Define a noun and list out its characteristics.

- 12 a) Make an IC analysis of the following sentence: These girls and boys have been singing well for a long time.

OR

- b) Explain structural grammar and what are its major tenets?

- 13 a) Explain free and bound morphemes with examples.

OR

- b) Mention the properties of inflectional suffixes.

- 14 a) Explain conversions with suitable examples

OR

- b) Write a note on acronym.

- 15 a) Distinguish lexical meaning from grammatical meaning

OR

- b) Write a paragraph on sentence meaning and utterance meaning.

**Section C**

**III. Answer any Three from the following in about 200 words: (3 x 10 = 30)**

- 16) Explain the fundamental units of grammatical structure.
- 17) Write an essay on IC Analysis.
- 18) Give a morphological analysis of the following words: a) Unpredictable b) unexplainable  
c) democratization d) rope - dancer e) enlightenment.
- 19) Explain reduplication.
- 20) Write an essay on Sense and Reference.

**QUESTION PAPER PATTERN  
FOR  
ALLIED PAPERS**

**Time: 3 hours**

**Marks – 75**

**SECTION 'A' (10 x 2 = 20 Marks)**

**I. Answer the following multiple choice questions:**

Questions 1 and 2 - From Unit I

Questions 3 and 4 - From Unit II

Questions 5 and 6 - From Unit III

Questions 7 and 8 - From Unit IV

Questions 9 and 10 - From - Unit V

**SECTION 'B' (5x5=25 Marks)**

**II. Answer the following questions in about 100 words each:**

11. a) or b) - Questions From Unit I

12. a) or b) - Questions From Unit II

13. a) or b) - Questions From Unit III

14. a) or b) - Questions From Unit IV

15. a) or b) - Questions From Unit V

**SECTION 'C' (3x10=30 Marks)**

**III Answer any three of the following questions in about 200 words each:**

16 Questions From Unit I

17 Questions From Unit II

18 Questions From Unit III

19 Questions From Unit IV

20 Questions From Unit V

