

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

Unit	<i>Content and Language Integrated Learning to Enhance Communication Skills-Course Contents</i>	Hours	K-level	CLO
Unit 1	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
Unit 2	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"> • Goal Setting - Life and Career planning • Mind-set , Self-motivation- Grooming to give a neat and tidy appearance to someone • Self management - Self-confidence • Teamwork - Human perceptions 	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, Gopalaswamy. (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 › Interview Advice › Competencies

www.omniagroup.com › the-7-soft-skills-you-need-to-...

www.thebalancecareers.com › Job Searching › Basics

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,
	5. Listening / Speaking – Gestures, Posture and Proxemics	6		
		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
CLO1	Examine their own ability to improve their own competence in using the language and Show their learnt useful interpersonal soft skills.	Up to K4
CLO2	Re-state a piece of text either orally or in writing with learnt soft skills	Up to K2
CLO3	Apply their useful creative skill in writing like CVs, drafting and reading	Up to K3
CLO4	Investigate the importance of writing in academic life, analyze graphs,charts,grids and other visual supports to understand a text.	Up to K4
CLO5	Apply connecting ideas to continue discussions and apply diagrammatic information – interpretations maps, graphs, pie- charts and note-taking. Communicate with others effectively.	Up to K3

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)