

code - password
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Govt. Digvijay Auto. P.G. College

Rajnandgaon

Department Of English

Syllabus : 2020-21

ADD-ON COURSE

IN

SPOKEN ENGLISH AND CREATIVE WRITING

ADD-ON COURSE

THREE YEAR COURSE IN SPOKEN ENGLISH AND CREATIVE WRITING

FIRST YEAR- CERTIFICATE COURSE

Total: 100+100

Paper I	100 marks
Unit I:	15
Meeting People, My Family, Asking Questions, Colours around You, Holiday Getaways, Home Sweet Home Need for English Communication, Pronunciation of Consonant Sounds, Intonation & Modulation (Facial Expressions), Vocabulary List	
Unit II:	15
It's My Life, Food for Thought, Making Friends, Buying Things, At the Park, Home Improvement, Pronunciation of Vowel Sounds	
Unit III:	15
The Calendar, Time Gone by, Know Your Planet, What Did You Do? Going Places, Do's & Don'ts. Nouns, Pronouns, Verbs, Adverbs, Articles, Adjectives- their uses.	
Unit IV:	15
Parts of the Body, Better Than the Best, A Look into the Future, How Do You Feel?, Leisure Time, Who's This? Subject Verb Agreement, Vocabulary List, Preposition, Conjunction, Interjection.	
Unit V	
(A) General Principles of Writing:	30
Birth of Writing, Types of Writing, Substance of Writing, Techniques to Achieve Lucidity & Direction in Writing, Authenticity in Writing.	
(B) Literary Genres: Poetry, Prose, Drama, Fiction, Short Stories, One-Act Play, Biography, Autobiography.	10

Paper II

100 marks

Internal Assessment –Continuous Internal Assessment through Practice in Language Lab	50
External Assessment: Final Practical Exam in Language Lab (2 Hours)	50

LIST OF REFERNCE BOOKS

CREATIVE WRITING

1. “The art of Fiction: Notes on Craft for young writers.”- John Gardiner
2. “From Where your Dream; The Process of Writing Fiction”- Robert Olen Butter.
3. “The Story of Writing”- Donald Jackson.
4. “What to Tell and How to Tell it”-Edna Lyman.
5. “Writer’s Workshop: Techniques in Creative Writing”-Barry Maybury

SPOKEN ENGLISH

- 1.“English in situations” by R.O. Neill (OUP).
2. “What to say when” Ed: Vioin Huggins (BBO London).
- 3.“Improve your English: English in Everyday Life”- Stephen Brown and Ceil Lucas

APPROVED BY THE BOARD OF STUDIES ON ...03.09.2020

NAME	IN THE CAPACITY OF	SIGNATURE
Dr. Anita Shankar	Chairman	Anita
Dr. Mercy George	Subject Expert (V C Nominee)	} Virtual Consent received
Dr. G A Ghanshayam	Subject Expert (Principal Nominee)	
Dr. Rashmi Dubey	Subject Expert (Principal Nominee)	
Dr. Aaftaab Aman	Advisor (Syllabus Committee)	
Mr. Chandan Soni	Meritorious Ex Student	

SECOND YEAR- DIPLOMA COURSE

Total -100+100

Paper I

100marks

Unit I:

15

Communication:

Types of Communication, Elements of Communication, Process of Communication.

Unit II:

15

Tense (Present, Past & Future)

Introductory Speeches, Thanks Giving Speeches, Useful Vocabulary for Formal & Informal Letters

Unit III:

15

Simple, Compound & Complex Sentence, Modals

Offering Encouragement to Somebody

Unit IV:

15

Direct & Indirect Speech, Active & Passive Voice

Congratulations & Good Wishes

Unit V

Basic Elements of Short Stories

20

Children Literature (The Jungle Book, Snow White, Alice in Wonderland)

20

Paper II

100 marks

Internal Assessment: Continuous Internal Assessment through Practice in Language Lab	50
External Assessment: Final Practical Exam in Language Lab (2 hours)	50

LIST OF REFERENCE BOOKS

CREATIVE WRITING

1. "Short Story Techniques"- John Baland
2. "Adventure, Mystery and Romance"- John Cawetti
3. "Writing Fiction: A Guide to Narrative Craft"- Janet
4. "The Craft of Children's Writing"- Judith Newman
5. "Becoming a Writer"- Dorothea Brande

SPOKEN ENGLISH

1. "Improve your English: English in the Work Place"- Stephen Brown and Ceil Lucas.
2. "Success with English: The Penguin Courses"- Alexander Baird.
3. "English Language Learning Programme"- Prakash Books.
4. "LongMan Student Grammar of Spoken and Written English"- Douglas Biber, Susan Conrad and Geoffrey Leech.

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Dr. G A Ghanshayam	Subject Expert (Principal Nominee)	
Dr. Rashmi Dubey	Subject Expert (Principal Nominee)	
Dr. Aaftaab Aman	Advisor (Syllabus Committee)	
Mr. Chandan Soni	Meritorious Ex Student	

THIRD YEAR- ADVANCED DIPLOMA COURSE

Total-100+100

Paper-I

100 marks

Unit I:

15

Transformation of Sentences; Synthesis of Sentences, Register and Style

Unit II:

15

Facing Group Discussions, Interviews; Preparing good Resume and presenting it before the Interview Team, Role of language in Personality Development

Unit III:

15

Public Speaking & Presentation, Use of Idioms in Spoken English, Introduction to Speech

Unit IV:

15

How to Pronounce Correctly, Mastering Spoken English, Effective Oral Communication.

Unit V: (A) Writing for Media, Radio and Television

20

Principles & Methods of Effective Writing, Radio and its Potential, Radio talks, Interviews and Discussions, Television and its Potential, Advertising and Media, Newspaper Reports

**(B) Basic Elements of Poetry (Themes, Structures, Imagery, Symbols, Language, Rhythm),
Appreciating Indian Writings in English (Jayant Mahapatra , APJ Kalam's Ignited Minds, R.K.
Narayan's Swami & Friends)**

20

Paper II

100 marks

Internal Assessment: Continuous Internal Assessment through Practice in Language Lab	50
Project Work	50

LIST OF REFERNCE BOOKS

CREATIVE WRITING

- 1.“Understanding Poetry”-Brooks, Cleanth and Warren Penn
- 2.“The Making of a Poem”- Ted Hughes
- 3.“The Poetic Image”- Day C. Lewis
- 4.“Radio Power”- Julian Hale
- 5.“Writing for Television”-Sir Basil Barlett

SPOKEN ENGLISH

- 1.“Spoken English learned Quickly”-Lynn Lundguist
- 2.“Fluent English”- Living Language.
- 3.“English Language Learning Programme”- Prakash Books.

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