

KONGUNADU ARTS AND SCIENCE COLLEGE

(AUTONOMOUS)

COIMBATORE – 641 029

PART II

ENGLISH

Syllabus for B.A./B.Sc./B.Com./ BBM /BCA Degree Courses

(For candidates admitted from 2015 -2016 onwards)

ENGLISH FOR COMMUNICATION AND LITERARY APPRECIATION– II

Objective

To make the students relish in reading a play, a novel and short stories and to develop the communication skills

Unit I Arthur Miller - All My Sons

Unit II

Developing Communication Skills

Email Drafting and Etiquette

Preparing Agenda and Writing Minutes for Meetings

Effective Use of SMS

Case Studies and Documentation

Soft Skills

Unit III

Charles Lamb's **Stories From Shakespeare**

As You Like It

Much Ado About Nothing

The Merchant of Venice

Twelfth Night

Unit IV Grammar

Error spotting

Transformation of Sentences: Direct and Indirect Speech,

Simple, Compound and Complex

UEL7

Unit V Composition

Essay Writing

Resume Writing

Dialogue Writing

Prescribed Texts:

Arthur Miller - **All My Sons** . OUP, 2005.

Communication Skills A Multi-skill Course. Macmillan, 2010.

Charles and Mary Lamb. **Lamb's Tales from Shakespeare**. Longmans, Greens & Co.Ltd, 1967.

Radiance For Enrichment –II - Workbook on English Grammar and Composition,

Department of English (Aided), Kongunadu Arts and Science College. **Vam**

Printers,Coimbatore,2015