

Department of English
Kumaun University, Nainital

Syllabus for Undergraduate Course in English Language (Foundation Course)
(Semester System)

(To be implemented from the Academic Session 2019-20)

The Foundation Course in English Language shall consist of two papers (one paper in First and Second Semester each) of 100 marks each, out of which, 70 marks will be for semester end examination and 30 marks will be for internal assessment.

B. A. First Semester
(Foundation Course)
English Language

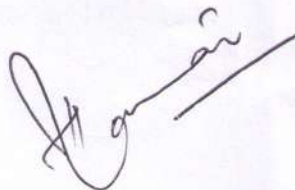
Maximum Marks: 100 (70+30)

Semester end examination: 70

Internal Assessment: 30

1. Use of Articles
2. Use of Prepositions
3. Use of Verbs
4. Tenses
5. Subject-verb agreement
6. Appropriate use of Conjunctions
7. Common errors in sentences
8. Synonyms, Antonyms and One-word substitution
9. Filling up of blanks with appropriate words
10. Précis
11. Comprehension of an unseen passage
12. Presentation Skills / Speech Writing
13. Translation from English into Hindi
14. Translation from Hindi into English
15. Dialogue Writing
16. Expansion of an idea

Pattern of Question Papers: The question paper shall comprise of two sections- Section 'A' and 'B'. Section 'A' of 30 marks shall consist of six short answer type questions of 05 marks each. In Section 'B' of 40 marks, the candidate shall attempt four long answer type questions (with internal choice) of 10 marks each.



B. A. Second Semester

(Foundation Course)

English Language

Maximum Marks: 100 (70+30)

Semester end examination: 70

Internal Assessment: 30

1. Punctuation
2. Idioms and Phrases
3. Foreign words and phrases
4. Homophones and Homonyms
5. Tag questions
6. Affixes
7. Formation of words- Noun, Verb and Adjective
8. Synthesis
9. Transformation of sentences:
 - a. Simple, Complex and Compound
 - b. Voice- Active and Passive
 - c. Affirmative, Negative, Interrogative and Exclamatory
 - d. Narration- Direct and Indirect
10. Essay
11. Letter /Application writing
12. Preparing Bio-data
13. Preparing Reports, Minutes, Notices and Agenda

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Prescribed Text:

Foundation course in English Language (Revised Edition): Semesters I & II, Published by Cambridge University Press and Assessment

Suggested Reading:

Randolph Quirk and Sidney Greenbaum. *A University Grammar of English*. Noida: Pearson
Sidney Greenbaum and Randolph Quirk. *A Student's Grammar of English Language*. Noida: Pearson

Randolph Quirk, Sidney Greenbaum, Geoffery Leech and Jan Savtrik, *Analyzing English Grammar*. Noida: Pearson

A.J. Thomson and A. V. Martinet, *A Practical English Grammar*. New Delhi: Oxford University Press

A.J. Thomson and A. V. Martinet, *A Practical English Grammar, Exercises 1 & 2*. New Delhi: Oxford University Press

Martin Hewigs, *Advanced English Grammar*. New Delhi: Cambridge University Press

Jennifer Apeak, Ed. *The Oxford Dictionary of Foreign Words and Phrases*. New York: Oxford University Press

Wren and Martin, *High School English Grammar and Composition*. New Delhi: S. Chand & Co.

J. C. Nesfield, *English Grammar, Composition & Usage*. New Delhi: Macmillan Michael Bennie, *Mastering Business English*. New Delhi: Indus Publishing Company

M. A. Pink and S. E. Thomas, *English Grammar, Composition and Effective Business Communication*. New Delhi: S. Chand & Co.

Meenakshi Raman and Sangeeta Sharma, *Technical Communication*. New Delhi: Oxford University Press

L. G. Alexander, *Sixty Steps to Precise*. New Delhi: Orient Longman

The Oxford Dictionary of Synonyms and Antonyms Oxford

Idioms: Dictionary for Learners of English

N. D. Turton and J. B. Heaton, *Longman Dictionary of Common Errors*, Noida: Pearson

T. J. Fitikides, *Common Mistakes in English*. Noida: Pearson

R. C. Sharma and Krishna Mohan, *Business Correspondence and Report Writing*. New Delhi: Tata McGraw Hill Education Pvt. Ltd.

- Madhu Rani and Seema Verma, *Technical Communication: A Practical Approach*.
New Delhi: Acme Learning
- P Prasad. *The Functional Aspect of Communication Skills*. New Delhi: S. K.
Kataria & Sons.
- Hari Priya Pathak. *Foundation Course in English Language*. New Delhi: Cambridge
University Press
- Rajendra Pal and J. S. Korlanhalli. *Essentials of Business Communication*. New Delhi:
Sultan Chand & Sons.
- K. K. Singh. *Business Communication*. New Delhi: Galgotia Publishing Company
- C. B. Gupta. *Basic Business Communication*. Delhi: Sultan Chand & Sons.
- T. N. Chhabra. *Business Communication: Concepts and Skills*. New Delhi: Sun India
Publications.
- C. S. Rayudu. *Communication*. New Delhi: Himalaya Publishing House.
- O. Scot. *Contemporary Business Communication*. New Delhi: Biztantra
- Daniel G. Rindan and Steven A. Panlay. *Technical Report Writing Today*. New Delhi:
Biztantra

