SYLLABUS

(Effective from the academic year 2015 – 2016)

TECHNICAL WRITING

CODE: 15EL/PE/TW14 CREDITS: 4 L T P: 4 0 0

TOTAL TEACHING HOURS: 52

OBJECTIVES OF THE COURSE

- To introduce students to various styles and methods in technical writing
- > To train students in using basic online packages and applications as tools of technical writing

Eligibility Criteria

Knowledge of MS Office

Unit 1

Introduction (5 hrs.)

- 1.1 What is Technical Writing?
- 1.2 Difference Between Technical and Academic Writing
- 1.3 The Scope of Technical Writing

Unit 2

Guidelines and Grammar in Technical Writing

(12 hrs.)

- 2.1. Basic Patterns and Elements of the Sentence
- 2.2. Common Grammar, Usage, Punctuation Problems
- 2.3. Writing with Clarity and Precision
- 2.4. The Fog Factor

Unit 3

The Writing Process

(15 hrs.)

- 3.1 Audience Analysis
- 3.2 Task Analysis
- 3.3 Writing and Editing (Using Track Changes)

Unit 4

Application of Technical Writing - I

(10 hrs.)

- 4.1 Writing Proposals
- 4.2 Technical Reports: Survey Report

Unit 5

Application of Technical Writing - II

(10 hrs.)

- 5.1. Users' Manuals
- 5.2. Writing for the Web

BOOKS FOR REFERENCE

Blicq, Ronald, S and Lisa Moretto. *Technically Write*!. London: Prentice Hall, 2004. Print.

Reddy, Devaki and Shreesh Chaudhary. *Technical English*. New Delhi: Macmillan, 2009. Print.

Rizvi, Ashraf M. *Effective Technical Communication*. New Delhi: Tata McGraw-Hill, 2006. Print.

Samson, C Donald. Editing Technical Writing. London: Oxford UP, 1995. Print.

Electronic Resource

Business Writing – Clarity, UK

PATTERN OF EVALUATION

Continuous Assessment:

50 marks

Third Components:

Assignment
Presentation
Take Home Test
Open Book Test
Quiz
Group Presentation

End-semester Project: Designing a web page, with four links

(to be submitted on a CD)

50 marks

No End-semester examination

SYLLABUS

(Effective from the academic year 2015 -2016)

CHILDREN'S LITERATURE

TOTAL TEACHING HOURS:52

OBJECTIVES

- ➤ To help students appreciate the diversity of children's literature
- > To introduce them to its structures, conventions and effects

Unit 1

Introduction to Children's Literature

(10 hrs.)

- 1.1 Defining Children's Literature
- 1.2 How to read Children's literature

Unit 2

Fairy Tales

(10hrs.)

- 2.1 Features of Fairy Tales
- 2.2 Fairy Tale Motifs across Cultures: Cinderella Stories Across The World

Unit 3

The Picture Book

(10 hrs.)

- 3.1. Picture and Text coherence, extension, discord
- 3.2. Metafiction and the Picture Book (*The Stinky Cheese Man and Other Fairly Stupid Tales*)

Unit 4

Fantasy

(15 hrs.)

- 4.1 Definitions of fantasy
- 4.2 Harry Potter and the Philosopher's Stone

Unit 5

Practical Application Tasks

(7 hrs.)

BOOKSFOR REFERENCE

Cullingford, Cedric. Children's Literature and its Effects: The Formative Years.

London, Cassel, 1998. Print.

Haviland, Virginia, ed. *Children and Literature: Views and Reviews*. London: Bodley Head, 1973. Print.

Hume, Kathryn. Fantasy and Mimesis. London: Methuen, 1984. Print.

Hunt, Peter. Understanding children's Literature: Key Essays from the International

Companion Encyclopedia of X Children's Literature. London: Routledge, 1999. Print.

Kakar, Sudhir. *Indian Childhood: Cultural Ideals and Social Reality*. Delhi: Oxford UP, 1979. Print.

Lurie, Alison. *Boys and Girls Forever: Children's Classics from Cinderella to Harry Potter*. London: Chatto, 2003. Print.

Reynolds, Kimberley. *Children's Literature in the 1890s and the 1990s*. London: Northcote House, 1994. Print.

PATTERN OF EVALUATION

Continuous Assessment	50 marks
One written assignment	25 marks
One group presentation	25 marks

End Semester

One Term Paper – critical / creative (2000 words) 50 marks

No End-semester Examination

SYLLABUS

(Effective from the academic year 2015 – 2016)

DETECTIVE FICTION

CODE:15EL/PE/DF14 CREDITS: 4

L T S:400

TOTAL TEACHING HOURS: 52

OBJECTIVES OF THE COURSE

- To introduce the student to detective fiction and its various sub-genres
- ➤ To focus on the formulae of classic detective fiction and help them identify the diverse sub-genres ofdetective fiction

Unit 1

Overview of Detective Fiction

(3hrs.)

1.1 History of Detective Fiction

Unit 2

The Role of the Detective

(8hrs.)

- 2.1 Dupinin Edgar Allan Poe
- 2.2 Holmesin Arthur Conan Doyle

Unit 3

Golden Age Detective Fiction

(14hrs.)

- 3.1.Features of Classic Detective Fiction
- 3.2. Agatha Christie

Unit 4

Crime Fiction: Sub-genres

(22hrs.)

- 4.1 Hard-boiled Detective Fiction
- 4.2 The Crime Thriller
- 4.3 Spy Fiction
- 4.4 The Police Procedural
 - 4.4.1 Nordic Noir
- 4.5 The Serial Killer Novel

Unit 5

Practical Application Tasks

(5 hrs.)

BOOKS FOR REFERENCE

Knox, Ronald. Introduction, Best Detective Stories of the Year 1928. Ed. Ronald Knox and H.

Harrington. London: Faber and Faber, 1929, xi-xiv. Print.

Priestman, Martin,ed. *The Cambridge Companion to Crime Fiction*. Cambridge: Cambridge UP, 2003. Print.

WEB RESOURCES

Van dine, S.S. "Twenty Rules for Writing Detective Stories". *American Magazine (Sep. 1928)*. http://gaslight.mtroyal.ca/vandine.htm

PATTERN OF EVALUATION

Continuous Assessment:

Assignment

Seminar

Presentation

Take Home Test

Open Book Test

Scheduled Class Work – Passage Analysis etc

Quiz

Panel Discussion

Group Presentation

Role-Play

Dramatisation

Creative Writing

No End-semester Examination

Term paper 50 marks

Analysing any work of detective fiction in the light of any of the subgenres studied

SYLLABUS

(Effective from the academic year 2015 – 2016)

ENGLISH LANGUAGE TEACHING - I

CODE: 15EL/PE/ET14 CREDITS: 4

LTP: 400

TOTAL TEACHING HOURS: 52

OBJECTIVES OF THE COURSE

- To acquaint the students with the psychology of language learning
- > To enable students to acquire a knowledge of the methods and approaches in language teaching
- To help students prepare materials for teaching the four skills of language

Note: Enrolment subject to screening test

Unit 1

Introduction (2 hrs.)

Difference Between Language Acquisition And Language Learning – L1 And L2.

Unit 2

Psychology of Learning

(15 hrs.)

- 2.1 Behaviorism
- 2.2 Cognitivism
- 2.3 Humanism

Unit 3

Approaches and Methods of Teaching English

(20 hrs.)

- 3.1 Grammar Translation Methods
- 3.2 Situational Method
- 3.3 Audiolingual Method
- 3.4 Communicative Approach
- 3.5 Use of Technology in Teaching of English (Using the Language Lab)

Unit 4

Materials Design

(5 hrs.)

- 4.1 Needs Analysis
- 4.2 Defining the Objectives
- 4.3 Preparation of Materials to Teach the Four Language Skills

Unit 5

Practical Application Tasks

(10 hrs.)

- 5.1 Preparation of Tasks to Teach the Four Skills of Language
- 5.2 Teaching Practice

BOOKS FOR REFERENCE

Hutchinson, Tom and Alan Waters. *English for Specific Purposes: A Learner Centred Approach*.

Cambridge: Cambridge UP, 1987. Print.

Krashen, Stephen D. *Second Language Acquisition and Second Language Learning*. Oxford: Pergamon Press, 1981. Print.

Lefrançois, Guy R. *Psychology for Teaching*. California: Wordsworth Publishing Co., 1975. Print.

Prabhu, N.S. Second Language Pedagogy. Oxford: Oxford UP, 1987. Print.

Richards, Jack C. and T.S. Rodgers. *Approaches and Methods in Language Teaching: A Description and Analysis*. Cambridge: Cambridge UP, 1986. Print.

Rivers, Wilga. M. Interactive Language Teaching. Cambridge: Cambridge UP, 1987. Print.

PATTERN OF EVALUATION

Continuous Assessment:

Total Marks: 50	Duration: 90 mins.
Section A- 2 short essays out of 4 of 300 words each	2x10=20 marks
Section B – 2 long essays out of 4 of 850 words each	2x10=20 marks
Section C – optional (passage analysis)	1x10=10 marks

Third Components:

Practice teaching (Teaching their own class mates) 25 marks

End-semester Evaluation

Portfolio (Preparation of materials, five lessons with integrated skills) 50 marks

No End-semester Examination

SYLLABUS

(Effective from the academic year 2015 – 2016)

NEW FICTION AND THE CONTEMPORARY WORLD

CODE: 15EL/PE/NF14 CREDITS: 4

LTS: 400

TOTAL TEACHING HOURS: 52

OBJECTIVES OF THE COURSE

- ➤ To enable students to read, analyse and assess twenty first century fiction in the light of global, national and other topical issues
- > To encourage them to engage with these issues in ways that will bring them to a deeper understanding and awareness of these in relation to their lives

Course Content

Two award winning novels of the year / previous year to be selected by the course teacher and students. (To select, if possible, one novel in English by an Indian author)

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Introduction to Fiction

(6 hrs.)

- 1.1 The Novel
- 1.2 The Short story

Unit 2

Introduction to the Context/ Text

(6 hrs.)

- 2.1 Political and Economic Background
- 2.2Cultural, Literary and Social Background

Unit 3

Novel 1

(15hrs.)

Unit 4

Novel 2

(15hrs.)

Unit 5

Practical Application Tasks

(10 hrs.)

BOOKS FOR REFERENCE

Easthope, Antony. Literary into Cultural Studies. London: Routledge, 1991. Print.

Walder, Dennis. Ed. Literature in the Modern World: Critical Essays and Documents. (1990).

Oxford: Oxford UP, (2nd Rev. ed.) 2004. Print.

Evaluation

One oral presentation 25 marks
One take-home test 25 marks
No End-semester Examination
One term paper (2000 words) 50 marks

STELLA MARIS COLLEGE (AUTONOMOUS), CHENNAI – 600 086 Postgraduate Elective Course offered by the Department of English for M.A / M.Sc. Degree Programmes

SYLLABUS

(Effective from the academic year 2015-2016)

ENGLISH FOR COMMUNICATION

CODE: 151EL/PE/EC24 CREDITS: 4

L T S: 400

TOTAL TEACHING HOURS: 52

OBJECTIVE OF THE COURSE

> To help students develop the English language

Target Learners

• Post-Graduate students with considerable proficiency in English

Unit 1

Listening (12 hrs.)

- 1.1. Listening and Following Directions
- 1.2.Listening and Interpreting Messages Conveyed in Person or by Telephone
- 1.3.Listening to Conversations
- (to be practised in the Language Lab using Clarity, UK)
 - 1.3.1. Comprehension
 - 1.3.2 Cloze Test
 - 1.3.3. Vocabulary Exercises
 - 1.3.4. Listening and Learning Spelling And Pronunciation

Unit 2

Speaking (12 hrs.)

- 2.1. Using Appropriate Polite Expressions
 - 2.1.1. Greeting
 - 2.1.2. Thanking
 - 2.1.3. Apologising
- 2.2. Using Appropriate Registers
- 2.3. Role Play

Unit 3

Reading (10hrs.)

- 3.1. Skimming: Identifying the Main Points of a Text
- 3.2. Scanning: Looking for Specific Information in a Text
- 3.3. Interpreting Charts, Graphs, Pie-Diagrams etc.

Unit 4

Writing (10hrs.)

- 4.1. Writing Sentences Using Correct Grammar and Punctuation
- 4.2. Paragraph Writing Organisation
- 4.3. Note Taking
- 4.4. Summarising
- 4.5. Writing Formal Letters (application)

Unit 5

Practical Application Tasks

(8hrs.)

5.1. Oral Presentation using PowerPoint

REFERENCE BOOKS

Jones Macziola, Sarah & Greg White. *Getting Ahead: A Communication Skills Course for Business English: Teacher's Book.* Cambridge: Cambridge University Press, 2001.

Print.

.... Getting Ahead: A Communication Skills Course for Business English: Learner's Book.

Cambridge: Cambridge University Press, 2001. Print.

Jones Leo & Richard Alexander. New International Business English: Teacher's Book.

Cambridge: Cambridge University Press, 1997. Print.

..., New International Business English: Student's Book. Cambridge: Cambridge University Press, 2000. Print.

..., New International Business English: Workbook. Cambridge: Cambridge University Press, 2000. Print.

Mavor, Ferrier. W. English for Business. New Jersey: Pitman, 1988. Print.

WEB RESOURCES

www.cambridgeenglish.org www.pearsonlongman.com

Pattern of Evaluation

Continuous Assessment	50 marks
Role Play on a given Situation	10 marks
Listening to a lecture –Note Taking and Summarising	10marks
Reading comprehension – Skimming and Scanning	10 marks
Power Point Presentation	20 marks
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End-semester Examination	50 marks
Section A -Unit 3	20 marks
Section B - Unit 4	30 marks

STELLA MARIS COLLEGE (AUTONOMOUS), CHENNAI 600 086 Postgraduate Elective Course offered by the Department of English for M.A / M.Sc / M.Com. Degree Programmes

SYLLABUS

(Effective from the academic year 2015 -2016)

BUSINESS ENGLISH CERTIFICATE

CODE: 15EL/PE/BE34 CREDITS: 4

LTP:400

TOTAL TEACHING HOURS: 52

OBJECTIVES OF THE COURSE

- ➤ The Business English Certificate Course is a preparatory course to help students to improve the four language skills Reading, Writing, Listening and Speaking
- To train students to use English in business contexts

Unit 1

Reading (15 hrs.)

- 1.1 Understanding short notices and messages.
- 1.2 Detailed comprehension of factual material.
- 1.3 Interpreting visual information.
- 1.4 Reading for gist and specific information
- 1.5 Understanding text structure newspaper or magazine articles, advertisements or leaflets.

Unit 2

Writing (12 hrs.)

2.1 Internal communication - Message, Memo or E-mail.

Unit 3

Listening (12 hrs.)

- 3.1 Specific information
 - 3.1.1 Short conversations
 - 3.1.2 Monologues
 - 3.1.3 Interviews
 - 3.1.4 Discussion between 2 or 3 speakers

Unit 4

Speaking (13 hrs.)

- 4.1 Conversation between the interlocutor and each candidate
- 4.2 A mini presentation by each candidate on a business theme.
- 4.3 Two-way conversation between candidates.

REFERENCE BOOKS

- Brook Hart, Guy. *Business Benchmark: Upper Intermediate Vantage*. Cambridge: Cambridge University Press, 2008. Print.
- Jones Macziola, Sarah & Greg White. Getting Ahead: A Communication Skills Course for Business English: Teacher's Book. Cambridge: Cambridge University Press, 2001.

 Print.
- Getting Ahead: A Communication Skills Course for Business English: Learner's Book.

 Cambridge: Cambridge University Press, 2001. Print.
- Jones Leo & Richard Alexander. *New International Business English: Teacher's Book.*Cambridge: Cambridge University Press, 1997. Print.
- ..., New International Business English: Student's Book. Cambridge: Cambridge University Press, 2000. Print.
- ..., New International Business English: Workbook. Cambridge: Cambridge University Press, 2000. Print.

Mavor, Ferrier. W. English for Business. New Jersey: Pitman, 1988. Print.

WEB RESOURCES

www.examenglish.com/BEC/ www.cambridgeenglish.org www.pearsonlongman.com

PATTERN OF EVALUATION

Continuous Assessment:	50 marks
Third Component: Spoken Component	10 marks
Listening Comprehension	15 marks
End-Semester Exam	50 marks
Section A - Reading Comprehension	35 marks
Section B - Writing tasks	15 marks

SYLLABUS

(Effective from the academic year 2015 – 2016)

ENGLISH LANGUAGE TEACHING - II

CODE: 15EL/PE/ET44 CREDITS: 4

LTP: 400

TOTAL TEACHING HOURS: 52

OBJECTIVES OF THE COURSE

- ➤ To acquaint students with the planning and the designing of syllabi for the teaching of English as Second Language
- To help students gain an understanding of the principles of language testing

Unit 1

Syllabus (15 hrs.)

- 1.1. Definition of Curriculum and Syllabus
- 1.2 Pre-determined and Emergent Syllabus
 - 1.2.1. Structural Syllabus
 - 1.2.2 Functional Syllabus
 - 1.2.3 Communicative Syllabus
 - 1.2.4 Task-based Syllabus

Unit 2

Testing (10 hrs.)

- 2.1. Validity and Reliability in Testing
- 2.2. Types of Tests
- 2.3. Formative and Summative Testing

Unit 3

Evaluation of Materials (8 hrs.)

Unit 4

Evaluation of Methodology (7 hrs.)

Unit 5

Practical Teaching (12 hrs.)

Teaching Bridge Course students (One hour per week)

BOOKS FOR REFERENCE

Hughes, Arthur. Testing for Language Teachers. Cambridge: Cambridge UP, 1989. Print.

Johnson, Robert Keith. *The Second Language Curriculum*. Cambridge: Cambridge UP, Cambridge, 1987. Print.

Nunan, D. Syllabus Design. Oxford: OUP, 1980. Print.

Rea-Dickens, Pauline and Germaine, Kevin. Evaluation. Oxford: Oxford UP, 1992. Print.

PATTERN OF EVALUATION

Continuous Assessment:

Total Marks: 50 Duration: 90 mins.

Section A – short essays Section B – long essays

Section C – optional (passage analysis)

Materials preparation and teaching the Bridge Course students

25 marks

End-semester Evaluation

Mini-project (2500 words) 50 marks

No End-semester Examination

SYLLABUS

(Effective from the academic year 2015 -2016)

SOFT SKILLS

CODE: 15EL/PK/SS22 **CREDITS: 2** LTP: 2 0 0 **TOTAL TEACHING HOURS: 26**

OBJECTIVE OF THE COURSE

> To empower and create opportunities for self development. > To instil confidence and face challenges. Unit 1 **Behavioural Traits** (6 Hrs.) Self Awareness Communication Skills -Verbal and Non Verbal 1.2 Leadership Qualities 1.3 **Etiquette and Mannerisms** 1.4 1.5 Experiential Learning –Based on activities Unit 2 **Team Work** (5 hrs.) 2.1. Interpersonal Skills 2.2. People Management 2.3. **Creative Thinking** 2.4. **Critical Thinking** 2.5. Experiential Learning – Based on activities Unit 3 **Time Management** (5 hrs.) 3.1. Importance of time management Planning and Prioritizing 3.2. Organizing skills 3.3. 3.4. Action Plan

3.5. Experiential Learning – Based on activities

Unit 4

Conflict Resolution (5 hrs.)

- Reasons for conflict 4.1.
- 4.2. Consequences of conflict
- Managing emotions 4.3.
- 4.4. Methods of resolving conflicts
- 4.5. Experiential Learning – Based on activities

Unit 5

Career Mapping

(5 hrs.)

- 5.1. Goal Setting and Decision Making
- 5.2. Career Planning
- 5.3. Resume Writing
- 5.4. Handling Interviews
- 5.5. Experiential Learning Based on activities

Workshop on Societal Analysis

BOOKS FOR REFERENCE

Khera. Shiv. You Can Win. New Delhi: Macmillan India, 2002.

Mishra. Rajiv. K. Personality Development: Transform Yourself. New Delhi: Rupa 2004.

Newstorm, John. W. and Scannell. Edward. E. *Games Trainers Play: Experiential Learning*. New Delhi: Tata McGraw Hill, 1980.

PATTERN OF EVALUATION

Internal Assessment:

Quiz Group Presentation Assignment

NO END SEMESTER EXAMINATION

SYLLABUS

(Effective from the academic year 2015 – 2016)

LITERATURE AND SCIENCE

CODE: 15EL/PI/LN34 CREDITS: 4

OBJECTIVES OF THE COURSE

- To introduce students to an interdisciplinary branch of literature and science
- To encourage students to read and analyse literary texts using scientific concepts

Unit 1

Theoretical Background

1.1 Mathew Arnold Literature and Science

1.2 C P Snow Two Cultures

1.3 Aldous Huxley Literature and Science

Unit 2

Literature and Physics

2.1 Tom Stoppard Hapgood

Unit 3

Literature and Mathematics

3.1 Edna St. Vincent Millay Euclid Alone has Looked on Beauty Bare

Unit 4

Literature and Botany

4.1 Elizabeth Gilbert Signature of All Things

Unit 5

Practical Application Tasks

BOOKS FOR REFERENCE

Gossin, Pamela. *RoutledgeEncyclopaedia of Literature and Science*. London: Greenwood Publishing, 2002. Web.www.bookfi.org.

Gold, Barry J. *Thermopoetics: Energy in Victorian Literature*. London: MIT Press, 2010. Web. www.bookfi.org

JOURNALS

Journal of Literature and Science

PATTERN OF EVALUATION

End Semester Examination

Total Marks: 100 Duration: 3 hours 4 out of 6 essays of 1000 words each 4 x25 =100 marks

SYLLABUS

(Effective from the academic year 2015 – 2016)

POPULAR FICTION

CODE: 15PL/PI/PF34 CREDITS: 4

OBJECTIVES OF THE COURSE

> To introduce students to the best in contemporary writing

COURSE CONTENT

Two best sellers in the past three years, with literary merit, to be selected by the course teacher and class, subject to the approval of the English Department.

PATTERN OF EVALUATION

End Semester Examination

Total Marks: 100 Duration: 3 hours 4 out of 6 essays of 1000 words each 4 x25 =100 marks