

**DR. BABASAHEB AMBEDKAR MARATHWADA UNIVERSITY,
CHHATRAPATI SAMBAJINAGAR.**



Circular / Acad Sec./ UG /NEP Curri./ Affiliated Colleges / 2024.

It is hereby inform to all concerned that, in continuation of the Circular Ref. No./ SU/ UG/ Affi. Colleges/ NEP Curri/ 2023/ 18731-40 Date: 20.10.2023 on the recommendation of Dean of Faculty of Humanities; **the Academic Council at it's Meeting held on 08th April, 2024 has accepted the "following Subject wise revised Curriculum at UG Level as per National Education Policy-2020"** run at all concerned affiliated colleges under the Faculty of Humanities.

Sr. No.	UG/PG Course Curriculum Name	Semester
01.	B.A., B.Com., B.Sc. etc. First Year Hons with Research [Marathi]	Ist & IInd
02.	B.A./ B.Com/ B.Sc./BFA/BSW etc. First Year Hons with Research [Hindi]	Ist & IInd
03.	B. A./B.Com/ B.Sc./BFA/BSW etc. First Year Hons with Research [English]	Ist & IInd
04.	B.A., B.Com., B.Sc. etc. First Year Hons with Research [Urdu]	Ist & IInd
05.	B.A./ B.Com/ B.Sc. etc. First Year Hons with Research [Sanskrit]	Ist & IInd
06.	B.A./ B.Com/ B.Sc. etc. First Year Hons with Research [Pali & Buddhism]	Ist & IInd
07.	B.A./ B.Com/ B.Sc. etc. First Year Hons with Research [Arabic]	Ist & IInd
08.	B. A. First Year Hons and Hons with Research [Political Science]	Ist & IInd
09.	B. A. First Year Hons with Research [Sociology]	Ist & IInd
10.	B. A. First Year Hons with Research [Economics]	Ist & IInd
11.	B. A. First Year Hons with Research [Public Administration]	Ist & IInd
12.	B. A. First Year Hons with Research [History]	Ist & IInd
13.	B. A. First Year Hons with Research [Psychology]	Ist & IInd
14.	B. A. First Year Hons with Research [Geography]	Ist & IInd

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15.	B. A. First Year Hons with Research [Thoughts of Mahatma Phule and Dr. Babasaheb Ambedkar]	Ist & IInd
16.	B.A. First Year Hons with Research [Military Science]	Ist & IInd
17.	B.A. First Year Hons with Research [Islamic Studies]	Ist & IInd
18.	B.A. First Year Hons with Research [Philosophy]	Ist & IInd
19.	B.A., B.Com., B.Sc. etc. (Common for all faculty) First Year CC (Co-curricular Courses) [NCC]	Ist

This is effective from the Academic Year 2024-25 and Onwards as per appended herewith.

All concerned are requested to note the contents of this circular and bring notice to the students, teachers and staff for their information and necessary action.

University campus,
Chhatrapati Sambhajanagar-431 004.
Ref. No. SU/ UG/ Affi.Colleges/
REV. NEP Curri/ 2024/ 25737-46

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**Deputy Registrar,
Academic.**

Date: 21.05.2024.

Copy forwarded with compliments to:-

- 1] **The Principal, all affiliated colleges,**
Dr. Babasaheb Ambedkar Marathwada University, Chhatrapati Sambhajanagar.
- 2] **The Director, University Network & Information Centre, UNIC,**
with **a request to upload this Circular on University Website.**

Copy to :-

- 1] **The Director, Board of Examinations & Evaluation,**
- 2] **The Sec. Officer, [Concerned Unit] Exam. Branch,**
- 3] The Section Officer, [Eligibility Unit],
- 4] The Programmer [Computer Unit-1] Examinations,
- 5] The Programmer [Computer Unit-2] Examinations,
- 6] The In-charge, [E-Suvidha Kendra],
- 7] The Public Relation Officer,
- 8] The Record Keeper,
Dr. Babasaheb Ambedkar Marathwada University, Chhatrapati Sambhajanagar.

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DrK*210524/-

DR. BABASAHEB AMBEDKAR MARATHWADA UNIVERSITY



CHHATRAPATI SAMBHAJINAGAR

**Three Years B. A.
Four Years B. A. Honours
and
Four Years B. A. Honours with Research
Degree Programme**

Course Structure

AS PER NEP 2020

Semester I & II

SUBJECT: ENGLISH

(Effective from 2024-25)

PREFACE

Higher education in the National Education Policy (NEP) - 2020 plays important role in promoting human values as well as societal well-being and in developing India as envisioned in its Constitution – a democratic, just, socially conscious, cultured, and humane nation upholding liberty, equality, fraternity, and justice for all. NEP-2020 recommends holistic and multidisciplinary education in higher institutions. It also focuses on major and minor courses as per the likings of the students.

NEP-2020 allows every graduate to possess the attributes that include capabilities to broaden the current knowledge based on skills. The students can also apply new knowledge and skills, undertake future studies independently, perform well in a chosen career, and play a constructive role as a responsible citizen in society. In order to cope with challenges in the global markets, the students will be given skill based courses like vocational skill courses, skill enhancement courses, ability enhancement courses and value enhancement courses. Besides this, students are exposed to tradition of India through course on Indian knowledge system. The courses like field projects and research methodology will encourage students to undertake independent projects. The course like On job Training (OJT) will provide experience of chosen field to the students and sharpen the knowledge in the particular subject and job. Flexibility is one of the most important aspects of this policy as student can exit at any point during the course and avail certificate, diploma, degree, degree with honours or research degree with honours as may be the case.

To bring this into reality, national education policy 2020 further recommended co-curricular components to the undergraduate programme like Yoga, health awareness, NSS and NCC etc.

PROGRAM SPECIFIC OUTCOMES:

The undergraduate program in English aims to

1. Sensitize students to the aesthetic, cultural and social aspects of literature
2. Provide students with extensive view of social, political, cultural and other aspects of society as reflected in literature
3. Acquire life and communication skills and focus on vocational skills
4. Learn to appreciate creative art and literature
5. Develop students' abilities like creative thinking and writing
6. Engage students with major genres of literature and develop fundamental skills required for close reading and critical thinking of the text and context
7. Acquire in-depth knowledge of the religious, socio-intellectual and cultural thoughts through literature
8. Create holistic approach towards education
9. Develop knowledge competence in select thrust areas that would provide directions to the students in terms of research as well as career options
10. Develop a sense of inquiry and capability among students for asking relevant/appropriate questions, problem solving, synthesizing and articulating
11. Create atmosphere of research and motivate students to undertake research in humanities
12. Encourage multidisciplinary research
13. Provide job opportunities through skill-based courses
14. Understand and recognised value system, moral dimensions and self responsibility for nation and society.

**Illustrative Credit distribution structure for B. A./B.Com/B.Sc. (three/ four year Honours/
Honours with Research) Degree Programme with Multiple Entry and Exit options –
(Discipline Specific in ENGLISH)**

Class: B. A./B.Com/B.Sc. First Year (I & II Semester)

Subject: English

Sr. No.	Course Type	First Semester			Total Credits	Second Semester			Total Credits
		Course Code	T	P		Course Code	T	P	
1	Major 1 (Core) M1 Mandatory	DSC-1	2	2	12	DSC-4	2	2	12
	Major 2 (Core) M2 Mandatory	DSC-2	2	2		DSC-5	2	2	
	Major 3 (Core) M3 Mandatory	DSC-3	2	2		DSC-6	2	2	
2	Major Electives (Choose any one from pool of courses)	--	--		--	--		--	
3	Minor (Choose any one from pool of courses)	--	--		--	--		--	
4	GE/OE (Generic/ Open Elective) (Choose any one from pool of courses)	GE/OE-1	2		2	GE/OE-2	2	-	2
5	VSC (Vocational Skill Course) (Choose any one from pool of courses)	--	--			VSC-1	2	-	
6	SEC (Skill Enhancement Course) (Choose any one from pool of courses)	SEC-1	1	1	2	--	--	-	2
7	AEC (Ability Enhancement Course)	AEC-1 English	2	-	4	*AEC-2	2	-	4
8	VEC (Value Education Course)	--	--			VEC-1 (Constitution of India)	2	-	
9	IKS (Indian Knowledge System)	IKS-1	2	-		--	--		
10	OJT (On Job Training)	--	--		--	--			
11	FP (Field Project)	--	--		--	--			
12	CEP (Community Engagement Project)	--	--		--	--			
13	CC (Co-curricular Course)	CC-1 Health & Wellness/ NCC	2	-	2	CC-2 Yoga/sports /Fitness	2		2
14	RM (Research Methodology)	--	--		--	--			
15	RP (Research Project)	--	--		--	--			
Cum. Cr./Year					22				22

Exit option: Award of UG Certificate in Major with **44 credits** and an additional 4 credits core NSQF course/ Internship OR Continue with Major and Minor

*AEC-2 and *AEC-4 : Additional English/Marathi/Hindi/Pali & Buddhism/Sanskrit/Urdu

B.A. I Semester I (Subject: English)

Year	Sem	Course Code	Paper Title	Theory/ Practical	T Credits	P Credits	Total Credits
B.A.1	I	DSC -1	English Poetry	Theory and Practical	2	2	4
		GE/OE:1- ENG-01	Functional English	Theory	2	-	02
		VSC	--	--		-	--
		Vocational Skill Course	--	--		-	
			--	--		-	
		SEC-ENG-01 (Any One from Basket)	Metalinguistic Skills	Theory/Practical	1	1	02
		AEC-ENG-01	Communication Skills in English	Theory	2	-	02
		VEC-ENG-01	--	-		-	
		IKS-ENG-01	--	-		-	
CC-1-ENG	--	-		-			
Total Credits for English Course							10

B. A. First Year: English

Semester I

English Paper I

DSC-1

Course Title: English Poetry

Credit: 04 (T-2 + P-2) Hours/Periods: 60

Marks:

Learning objectives:

- The nature and function of English poetry
- The use of poetic devices
- Use of diction, language etc.
- Creative and critical response of learners towards English poetry

Course Outcomes:

By the end of course, the students will learn

- Meaning of Poetry, its types and forms
- The rise and development of English Poetry, trends in English poetry
- Major and minor British poets, texts and contexts.
- Reflection of human values in English poetry
- Undertake projects, research in English poetry
- Write poetry on current situations

Course Contents:

Unit I: Trends in English Poetry

(10 Periods)

Metaphysical Poetry, Neoclassical Poetry, Romantic Poetry, Victorian Poetry and Modern Poetry

Unit II: English Poetry up to 18th century

(10 Periods)

- i) William Shakespeare - No Longer Mourn for me When I am Dead
- ii) John Donne – The Sun Rising
- iii) Alexander Pope – Ode on Solitude

Unit III: 19th and 20th Century English Poetry

(10 Periods)

- i) William Wordsworth – To the Cuckoo
- ii) A. L. Tennyson – Break, Break, Break
- iii) Willfred Owen – Futility

Unit IV: Practical Works on Writing Poetry, Reciting (30 Periods)
Poetry, Collection of Poetry, Critical appreciation of unseen poems,
Students' seminar, poster presentation, power point presentation, etc.

Suggested Readings:

1. Hudson, W.H. *An Outline History of English Literature*, B.I. Publications Pvt b Ltd New Delhi 1998
2. A. C. Bradley, *Oxford Lectures on Poetry*, London, 1950
3. David Daiches, *A Critical Study of English Literature*,
4. Baldick, Chris. *The Oxford Dictionary of Literary Terms*. OUP, 2001.
5. Bate, Jonathan. *English Literature: A Very Short Introduction*. OUP.
6. Ousby, Iain. Ed; *The Cambridge Guide to Literature in English*, Cambridge University Press. 1983
7. Glossary Literary Terms by M H Abrams
8. Hudson, William Henry; *An Introduction to the Study of Literature New Delhi Atlantic 2007*
9. Reese, R.J. *English Literature: An Introduction for Foreign Readers*.
10. Bloom, Harold, ed. *John Donne and the Seventeenth-Century Metaphysical Poets*. New York: Chelsea House Publishers, 1986.
11. Carey, John. *John Donne: Life, Mind and Art*. New York: Oxford University Press, 1981.
12. *The Collected Poems of William Wordsworth with an Introduction by Antonia Till*.
13. *The Collected Poems of W. B. Yeats*
14. Holderman, David. *The Cambridge Introduction to W.B. Yeats*, Cambridge University Press (2006)
15. Browne, E. Martin. *The Making of T.S. Eliot's Plays*. London: Cambridge University Press, 1969.
16. Robert Speaight. "With Becket in *Murder in the Cathedral*", *T. S. Eliot – The Man and His Work*, Tate, Allen (ed), Delta, New York, 1966.
17. Roy, Pinaki. "Murder in the Cathedral: Revisiting the History of Becket's Assassination". *T.S. Eliot's 'Murder in the Cathedral': A Critical Spectrum*. Eds. Saha, N., and S. Ghosh (Sanyal). Kolkata: Books Way, 2014.
18. Dolan, Frances E. "Introduction" in Shakespeare, *As You Like It*. New York: Penguin Books, 2000.
19. *Henry V*, New Cambridge Shakespeare, Cambridge University Press, page 4, 2005

English Paper II

Generic Elective or Open Elective (GE/OE) - 01

Course Name: Functional English

Course Code: GE/OE-1

Credits: 02

Hours: 30

Marks:

Course Objectives:

- Use of basic grammar in English language
- Prepare for writing skills

Course Outcome:

By the end of course, the students will learn

- Basic grammar in English language.
- Writing skills with the help of clause elements, phrases, clause types, sentences types.
- To prepare for various competitive examinations.
- To spot common errors, sentence improvement, build vocabulary, selecting proper words, subject-verb concord, ordering of words in sentences etc.

Unit I: Basics of English Grammar (Period 10)

Parts of Speech and Clause Elements

Unit II: Phrases (Period 10)

Noun Phrase, Verb Phrase, Adverb Phrase, Adjective Phrase, Prepositional Phrase.

Unit III: Clauses & Types of sentences (Period 10)

Independent Clause, Subordinate Clause/ Conditional Clause
Types of sentences

Suggested Reading:

1. Martin Hewings. *Advanced English Grammar*. Cambridge University Press, 1999
2. Wren and Martin. *English Grammar and Composition*. New Delhi, 2005
3. Michael McCarthy & O'Dell. *English Vocabulary in Use*, Paperback
4. Raymond Murphy. *Essential English Grammar – 2nd Edition*
5. Randolph Quirk. *A Comprehensive Grammar of the English Language*, 1985.

English Paper III

Skill Enhancement Course (SEC-ENG-1)

SEC-ENG-1

Course Title: Metalinguistic Skills

Credit: 02 (T-1 + P-1) Hours/Periods: 30 Marks:

Course Outcomes:

At the end of the course, the student can understand

- Acts of writing, the ability to think grammatically and to reflect on the effectiveness of language choices
- Phonemic awareness, syntactic awareness, and lexical awareness
- Conversational interaction and the role of metalinguistic skills
- understand the intended message of the speaker through metalinguistic skills
- Relation between language and culture

Course Contents:

Unit I: Phonetics (Periods: 10)

IPA Symbols, Stress, syllable, accent, transcription of words, Intonation and pronunciation (Relationship between written and spoken language)

Unit II: Use of Grammar (Periods: 10)

Use of tenses, Determiner, Possessive Pronoun and Clause Elements, Antonyms, synonyms, Prefix, Suffix.

Unit III: Practical Work (Period 10)

Practical work related to students' seminar, poster presentation, power point presentation, pronunciation, intonations, etc.

Suggested Reading:

1. JDO Connor, *Better English Communication*, Penguin Books.
2. Martin Hewings. *Advanced English Grammar*. Cambridge University Press, 1999
3. Wren and Martin. *English Grammar and Composition*. New Delhi, 2005
4. Michael McCarthy & O'Dell. *English Vocabulary in Use*, Paperback
5. Raymond Murphy. *Essential English Grammar – 2nd Edition*

6. Randolph Quirk. *A Comprehensive Grammar of the English Language*, 1985.
 7. Comfort J. *Effective Presentation*, OUP, 1995.
 8. Drew S. and Bingham R. *The Students Skill Guide*. 1997.
 9. Goodale M. *Professional Presentation*, Cambridge Uni. Press, 1998.
 10. Halliday. *Spoken and Written Language*. OUP, 1989.
 11. Harmer J. & Arnold J. *Advanced Speaking Skills*, Longman, 1978.
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1. Lewis, F. M., Murdoch, B. E., & Woodyatt, G. C. (2007). Communicative competence and metalinguistic ability: Performance by children and adults with autism spectrum disorder.
 2. Nicololsi, L., Harryman, E., & Kresheck, J. (2004). *Terminology of communication disorders: Speech-language-hearing* (5th ed.). Philadelphia: Williams & Wilkins.

English Paper IV

Ability Enhancement Course (AEC-1)

ACE-1

Course Title: **Communication Skills in English**

Credit: 02

Hours/Periods: 30

Marks:

Course Outcome:

At the end of course, students will learn

- To communication skills, importance of all skills and use of effective communication skills.
- To speak at public places.
- To prepare for job interview
- Manners, etiquettes, and maintain good relations with others
- To show higher level of critical thinking and sharpen their accuracy in writing.

Course Contents:

Unit I: Basic Communication Skills

(Periods: 10)

Role and Importance of communication, The Process of Communication, Four Skills - Listening, Writing, Speaking and Reading.

Unit II: Types of Communication and Barriers of Communication (Periods: 10)

Verbal and Non-Verbal Communication

Barriers of communication.

Unit III: Day-Today Communication

(Periods: 10)

Greetings, Leave taking, Compliment extension, and Responses, Thanking, Regrets, Apologizing, and Responses, Making Request, Seeking Help, Giving Advice, Seeking and Giving Directions.

Suggested Reading:

1. Urmila Rai. *English Language Communication Skills*, Himalaya Publishing House, 2010
2. Kshyama Sagar Meher. *English Communication Skills*, Niraj Publication
3. Owen Hargie. *The Handbook of Communication Skills*, Routledge, 2019.

4. Dickson, D., Hargie, O., & Morrow, N. (1997). *Communication skills training for health professionals*, 2nd edition. London: Chapman & Hall
5. Hargie, O. (2017). *Skilled interpersonal communication: Research, theory and practice*, 6th edition. London: Routledge.
6. Mulholland, J. (1994). *Handbook of persuasive tactics: A practical language guide*. London: Routledge.
7. Robbins, S. & Hunsaker, P. (2014). *Training in interpersonal skills: TIPS for managing people at work*, 6th edition. Harlow, ESX: Pearson Education.
8. Roloff, M., Putnam, L. & Anastasiou, L. (2003). *Negotiation skills*.
9. J. Greene & B. Burleson (Eds.), *Handbook of communication and social interaction skills*. Mahwah, NJ: Lawrence Erlbaum
10. R.K. Bansal, *Spoken English for India*

B.A. I Semester II (Subject-English)

Year	Sem	Course Code	Paper Title	Theory/ Practical	T	P	Credits	
B.A.1	I	DSC -4	English Drama	Theory	2	2	4	
		GE/OE:2-ENG-02	English for Competitive Examinations	Theory	2	-	02	
		VSC -1 Vocational Skill Course	Translation in Practice	Theory	02	-	02	
		SEC-ENG-01 (Any One from Basket)	--	--			-	-
			--	--			-	
			--	--			-	
		AEC-ENG-01	Additional English – Business English	Theory	2	-	02	
		VEC-ENG-01	--	-			-	
		IKS-ENG-01	--	-			-	
CC-1-ENG	--	-			-			
Total Credits for English Course							10	

*AEC-2 : Additional English/Marathi/Hindi/Pali & Buddhism/Sanskrit/Urdu

English Paper V

Course Title: DSC-4:

Course Title: English Drama

Credit: 04 (T-2 + P-2)

Hours/Periods: 60

Marks:

Course Objectives

- To introduce students to drama and its use in life
- To understand life through English plays and theatre

Course Outcomes:

At the end of course, students will learn

- Meaning and elements of English drama
- Various trends in English drama
- To demonstrate a broad knowledge of major and minor British playwrights and texts and contexts
- Will play various roles in drama/theatre
- Will write dramas

Course Contents

Unit I: Meaning of Drama and its types (10 Periods)

Comedy, Tragedy, Tragi-comedy, Melodrama, Farce

Unit II: Elizabethan English Drama (20 Periods)

i) William Shakespeare – *Tempest*

ii) William Congreve – *The Way of the World*

iii) T. S. Eliot – *Murder in the Cathedral*

Unit IV: Practical (30 Periods)

Script writing, performance, dialogue writing, actions, costumes, stage directions, teaching primary English through drama, students' seminar, power point presentation, etc.

Recommended Reading:

1. Hudson, W.H. *An Outline History of English Literature*, B.I. Publications Pvt. Ltd: New Delhi 1998
2. David Daiches, *A Critical Study of English Literature*.
3. Baldick, Chris. *The Oxford Dictionary of Literary Terms*. OUP, 2001.
4. Bate, Jonathan. *English Literature: A Very Short Introduction*. OUP.
5. Reese, R.J. *English Literature: An Introduction for Foreign Readers*.
6. Bailey, Shirley J'J "John Osborne: A Bibliography," *Twentieth Century Literature*, VII \ (1961), 118-120.
7. Brooks, Harold F., "Pygmalion and When We Dead Awaken," *Notes and Queries*, VII (1960), 469-471.

English Paper VI

Generic Electives/Open Elective:2

Course Title: GE/OE:2-ENG-02

Course Title: English for Competitive Examination

Credits: 02

Periods: 30

Marks:

Course Outcome:

At the end of course, the students will learn

- The use of basic grammar in English language learning.
- To prepare for various competitive examinations.
- To spot common errors, sentence improvement, build vocabulary, selecting proper words, subject-verb concord, Ordering of words in sentences etc.
- To enable students for employment with requisite professional skills, ethics and values.

Unit I: Basics of English Grammar

(Periods 15)

- i) Tenses and their uses; Use of to be verbs, to have verbs and to do verbs.
- ii) Conditional Sentences; Mood; Modals; Wh- and Yes/No Questions.
- iii) Verbs-infinite and non-finite verbs –Gerund, Infinite and Participle;
Transitive and Intransitive verbs, Regular and Irregular verbs.

Unit II : Nouns and Compounds; Articles; prepositions; Conjunction, Interjection;
Sentences types

(Periods 10)

Unit: III: Study of Prose

(Periods 05)

Rabindranath Tagore – A Wrong Man in a Worker's Paradise

Suggested Reading:

1. Martin Hewings. *Advanced English Grammar*. Cambridge University Press, 1999
2. Wren and Martin. *English Grammar and Composition*. New Delhi, 2005
3. Michael McCarthy & O'Dell. *English Vocabulary in Use*, Paperback
4. Raymond Murphy. *Essential English Grammar – 2nd Edition*
5. R. Tagore. *A Wrong Man in a Worker's Paradise*. Himalaya Publication House.
6. Quirk Randolph, Sidney Greenbaum, Geoffrey Leech & Jan Svartvik. *A Comprehensive Grammar of the English Language General Grammar*. Longman.

5. Gopinathan, G. 2000. 'Translation, Transcreation and Culture: The Evolving Theories of Translation in Hindi and other Modern Indian Languages'. <http://www.soas.ac.uk/literatures/satranslations/Gopin.pdf>.
6. Mukherjee, Sujit. 1981. Translation as Discovery and other essays on Indian Literature in English Translation. New Delhi: Allied Publishers.
7. Ramakrishna, Shanta. 2002. 'Cultural Transmission through Translation: An Indian Perspective', in Changing the Terms: Translating in the Post-colonial Era, eds. Sherry Simon and Paul St-Pierre. Hyderabad: Orient Longman, pp. 87–101.
8. Ramanujan, A.K. 1989. 'Translator's Note', in Samskara: A Rite for a Dead Man by U. R. Anantha Murthy, trans. A.K. Ramanujan. Delhi: Oxford University Press
9. Sharma, T.R.S. 2002. 'Translating Literary Texts through Indian Poetics: A Phenomenological Study', Translation Today 1.1. Online at <http://www.anukriti.net/tt1/article-k/a1.html> (viewed on November 1, 2016)
10. Sri Aurobindo. 'On Translating Kalidasa'. http://www.aurobindo.ru/workings/sa/03/0028_e.htm
11. Singh, Avadhesh Kumar, ed. 1996. Translation: Its Theory and Practice. New Delhi: Creative Books.
12. Tagore, Rabindranath. 1912. Gitanjali. Online at <http://www.sacred-texts.com/hin/tagore/gitnjali>

English Paper VIII

Ability Enhancement Course: Additional English

AEC-2: Additional English

Course Title: Business English

Credit: 02 Hours/Periods: 30 Marks:

Course Objectives:

The course introduces students to business English. The students will acquire basic skills useful in business. The students will learn the communication, including business correspondence, negotiations, formal presentations, informal networking, business vocabulary, report and proposal writing, vocabulary for professional purposes, and reading for professional purposes. Language skills addressed include: listening, fluency development, oral intelligibility, reading, grammar, writing, and vocabulary development.

Course Outcomes:

At the end of course, students will learn

- Business English
- Business Communication skills
- Language skills, grammar, advanced business vocabulary
- Social and cultural differences

Course Contents:

Unit I:	Introduction	(Periods: 10)
	English for Specific Purpose- Introduction: Definition of English for Specific Purpose- Characteristics of ESP-Importance of ESP.	
Unit II:	Business Writing	(Periods: 10)
	Business Correspondence: business letters, letter of complaint-letter of enquiry-E-mails-Memos-Agenda-Minutes	
Unit III:	Delivering Business	(Periods: 10)
	Chairing a meeting-key tasks of the chair-chairing meeting effectively-Turn taking and its strategies - Negotiations: job applications-resumes-cover letters- preparing for interviews- survey questionnaire- Power Point presentations	

Suggested Reading:

1. Scott McLean, *Business English for Success*, Scott McLean, Arizona Western College, 2011.
2. Svetlana Pilucka. *Business English*, 1998.
3. Porter Lander. *The Essentials of Business English*, Chicago, 1915.