



**SECOND YEAR BACHELOR OF ARTS OPEN
ELECTIVE COURSE ENGLISH REVISED
SYLLABUS ACCORDING TO CBCS NEP2020**

**COURSE TITLE: ENGLISH FOR COMPETITIVE EXAMINATIONS-III
SEMESTER-III, W.E.F. 2024-2025**

**RECOMMENDED BY THE BOARD OF STUDIES IN ENGLISH
AND**

APPROVED BY THE ACADEMIC COUNCIL

Devrukh Shikshan Prasarak Mandal's

Nya. Tatyasaheb Athalye Arts, Ved. S. R. Sapre Commerce and
Vid. Dadasaheb Pitre Science College (Autonomous), Devrukh.
Tal. Sangmeshwar, Dist. Ratnagiri-415804, Maharashtra, India

Academic Council Item No: _____

Name of the Implementing Institute	:	Nya. Tatyasaheb Athalye Arts, Ved. S. R. Sapre Commerce, and Vid. Dadasaheb Pitre Science College (Autonomous), Devrukh. Tal. Sangmeshwar, Dist. Ratnagiri-415804,
Name of the Parent University	:	University of Mumbai
Name of the Programme	:	Bachelor of Arts
Name of the Department	:	English
Name of the Class	:	Second Year
Semester	:	Third
No. of Credits	:	02
Title of the Course	:	English for Competitive Examinations-III
Course Code	:	OEEN301
Name of the Vertical in adherence to NEP 2020	:	Generic/Open Elective Course
Eligibility for Admission	:	Any 12 th Pass seeking Admission to Degree Programme in adherence to Rules and Regulations of the University of Mumbai and Government of Maharashtra
Passing Marks	:	40%
Mode of Assessment	:	Formative and Summative
Level	:	UG
Pattern of Marks Distribution for SSE and CIE	:	60:40
Status	:	NEP-CBCS
To be implemented from Academic Year	:	2024-25
Ordinances /Regulations (if any)		

Nya. Tatyasaheb Athalye Arts, Ved. S. R. Sapre Commerce and Vid. Dadasaheb Pitre Science College, Devrukh (An Autonomous College Affiliated with University of Mumbai)

Syllabus for Second Year of Bachelor of Arts in English

(With effect from the academic year 2024-2025)

SEMESTER-III

Paper No.– III

Course Title: English for Competitive Examinations-III

No. of Credits - 02

Type of Vertical: Generic/Open Elective Course

COURSE CODE: OEEN301

Learning Outcomes Based on BLOOM's Taxonomy:

After completing the course, the learner will be able to...

Course Learning Outcome No.	Blooms Taxonomy	Course Learning Outcome
CLO-01	Remember	To recognize language proficiency by providing adequate exposure to reading and writing skills
CLO-02	Understand	To explain the learners towards the functional aspects of language
CLO-03	Apply	To examine the range of lexical resource through a variety of exercises

Syllabus for First Year of Bachelor of Arts in English

(With effect from the academic year 2023-2024)

SEMESTER-III

Paper No: - III

Course Title: English for Competitive Examinations-III

No. of Credits - 02

Type of Vertical: Generic/Open Elective Course

COURSE CODE: OEEN301

COURSE CONTENT			
Module No.	Content	Credits	No. of Lectures
1	<p>Letter Writing</p> <ol style="list-style-type: none"> 1. Job Application 2. Drafting Resume and CV 3. Statement of Purpose 4. Appointment Letter 5. Joining Letter 6. Inquiry Letter 7. Complaint Letter 8. Letter under RTI 	01	15
2	<p>Reading Skills: Comprehension (Unseen Passage)</p> <p>The following skills to be acquired:</p> <ol style="list-style-type: none"> 1. Reading with fluency and speed 2. Skimming and scanning 3. Identifying relevant information 4. Isolating fact from opinion 5. Understanding concepts and arguments 6. Identifying distinctive features of language 	01	15
	Total	02	30

Required Previous Knowledge

Basic Knowledge of audio-visual English and Knowledge of fundamentals of English Language Units is necessary before starting to learn the course.

Access to the Course

The course is available for all the students admitted for Bachelor of Arts as a Major or a minor. The students seeking admission in other disciplines may select the course as a minor considering the terms and conditions laid down by the University of Mumbai, the Government of Maharashtra, and the college, from time to time.

Methods of Assessment

The assessment pattern would be 60:40, 60% for Semester End Examination (SEE) and 40% for Continuous Internal Evaluation (CIE). The structure of the SEE and CIE would be as recommended by the Board of Studies and approved by the Board of Examination and the Academic Council of the college.

Special Reference:

Sinha, P.K. Objective General English. Arihant Publications, 2021.

Other References:

1. Bellare, Nirmala. *Reading Strategies*. Vols. 1 and 2. New Delhi. Oxford University Press, 1998.
2. Bhasker, W. W. S & Prabhu, N. S.: *English through Reading*, Vols. 1 and 2. Macmillan, 1975.
3. Blass, Laurie, Kathy Block and Hannah Friesan. *Creating Meaning*. Oxford: OUP, 2007.
4. Brown, Ralph: *Making Business Writing Happen: A Simple and Effective Guide to Writing Well*. Sydney: Allen and Unwin, 2004.
5. Buscemi, Santi and Charlotte Smith, *75 Readings Plus*. Second Edition New York: McGraw-Hill, 1994.
6. Doff, Adrian and Christopher Jones *.Language in Use (Intermediate and Upper Intermediate)*. Cambridge: CUP, 2004.
7. Doughty, P. P., Thornton, J. G, *Language in Use*. London: Edward Arnold, 1973.
8. Freeman, Sarah: *Written Communication*. New Delhi: Orient Longman, 1977.
9. Glendinning, Eric H. and Beverley Holmstrom. Second edition. *Study Reading: A Course in Reading Skills for Academic Purposes*. Cambridge: CUP, 2004
10. Grellet, F. *Developing Reading Skills*, Cambridge: Cambridge University Press, 1981.
11. Hamp-Lyons, Liz and Ben Heasley. Second edition. *Study Writing: A Course in Writing Skills for Academic Purposes*. Cambridge: CUP, 2006
12. Jakeman, Vanessa and Clare McDowell. *Cambridge Practice Test for IELTS 1*. Cambridge: CUP, 1996.
13. Maley, Alan and Alan Duff. Second Edition. *Drama Techniques in Language Learning*. Cambridge: CUP, 1983.
14. Mohan Krishna & Banerji, Meera: *Developing Communication Skills*. New Delhi: Macmillan India, 1990.
15. Mohan Krishna & Singh, N. P. *Speaking English Effectively*. New Delhi: Macmillan India, 1995.
16. Narayanaswami, V. R. *Organised Writing*, Book 2. New Delhi: Orient Longman.
17. *Reading & Thinking in English*, Four volumes, (vol. 1 for the lowest level, vol. 4 for the highest level). The British Council Oxford University Press, 1979-1981.
18. Sasikumar, V., Kiranmai Dutt and Geetha Rajeevan. *A Course in Listening and Speaking I & II*. New Delhi: Foundation Books, Cambridge House, 2006.
19. Savage, Alice, et al. *Effective Academic Writing*. Oxford: OUP, 2005.
20. Widdowson, H. G.: *English in Focus. English for Social Sciences*. Oxford University Press.

Webliography:

- 1) <http://www.onestopenglish.com>
- 2) www.britishcouncil.org/learning-learn-english.htm
- 3) <http://www.teachingenglish.org.uk>
- 4) <http://www.usingenglish.com/>
- 5) Technical writing PDF (David McMurrey)
- 6) <http://www.bbc.co.uk/>
- 7) <http://www.pearsoned.co.uk/AboutUs/ELT/>
- 8) <http://www.howisay.com/>
- 9) <http://www.thefreedictionary.com/>

Syllabus Committee:

- Mr. Diwakar A. Patankar : Chairman
Assist. Prof. Department of English
Athalye-Sapre-Pitre College, Devrukh
- Dr. Atul Y. Pitre : Vice Chancellor's Nominee, University of
Associate Professor, Department of English, Mumbai
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Principal, Arts and Commerce College,
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Owner and Director,
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Assistant Professor & Head, Department of
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- Miss. Shilpa M. More : Alumni, Co-Opt By the BoS
Asst. Teacher in English
Smt. Arundhati Arun Padhye School,
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