

# Gujarat University



**GUJARAT UNIVERSITY**

Estd. 1949

**Department of English**  
**BSc (Hons.) Sem – 1 & 2 English Syllabus**  
**(As Per NEP – 2020)**

**Ability Enhancement Courses in English**  
**(With effect from 2023 – 24)**

## **Gujarat University Syllabus of English (As per NEP – 2020)**

### **List of Members of the Syllabus Designing Committee:**

- Dr. Jagdish Joshi, Chairman, BoS
- Dr. Kavita Patel, Member, BoS
- Dr. Darshana Bhatt, Member, BoS
- Dr. Nutan Kotak, Member, BoS
- Dr. Chetan Mewada, Member, BoS
- Dr. Rucha Brahmhatt, Member, BoS
- Dr. Nitesh Solanki, Member, BoS
- Dr. Jagdish Anerav, Member, BoS
- Dr. Dushyant Nimavat, Member, BoS
- Dr. Vipul Solanki, Member, BoS
- Dr. Hardeepsinh Gohil, Member, BoS

### **List of Members of the Syllabus Development Committee**

#### **(English for AEC and SEC):**

- Dr. Jagdish Joshi, Chairman, BoS
- Dr. Nitesh Solanki, Member, BoS
- Dr. Alkesh Patel
- Dr. Bharti Dave
- Dr. Harbhadrasinh Sarvaiya
- Dr. Madhusudan Mukherjee

### **List of Members of the Syllabus Development Committee**

#### **(English for DSCM, MI and MD Courses):**

- Dr. Jagdish Joshi, Chairman, BoS
- Dr. Nitesh Solanki, Member, BoS
- Dr. Rucha Brahmhatt, Member, BoS
- Dr. Alkesh Patel
- Dr. Swati Kapadia
- Dr. Vidya Rao
- Dr. Ketan Gediya
- Dr. Kshipra Purani
- Dr. Bhakti Vaishnav

**List of Members for Textbook (For BA/BSc Sem I and II - AEC) Preparation Committee:**

- **Dr. Jagdish Joshi, Chairman, BoS**
- **Dr. Kavita Patel, Member, BoS**
- **Dr. Darshana Bhatt, Member,BoS**
- **Dr. Nutan Kotak, Member, BoS**
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- **Dr. Alkesh Patel**
- **Dr. Harbhadrasinh Sarvaiya**

# **BSc (Hons.) for Ability Enhancement Course in English**

Ability Enhancement Courses for Undergraduate Programme of study  
with ENGLISH

## **UGBSc Semester I (According to National Education Policy – 2020)**

### **Ability Enhancement Course (AEC) – 101**

#### **Title: Language through Literature - I**

(With Effect from Academic Year 2023-2024)

**Course Code: AEC – 101**

**Course Credits: 02**

<b>Title: Language through Literature – I</b>							
Subject	English			Semester		01	
Course Title	Language through Literature-I			Course Credit		02	
Category	AE Course			Course No.		101	
Course Code	AEC 101						
End Semester Examination				2:30 Hours		70 Marks	
Programme	Teaching Hours	Category	Credit	Internal Marks	External Marks	Practical/ Viva Marks	Total Marks
B.Sc.	30	AE Course	02	30	70	NA	100

#### **Course Objectives:**

- To encourage students to read stories and poems in English.
- To enhance grammatical competence to encourage students to communicate in English.
- To enhance the students' reading comprehension skills through prose passages.
- To develop the students' LSRW skills in English

#### **Course Outcomes:**

- The students will be able to form correct sentences in English by acquiring basic competence in grammar.
- The students will feel confident enough to speak and write English for everyday communication needs.
- The students will be able to access information in English necessary for academic, personal and professional development.

## AEC-101: Language through Literature – I

### Syllabus:

<b>Unit I (10 Hours)</b>	<b>Text: <i>Sparkles</i> (Macmillan Publication) Section – I</b>
<b>Unit II (10 Hours)</b>	<b>Text: <i>Sparkles</i> (Macmillan Publication) Section – II</b>
<b>Unit III (05 Hours)</b>	<b>Grammar</b> A) <b>BE, HAVE and DO as Lexical Verbs</b> B) <b>Tenses:</b> <ul style="list-style-type: none"><li>• Simple Present Tense</li><li>• Simple Past Tense</li><li>• Simple Future Tense</li><li>• Present Continuous Tense</li><li>• Past Continuous Tense</li><li>• Present Perfect Tense</li><li>• Past Perfect Tense</li><li>• Present Perfect Continuous Tense</li></ul>
<b>Unit IV (05 Hours)</b>	A) <b>Comprehension</b> <ul style="list-style-type: none"><li>• The passage should be of 200-300 words.</li><li>• The questions should measure the student's ability to comprehend the main ideas, relevant facts and arguments and the logical relationship between various ideas and facts presented in the passage.</li><li>• Total four questions will be asked from the passage.</li></ul> B) <b>Vocabulary (Textual Glossary)</b>

### Pre-requisite:

- Students should have a primary understanding of the English language and basic grammar.

**Co-requisite:** Basic English vocabulary, basic sentence structure, basic grammatical terms, basic LSRW skills.

**UGBSc Semester II**  
**(According to National Education Policy – 2020)**

**Ability Enhancement Courses (AEC) – 201**

**Title: Language through Literature - II**

**(With Effect from Academic Year 2023-2024)**

**Course Code: AEC – 201**

**Course Credits: 02**

Title: Language through Literature – II							
Subject	English			Semester		02	
Course Title	Language through Literature-II			Course Credit		02	
Category	AE Course			Course No.		201	
Course Code	AEC 201						
End Semester Examination				2:30 Hours		70 Marks	
Programme	Teaching Hours	Category	Credit	Internal Marks	External Marks	Practical/ Viva Marks	Total Marks
B.Sc.	30	AE Course	02	30	70	NA	100

**Course Objectives:**

- To acquaint the students with the types of sentences and the use of articles and the question tags.
- To familiarize the students with the English syntax to form correct sentences in English.
- To train the students to use appropriate words and expressions in the given context.

**Course Outcomes:**

- The students will be able to use articles, question tags and types of sentences appropriately to communicate in English in everyday situations.
- The students will be able to identify errors in English sentence structures and use appropriate words and expressions depending upon the context.

## AEC-201: Language through Literature – II

### Syllabus:

<b>Unit I (10 Hours)</b>	<b>Text: <i>Sparkles</i> (Macmillan Publication) Section – III</b>
<b>Unit II (10 Hours)</b>	<b>Text: <i>Sparkles</i> (Macmillan Publication) Section – IV</b>
<b>Unit III (05 Hours)</b>	<b>Grammar</b> A) Articles B) Types of Sentences C) Question Tags
<b>Unit IV (05 Hours)</b>	A) Jumbled Sentences B) Cloze Test • The passage for Cloze Test will contain total four blanks (one mark each) and for each blank three options will be given. C) Vocabulary (Textual Glossary)

### Pre-requisite:

- The students must possess a basic understanding of English grammar and the ability to use the language correctly and appropriately in different contexts.

### Co-requisite

- BE, DO and HAVE as Main/Lexical Verbs, Tenses, Comprehension Skills

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### References: (For Semester- 1 and 2)

- *Oxford Practice Grammar (Advanced)* - George Yule – OUP
- *Advanced Grammar in Use* - Martin Hewings - Cambridge University Press
- *English Grammar for Students* - Anne Seaton and Y H Mew - Learner's Publishing
- *A Practical English Grammar* - A J Thomson and A V Martinet – OUP
- *Better English* - Betty Kirkpatrick - Geddes and Grosset
- *Contemporary English Grammar Structures and Composition* - David Green - Trinity Press
- *Success with Grammar and Composition* - K R Narayanaswamy - Orient Longman

### e-Content:

- Website: English GUETA
- Android/iPhone Application of English GUETA
- YouTube Channel of English GUETA

## **Modes of Evaluation (Semester – 1 and 2)**

- Evaluation will be divided into two parts:

### **Internal Evaluation: (30 Marks)**

A) Attendance: **5 Marks**

B) Assignment Submission/Viva Voce/Listening Test/Presentation (Any one): **10 Marks**

C) MCQs (Multiple Choice Questions) based examination (ONLINE Mode): **15 Marks**

Note:

1. There will be 30 MCQs (Each correct answer carrying 0.5 marks)
2. The concerned teacher may conduct MCQs based examination in Offline mode for those students who do not have access to any device or internet.
3. Time duration for MCQs based examination will be of 30 minutes.
4. 30 MCQs from Unit–1, 2, 3 (10 MCQs from each Unit) will be asked in Semester 1 & 2.
5. While preparing the result of MCQs based examination, 0.5 marks will be rounded up to the nearest full marks. For example, 12.5 marks will be rounded up to 13 marks.

### **External Evaluation: (70 Marks)**

1. There shall be a Semester End Examination which is to be conducted by Gujarat University at the end of the semester.
2. There will be five questions of 14 marks each.



**Structure of the Question Paper for  
BSc SEMESTER - I**

**Ability Enhancement Course**

**AEC-101: Language through Literature – I**

**(Marks: 70)**

**(With Effect from Academic Year 2023-2024)**

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**Question–1: (From Unit –I)**

- (A) Answer any **FOUR** questions in brief: (out of six) 08  
(B) Write a short note on any **ONE** of the following: (out of three) 06

**Question–2: (From Unit –II)**

- (A) Answer any **FOUR** questions in brief: (out of six) 08  
(B) Write a short note on any **ONE** of the following: (out of three) 06

**Question–3: (From Unit –III)**

- (A) Fill in the blanks with appropriate forms of verbs given in the brackets: 08  
(Eight blanks)  
(B) Fill in the blanks with appropriate forms of Do, Be and Have as lexical verbs given in the brackets: (Six blanks) 06

**Question–4: (From Unit –IV)**

- (A) Read the passage carefully and answer the questions: 08  
(Note: The passage should be of 200-300 words. Total four questions will be asked from the passage)  
(B) Match the columns (Words and Meanings)(6/6): 06  
(Note: Six words from the textual glossary will be asked)

- Question–5: Choose the correct option: (Any seven out of ten) 14**  
(MCQs from **Unit - I & II** will be asked)
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**Structure of the Question Paper for  
BSc SEMESTER - II**

**Ability Enhancement Course**

**AEC-201 Language through Literature – II**

**(Marks: 70)**

**(With Effect from Academic Year 2023-2024)**

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<b>Question–1: (From Unit –I)</b>	
(A) Answer any <b>FOUR</b> questions in brief: (out of six)	08
(B) Write a short note on any <b>ONE</b> of the following: (out of three)	06
<b>Question–2: (From Unit –II)</b>	
(A) Answer any <b>FOUR</b> questions in brief: (out of six)	08
(B) Write a short note on any <b>ONE</b> of the following: (out of three)	06
<b>Question–3: (From Unit –III)</b>	
<b>Do as directed:</b>	14
(A) Fill in the blanks with appropriate articles: (Five blanks)	
(B) Identify the types of sentences (Five blanks)	
(C) Add question tags to the following statements: (Four statements)	
<b>Question–4: (From Unit –IV)</b>	
(A) Arrange the words in proper order to make a meaningful sentence:	04
(B) Cloze Test:	04
(C) Match the columns (Words and Meanings)(6/6):	06
(Note: Six words from the textual glossary will be asked)	
<b>Question–5: Choose the correct option: (Any seven out of ten)</b>	14
(MCQs from <b>Unit – I and II</b> will be asked)	

# Gujarat University



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Estd. 1949

**Department of English**  
**BSc (Hons.) Sem – 1 & 2 - English Syllabus**  
**(As Per NEP – 2020)**

**Skill Enhancement Courses in English**

**(With effect from 2023 – 24)**

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# **BSc (Hons.) for Skill Enhancement Course in English**

Skill Enhancement Courses for Undergraduate Programme of study with ENGLISH  
**Semester-1**

**Syllabus for  
UGBSc Semester I  
(According to National Education Policy – 2020)**

**Skill Enhancement Course (SEC) – 101**

**Title: Communication Skills – I**

**(With Effect from Academic Year 2023-2024)**

**Course Code: SEC – 101**

**Course Credits: 03**

<b>Title: Communication Skills – I</b>							
Subject	English			Semester		01	
Course Title	Communication Skills – I			Course Credit		03	
Category	SE Course			Course No.		101	
Course Code	SEC 101						
End Semester Examination				2:30 Hours		70 Marks	
Programme	Teaching Hours	Category	Credit	Internal Marks	External Marks	Practical/ Viva Marks	Total Marks
B.Sc.	45	SE Course	03	30	70	NA	100

## **Course Objectives:**

- To encourage students to understand and participate in meaningful communication in English.
- To enhance grammatical competence to encourage students to communicate in English.
- To enhance the students' reading comprehension skills through prose passages.
- To enhance the students' listening comprehension skills through Audio/video clips.

## **Course Outcome:**

- The students will be able to form correct sentences in English by acquiring basic competence in grammar.
- The students will feel confident enough to listen to and read English for everyday communication needs.
- The students will be able to access information in English necessary for academic, personal and professional development.

## SEC-101: Communication Skills – I

### Syllabus:

Unit(Hrs)	Topics:	Textbook
Unit 1 (12 Hours)	<b><u>Communication-Meaning and Dynamics:</u></b> <ul style="list-style-type: none"> <li>• Introduction</li> <li>• Definition</li> <li>• The Process of Communication</li> <li>• The Importance of Communication</li> <li>• Barriers to communication: (Verbal and non-verbal barriers, Listening Barriers, Miscellaneous Barriers)</li> <li>• Some Remedies to overcome Barriers</li> </ul>	<b><i>Communication Skills</i></b> By Sanjay Kumar, Pushpalata 1 <sup>st</sup> Edition, 2011 (OUP)
Unit 2 (11 Hours)	<b><u>English Grammar Essentials</u></b> <ul style="list-style-type: none"> <li>• Introduction</li> <li>• Parts of Speech</li> <li>• Modal Auxiliary Verbs</li> <li>• Active and Passive Voice</li> <li>• Some Common Errors in Writing</li> </ul>	
UNIT – 3 (11 Hours)	<b><u>Basic Listening Skills:</u></b> <ul style="list-style-type: none"> <li>• Introduction</li> <li>• Listening v/s Hearing</li> <li>• Poor Listening v/s Effective Listening</li> <li>• Advantages of Effective Listening</li> <li>• Techniques/tips for Effective Listening</li> <li>• Listening Practice</li> </ul>	
UNIT 4 (11 Hours)	<b><u>Reading Skills</u></b> <ul style="list-style-type: none"> <li>• Introduction to Reading</li> <li>• Reading Speed</li> <li>• Benefits of Effective Reading</li> <li>• Four Basic Steps to Effective Reading</li> <li>• Types of Reading: Skimming, Scanning, Extensive Reading, Intensive Reading</li> <li>• Reading Comprehension Practice (Different type of passages-Science/Business/Literary)</li> </ul>	

**Pre-requisite** – Student should have intermediate English Language LSRW skills.

**Co-requisite**-Communication verbal and non-verbal, Reading and Listening Comprehension

**Mode of Evaluation:** Evaluation will be divided in two parts.

External: Annual Examination will be conducted by the Gujarat University of 70 Marks (4 Descriptive Questions and 1 MCQ)

Internal: Out of 30 Marks, 15 Marks will be awarded on the basis of Internal Evaluation (Compulsory mid-term examination by the college, or Continuous Internal Evaluation can be implemented by the college). 5 Marks will be given on the basis of attendance. For 10 Marks following Assessment tools can be used.

**Assessment Tools:** Following Assignments can be given to the students for the purpose of internal assessment.

- Listening Comprehension Activities
- Reading Comprehension Activities

**FBLD (Flip Blended Learning Design Template):**

- Any One Unit from the above syllabus can be discussed by the faculty through online mode.
- Online mode can be SWAYAM MOOC Course or any other suggested by the UGC or Gujarat University.

**Taxonomy:** College can adopt any one of the Taxonomies as per their convenience.

1. Blooms Taxonomy – Revised
2. SOLO Taxonomy
3. Finks Taxonomy
4. 6 Facets Taxonomy

**MOOC Courses:** On LSRW Skills and soft skills or any topics related to Communication Skills which is part of the above syllabus.

**References:**

Author/s	Name of the Book	Publisher	Edition and Year of Publication
Andreja. J. Ruther Ford	<i>Basic Communication Skills for Technology</i>	Pearson Education	2nd Edition, 2011
Sherfield, Montgomery and Moody	<i>Developing Soft Skills</i>	Pearson	4 <sup>th</sup> Edition, 2015
F.T. Wood	<i>Remedial English Grammar</i>	Macmillan.	4 <sup>th</sup> Edition , 2007

**e-Content:**

- Website: **English GUETA**
- Android App/iPhone App of **English GUETA**
- YouTube Channel of **English GUETA**



**Semester-2**  
**Syllabus for**  
**UGBSc Semester II**  
**(According to National Education Policy – 2020)**

**Skill Enhancement Course (SEC) – 201**

**Title: Communication Skills – II**  
**(With Effect from Academic Year 2023-2024)**

**Course Code: SEC – 201**

**Course Credits: 03**

<b>Title: Communication Skills – II</b>							
Subject	English			Semester		02	
Course Title	Communication Skills – II			Course Credit		03	
Category	SE Course			Course No.		201	
Course Code	SEC 201						
End Semester Examination				2:30 Hours		70 Marks	
Programme	Teaching Hours	Category	Credit	Internal Marks	External Marks	Practical/ Viva Marks	Total Marks
B.Sc.	45	SE Course	03	30	70	NA	100

**Course Objectives:**

- To encourage students to understand and participate in meaningful communication in English.
- To enhance grammatical competence to encourage students to communicate in English.
- To enhance the students' speaking skills through conversation, one minute talk and presentations.
- To enhance the students' writing skills through writing letters, job applications, resume.

**Course Outcomes:**

- The students will feel confident enough to speak and write English for everyday communication needs.
- The students will be able to access information in English necessary for academic, personal and professional development.

## SEC-201: Communication Skills – II

### Syllabus:

Unit (Hrs)	Topics	Textbook
Unit 1 (12 Hours)	<p><b><u>Elements of Communication:</u></b></p> <ul style="list-style-type: none"> <li>• Introduction</li> <li>• Purpose of Professional Communication</li> <li>• Different forms of Communication: Verbal, Non-Verbal ( Body language and Paralinguistic Features) Intrapersonal, Extra personal, Interpersonal, Mass and Media Communication Communication Network in an organization</li> </ul>	<p><i><b>Communication Skills</b></i> By Sanjay Kumar, Pushpalata 1<sup>st</sup> Edition, 2011 (OUP)</p>
Unit 2 (11 Hours)	<p><b><u>Effective Written Communication:</u></b></p> <ul style="list-style-type: none"> <li>• Writing Formal Letters( Introduction, importance, structure, layout and style of formal letters)</li> <li>• Preparing Job Application and Resume (Introduction, important features of an effective resume)</li> </ul>	
UNIT – 3 (11 Hours)	<p><b><u>Basic Speaking Skills:</u></b></p> <ul style="list-style-type: none"> <li>• Introduction</li> <li>• General Conversation: Self Introduction and Interaction</li> <li>• Telephone Skills</li> <li>• Situational Dialogues</li> <li>• Interview Skills: Purpose of an interview, Do’s and Don’ts of an interview</li> </ul>	
UNIT 4 (11 Hours)	<p><b><u>Presentation strategies</u></b></p> <ul style="list-style-type: none"> <li>• Introduction</li> <li>• Combating Stage Fright</li> <li>• Preparing Power point Slides for Presentation</li> <li>• Delivering a brief Presentation on Given Topic</li> </ul>	

**Pre-requisite** – Student should have intermediate English Language LSRW skills.

**Co-requisite-** Paragraph Writing, Public Speaking, Interpersonal Communication Skills

**Modes of Evaluation:** Evaluation will be divided in two parts.

External: Annual Examination will be conducted by the Gujarat University of 70 Marks (4 Descriptive Questions and 1 MCQ)

Internal: Out of 30 Marks, 15 Marks will be awarded on the basis of Internal Evaluation (Compulsory mid-term examination by the college, or Continuous Internal Evaluation can be implemented by the college). 5 Marks will be given on the basis of attendance.

For 10 Marks following Assessment tools can be used.

### Assessment Tools:

Following Assignments can be given to the students for the purpose of internal assessment.

Dialogue Writing (Everyday Situation)

One Minute Talk (Topics can be given)

Paragraph, Letter and Resume Writing,

Presentations on given Topics

### **FBLD (Flip Blended Learning Design Template)**

- Any One Unit from the above syllabus can be discussed by the faculty through online mode.
- Online mode can be SWAYAM MOOC Course or any other suggested by the UGC or Gujarat University.

### **Taxonomy:**

College can adopt any one of the Taxonomies as per their convenience.

1. Blooms Taxonomy – Revised
2. SOLO Taxonomy
3. Finks Taxonomy
4. 6 Facets Taxonomy

### **MOOC Courses:**

On LSRW Skills and soft skills or any topics related to Communication Skills which is part of the above syllabus.

### **References:**

<b>Author/s</b>	<b>Name of the Book</b>	<b>Publisher</b>	<b>Edition and Year of Publication</b>
Andreja. J. Ruther Ford	<i>Basic Communication Skills for Technology</i>	Pearson Education	2nd Edition, 2011
Sherfield, Montgomery and Moody	<i>Developing Soft Skills</i>	Pearson	4 <sup>th</sup> Edition, 2015

### **e-Content:**

- Website: **English GUETA**
- Android App/iPhone App of **English GUETA**
- YouTube Channel of **English GUETA**

# GUJARAT UNIVERSITY

## Structure of the Question Paper for B. Sc. SEMESTER - I Skill Enhancement Courses

### SEC-101: Communication Skills – I

(Marks: 70)

(With Effect from Academic Year 2023-2024)

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#### Question–1: (From Unit –I)

(A) Write short note on any **TWO** of the following: (out of four) **14**

#### Question–2: (From Unit –II)

**Do as directed:**

(A) Objective type of questions on ‘Parts of Speech’. (4/4) **04**

(B) Objective type of questions on ‘Modal Auxiliary Verbs’. (4/4) **04**

(C) Change the voice. (3/3) **03**

(D) Identify the errors and rewrite the sentences. (3/3) **03**

#### Question–3: (From Unit –III)

(A) Answer any **FOUR** questions in brief: (out of six) **08**

(B) Write a short note on any **ONE** of the following: (out of three) **06**

#### Question–4: (From Unit –IV)

(A) Read the passage given below and answer the question based on your comprehension. **07**

(B) Write a short note on any **ONE** of the following: (out of three) **07**

#### Question–5:

Choose the correct option: (7 out of 10) **14**

(MCQs from **Unit- I to IV**)

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# GUJARAT UNIVERSITY

## Structure of the Question Paper for B. Sc. SEMESTER - II Skill Enhancement Courses

### SEC-201 : Communication Skills – II

(Marks: 70)

(With Effect from Academic Year 2023-2024)

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<b>Question–1: (From Unit –I)</b>	
Write short notes on any <b>TWO</b> of the following: (out of four)	<b>14</b>
<b>Question—2: (From Unit –II)</b>	
(A) Write a formal letter on the given subject.	<b>07</b>
(B) Write a job application with a neatly prepared resume.	<b>07</b>
<b>Question–3: (From Unit –III)</b>	
(A) Write a dialogue on any <b>ONE</b> topic in about 100 words: (out of two)	<b>07</b>
(B) Write a short note on any <b>ONE</b> of the following: (out of two)	<b>07</b>
<b>Question–4: (From Unit - IV)</b>	
Write short notes on any <b>TWO</b> of the following: (out of four)	<b>14</b>
<b>Question–5: Choose the correct option: (7 out of 10)</b>	<b>14</b>
(MCQs from <b>Unit - I to IV</b> )	

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