

Draft Syllabus for U. G. Compulsory English
Tentative start from 2017-2018 Semester
West Bengal State University

Rationale:

The syllabus will aim to make the students conversant with the English language as it is spoken in and written in the professional world. The emphasis therefore will be less on literature, and much more on Communicative English. In framing this syllabus for equipping the students to communicate in English, we have focused on trying to get the students job-ready in the skills required for spoken and written English. The Vocabulary section is directed towards enabling the students to learn the typical terminology of the professional world.

Total marks: 50 marks (Internal Assessment 15 + Final Examination: 35 marks)

The sections of the syllabus will be as follows:

1. Official Communication: —10 marks

- a) Application letters (conventional paper letters, and e-mails) for jobs/loans/ training
- b) Complaint letters
- c) Report Writing and/or Writing Minutes and Resolutions of a Meeting

2. Grammar: —15 marks

- a) Identifying the incorrect sections in sentences – 5 marks
- b) Appropriate application of phrasal verbs – 2 marks
- c) Application of appropriate idioms- 3 marks
- d) Application of the correct tense in a passage – $\frac{1}{2} \times 10 = 5$ marks

3. Vocabulary of the corporate world/ business world: - 10 marks (a list of words with their meanings will be provided through the University website)

4. Internal Assessment: Communicative English – 15 marks

This section will be part of the Test Examination taken by the College. The evaluation may be done in any of the following ways selected by the teachers:

- a) Group discussions
- b) Oral conversations between two candidates (10 minutes preparation time)
- c) Reading aloud
- d) Introducing oneself at an interview

Evaluation of Sections 1, 2 and 3 will be through the MCQ format.