

**Annexure VI**  
**Paper 6: Soft Skills through Literature I**

**Course Code: LNL 1271**

**Course Contents:**

1. Introduction
2. Leadership Skills:

Self Confidence: Nathaniel Branden's Our Urgent Need for Self-esteem

Time Management: La Fontaine's The Ant and the Grasshopper

Decision Making: Robert Frost's The Road not Taken

Motivational Skills: Lord Tennyson's Ulysses

3. Creativity:

Problem solving skills: Nicholas Bentley's The Case of the Sharp-Eyed Jeweller

Critical Reasoning: J.B.S Haldane's The Scientific Point of View

Innovative Thinking: Walt Whitman's The Noiseless Patient Spider

Assertiveness: Somerset Maugham's The Verger

4. Assignments:

Project and Viva

**Course Outcomes:**

The course is required to develop the basic four language skills (listening, speaking, reading and writing) and to use them for effective communication in social and professional skills. To acquire basic knowledge of soft skills and life skills. To inculcate appreciation for literary texts by understanding their relevance in real life situations.

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**Annexure- IX**  
**Soft Skills through Literature II**

Course Code: LNL 2211

**Teaching & Evaluation Scheme:**

L	T	S/P	C	Minor Duration	Major Duration	Internal Marks	Quiz	Minor Marks	Major Marks	Total Marks
3	1	0	4	1.5 Hours	3.0 Hours	10	10	30	50	100

**Course Contents:**

**Public Speaking Skills:**

Nissim Ezekiel's *Goodbye Party to Miss Pushpa*

**Motivation and Counselling Skills:**

APJ Abdul Kalam's Excerpt from *Wings of fire*

**Positive Attitude:**

Kalidasa's 'Look to this Day'

H.W. Longfellow's 'Trust No Future'

**Anger Management Skills:**

Thomas Hardy's *The major of CasterBridge*

**Etiquette Building:**

A.G. Gardiner's On saying Please

**Course outcomes:**

After the completion of this course, the students will be able to:

1. Handle strong emotions like anger, jealousy and run one's own life.
2. Learn interpersonal skills, management skills, leadership and supervision skills and goal setting.
3. Have the ability to accept and learn from criticism and work well under pressure.
4. Learn mannerisms and inculcate a positive attitude.

**Annexure III****Paper 3: Professional Communication****Course Code: LNL 1241****Course Contents:****Unit 1****General Communication**

Purpose of Communication; Process of Communication; Importance of Communication; The Seven C's of the Effective Communication; Differences between Technical and General Communication. Barriers to Communication and Measures to Overcome the Barriers to Communication; Scope and Types of Communication Network; Formal and Informal Communication Network; Upward Communication; Downward Communication; Horizontal Communication; Diagonal Communication

**Unit 2****Written Communication**

Email: How to write a Formal E-mail

Letter Writing Cover Letter: Format of Letter Writing: Block and Modified, etc. ; Formal and Informal Letter Writing; Formal Letter Formats

Note Making and Notice Writing: Purpose; Format; Points to remember while writing a Note and Notice. Minutes and Agendas: Difference between Minutes and Agendas; Purpose; Format; Points to remember while drafting Minutes and Agendas

**Unit 3****Job Application**

Resume and CVs: Contents of Good Resume; Guidelines for Writing Resume; Different Types of Resumes; Difference between CVs and Resume

Cover Letter; Reason for a Cover Letter to Apply for a Job-Format of Cover Letter; Different Types of Cover Letters

**Unit 4****Report Writing**

Technical Report Writing: Difference between Business Report and Engineering Report; Characteristics of writing a good report; Guidelines for Report Writing; Steps in Report Writing; Structure of Report; Types of Reports and Different Formats.

**Suggested Readings:**

1. Raman, Meenakshi and Sangeeta Sharma. Technical Communication: Principles and Practice. Oxford University Press, 2015.
2. Choudhury, Soumitra, and Anjana Neira Dev. Business English. Pearson Publication, 2008.
3. Mukerjee, Hory S. Business Communication. New Delhi: Oxford University Press, 2013.
4. Williams, D. Communication Skills in Practice: A Practical Guide for Health Professionals. London, United Kingdom: J.Kingsley, 2007.
5. Pandey, O. N. Technical Writing. New Delhi: S.K. Kataria & Sons, 2014.

**Significance and objectives of the course:**

The purpose of this course is to introduce students to the theory, fundamentals and tools of communication and to develop in them vital communication skills which should be integral to

personal, social and professional interactions. One of the critical links among human beings and an important thread that binds society together is the ability to share thoughts, emotions and ideas through various means of communication: both verbal and non-verbal. In the context of rapid globalization and increasing recognition of social and cultural pluralities, the significance of clear and effective communication has substantially enhanced.

The present course hopes to address some of these aspects through an interactive mode of teaching-learning process and by focusing on various dimensions of communication skills. Some of these are:

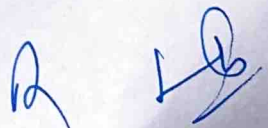
Language of communication, various speaking skills such as personal communication, social interactions and communication in professional situations such as interviews, group discussions and office environments, important reading skills as well as writing skills such as report writing, note-taking etc.

While, to an extent, the art of communication is natural to all living beings, in today's world of complexities, it has also acquired some elements of science. It is hoped that after studying this course, students will find a difference in their personal and professional interactions.

#### **Course Outcomes:**

Upon successful completion of this course, students will be able to:

1. Have an advance knowledge about communication skills, their evolving nature and how to use them effectively.
2. Use knowledge of technology and can use it to communicate effectively in various settings and contexts.
3. Communicate appropriately and effectively within various organizations, also with global audience in a constantly changing technological ambience and demonstrate the ability to analyze a problem and devise a solution.
4. Employ skills that are necessary for career development and also to demonstrate an ability to work with a variety of personality types.
5. Deliver effectively formal and informal oral presentations to a variety of audiences in multiple contexts.
6. Contribute ethically, responsibly, and effectively as local, national, international, and global citizen and leader.



**Annexure V**  
**Paper 5: Introduction to Word structure**  
**Course Code: LNL 1261**

**Teaching & Evaluation Scheme**

L	T	S/P	C	Minor Duration	Major Duration	Internal Marks	Minor-I Marks	Minor-II Marks	Major Marks	Total Marks
3	1	0	4	1.5 Hours	3.0 Hours	10	20	20	50	100

**Course Contents:**

1. Words and word structure; Morpheme; Free & Bound Morphemes; Allomorphs
2. Analyzing word structure; roots and affixes; Bases; Types of affixes; Problematic cases
3. Derivation; English derivational affixes; Complex derivations; Constraints on derivation; two classes of derivational affixes.
4. Compounding; Properties of compounds; Endocentric and exocentric compounds; Inflection; Inflections in English; other morphological phenomena; Morphophonemics

**References:**

- Carstairs-McCarthy, A. (2018). *Introduction to English morphology: Words and their structure* (2nd ed.). Edinburgh University Press.
- Lieber, R. (2015). *Introducing morphology*. Cambridge University Press

**Course Outcomes:**

- Understanding Morphology:** Students will gain a comprehensive understanding of the branch of linguistics called morphology, which deals with the internal structure and formation of words. They will learn about morphemes, the smallest units of meaning in a language, and how they combine to create words.
- Analyzing Word Types:** Students will learn to identify and classify different types of words, including nouns, verbs, adjectives, adverbs, and other parts of speech. They will also explore how these word types can undergo morphological processes such as inflection and derivation.
- Word Formation Processes:** Students will be introduced to various word formation processes, such as affixation (prefixes, suffixes, infixes), compounding (combining multiple words), conversion (changing word class without adding affixes), and other mechanisms used to create new words.
- Cross-Linguistic Perspectives:** The course may explore word structure in a variety of languages, comparing and contrasting the word formation processes in different language families and typological categories.
- Morphological Analysis:** Students will learn how to conduct morphological analyses of words in different languages. They will practice breaking down complex words into their constituent morphemes to understand their meaning and grammatical function.

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**Theoretical Frameworks:** The course might cover different theoretical approaches to studying word structure, such as generative grammar, structuralist theories, and cognitive linguistics, among others.

**Diachronic Perspective:** The course may touch upon the historical development of word forms and how they have changed over time through processes like language evolution, lexical borrowing, and sound change.

**Practical Applications:** Students might examine practical applications of understanding word structure, such as language teaching and learning, lexicography, natural language processing (NLP), and language preservation efforts.

**Research Skills:** Students will develop critical thinking and analytical skills necessary for conducting research in the field of linguistic word structure, possibly culminating in a research project or paper.

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