

GUJARAT UNIVERSITY

Syllabus for UGBSc and UGBCA Programme

Based on National Education Policy-2020

SEMESTER – IV

Ability Enhancement Course

AEC-245: English for Excellence : II

(With Effect from Academic Year 2024-2025)

Andragogy: Classroom Lectures, Group Discussions, Role-Plays, Skill-based Practical Exercises, etc.

Learning Objectives:

This syllabus is designed:

- 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:

On successful completion of the syllabus, the students will be able to:

- to form correct sentences in English by acquiring basic competence in grammar.
- to speak and write English for everyday communication needs.
- to access information in English necessary for academic, personal and professional development.

Syllabus:

Unit I (15 Hours)	Text: <i>Glimpses of Infinity</i> (Orient BlackSwan Publication) (Section: 2) 1. 'The Homecoming' by Ravindranath Tagore 2. 'Eight Rupees' by Murali Melwani 3. 'Money Madness' by D. H. Lawrence
Unit II (15 Hours)	A. Grammar <ul style="list-style-type: none">• Active and Passive Voice (Advanced)• Usage of Punctuation Marks B. Letter Writing (Formal) <ul style="list-style-type: none">• Leave Application Letter• Permission Letter

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.

Modes of Evaluation**1. Continuous and Comprehensive Evaluation (CCE) - (25 Marks)**

(A) Attendance: 05 Marks

(B) Assignment: 05 Marks

(C) Mid-Term Evaluation: 15 Marks

After completion of the syllabus, the faculty member will conduct mid-term evaluation. The concerned faculty member will decide the mode of mid-term evaluation from the following:

❖ MCQ Based Examination (Online/Offline)

(15 MCQs of one mark each, Time Duration: 15 Minutes)

(OR)

❖ Any one from the following:

- Open Book Exam
- Practical Exam
- Essay/Article Writing
- Quizzes (On/Offline)
- Objective Test
- Class Assignment
- Research/Dissertation
- Case Studies
- Report Writing
- Interviews
- Poster Presentation
- Seminar
- Paper Presentation
- Viva Voce/Oral

(OR)

❖ Descriptive Examination (Time Duration: 45 Minutes)

Note: Structure of the Question Paper for Descriptive Examination

(Time Duration: 45 Minutes, Marks: 15)

Q-1. Answer any three questions in brief: (out of five) (From Unit –I) 06

(OR)

Write short note on any one of the following: (out of three) (From Unit –I)

Q-2. Do as directed: (From Grammar: Unit –II) 09

2. Semester End Evaluation (SEE) – (25 Marks)

Modes of Evaluation	Maximum Marks	Minimum Passing Marks
CCE	25	09
SEE	25	09

Total No. of Teaching Hours: 30 Hours

Unit – I: 15 Hours

Unit – II: 15 Hours

Credit Distribution:**Total Credits: 02 Credits****Lecture: 1 Credit (Lecture 1= One Hour)****Practical: 1 Credit (Practical 2= Two Hours)****Notes:**

- **One Hour of Lecture is equal to 1 Credit per week.**
- **Two Hours of Practical is equal to 1 Credit per week.**
- **Practical Classes may be conducted in the Classroom/Language Lab/ Business Lab/Computer Lab depending on the requirement.**
- **For Practical Classes, one batch size of students (per teacher) will be as per the rules of Gujarat University.**

Acronyms Expanded:**L+P: Lecture + Practical****AEC: Ability Enhancement Courses****CCE: Continuous and Comprehensive Evaluation****SEE: Semester End Evaluation****Recommended Reading:**

- 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

Recommended E-Content: English GUETA Website/English GUETA App/
English GUETA YouTube channel

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Paper Style for Semester End Evaluation
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Time: 1 Hour

Marks: 25

Q – 1. Briefly answer ANY FIVE of the following: (5/7) (From Unit-I)	10
Q – 2. Do as directed. (10/10) (From Unit-II-A)	10
Q – 3. Draft a formal letter: (1/2) (From Unit–II–B)	05
