

**SEMESTER-II**  
**COURSE 1: A COURSE IN READING & WRITING SKILLS**

Theory

Credits: 3

4 hrs/week

**Objectives & Outcomes**

*By the end of the course the learner will be able to:*

- Use reading skills for effective comprehension.
- Build up a repository of active vocabulary.
- Own writing strategies in academic skills.
- Enable writing skills for future purposes.
- Enhance communicative competence through Reading and Writings skills acquired.

**I. UNIT**

|               |                                     |                      |
|---------------|-------------------------------------|----------------------|
| <b>Poetry</b> | :1.Ulysses                          | Alfred Lord Tennyson |
| <b>Skills</b> | :2. Vocabulary: Conversion of Words |                      |
|               | :3. One Word Substitutes            |                      |
|               | :4.Collocations                     |                      |

**II. UNIT**

|                          |                                     |              |
|--------------------------|-------------------------------------|--------------|
| <b>Prose</b>             | :1. The Best Investment I Ever Made | A.J.Cronin   |
| <b>Non-Detailed Text</b> | :2.Florence Nightingale             | AbRAR Mohsin |
| <b>Skills</b>            | : 3.Skimming and Scanning           |              |

**III. UNIT**

|               |                                                                  |              |
|---------------|------------------------------------------------------------------|--------------|
| <b>Prose</b>  | :1.TheNight Train at Deoli                                       | RuskinBond   |
| <b>Poetry</b> | : 2. Stopping by Woods on a Snowy Evening                        | Robert Frost |
| <b>Skills</b> | :3.Reading Comprehension (Top Down, Bottom Up and Schema Theory) |              |
|               | :4. Note Making/ Taking                                          |              |

**IV.UNIT**

|               |                                 |                |
|---------------|---------------------------------|----------------|
| <b>Poetry</b> | :1.Night of the Scorpion        | Nissim Ezekiel |
| <b>Skills</b> | :2.Expansion of Ideas           |                |
|               | :3.Notices, Agendas and Minutes |                |

**V.UNIT**

|                          |                                 |            |
|--------------------------|---------------------------------|------------|
| <b>Non-Detailed Text</b> | : 1.An Astrologer's Day         | RK Narayan |
| <b>Skills</b>            | :2. Curriculum Vitae and Resume |            |
|                          | :3. Letters                     |            |
|                          | :4.E-Correspondence             |            |

**References:**

1. Communication Skills (2<sup>nd</sup> Edition), Sanjay Kumar &PushpLata, Oxford University Press, 2016.
2. The New Oxford Guide to Writing, Thomas. S. Kane,

3. Reading Skills: How to Read Better and Faster- Speed Reading, Reading Comprehension & Accelerated Learning (2<sup>nd</sup> Edition), Nick Bell.
4. English Vocabulary in Use: Upper Intermediate, Cambridge University Press.

**Activities:**

Asking the students to prepare a model resume.

Quiz on one word substitutes.

Collocation pair activity.

Asking the students to read news clippings and make notes.