

NALLAMUTHU GOUNDER MAHALINGAM COLLEGE POLLACHI

(AUTONOMOUS)

DEPARTMENT OF ENGLISH

(UG-AIDED AND SELF-FINANCING CBCS PATTERN)

(FOR THE STUDENTS ADMITTED IN THE ACADEMIC YEAR 2026)

SYLLABUS
PART II-COMMUNICATION SKILLS
III & IV SEMESTERS
2026-2029 BATCH

NGM College

Vision

Our dream is to make the college an institution of excellence at the national level by imparting quality education of global standards to make students academically superior, socially committed, ethically strong, spiritually evolved and culturally rich citizens to contribute to the holistic development of the self and society.

Mission

Training students to become role models in academic arena by strengthening infrastructure, upgrading curriculum, developing faculty, augmenting extension services and imparting quality education through an enlightened management and committed faculty who ensure knowledge transfer, instill research aptitude and infuse ethical and cultural values to transform students into disciplined citizens in order to improve quality of life.

Department of English

Vision

The department of English envisages developing the students' proficiency in Communicative English, to transform it into competency in using the academic and professional purposes and to make the students acquire confidence in their ability to read books which provide them with psychological, social, aesthetic and ethical aspects of life and profession.

Mission

To harness the enthusiasm for literature and language to impact professional skills and to prepare for a range of careers.

Program Educational Objectives:

PEO1	Enhance the lexical syntactic relationship, word building, identifying socio-cultural nuances and communicative competence.
PEO2	Develop mastery in the English language to reach the level of proficiency in reading, writing, speaking and listening
PEO3	Enable to receive a well-rounded education then to pursue a career related to their major field.
PEO4	Develop the ability to interact, translate and delegate information in everyday life.

Program Outcomes:

PO1	Disciplinary knowledge: Capable of demonstrating comprehensive knowledge and understanding of one or more disciplines that form a part of an undergraduate programme of study.
PO2	Communication Skills: Ability to express thoughts and ideas effectively in writing and orally; Communicate with others using appropriate media; confidently share one's views and express herself/himself; demonstrate the ability to listen carefully, read and write analytically, and present complex information in a clear and concise manner to different groups.
PO3	Critical thinking: Capability to apply analytic thought to a body of knowledge; analyse and evaluate evidence, arguments, claims, beliefs on the basis of empirical evidence; identify relevant assumptions or implications; formulate coherent arguments; critically evaluate practices, policies and theories by following scientific approach to knowledge development.
PO4	Problem solving: Capacity to extrapolate from what one has learned and apply their competencies to solve different kinds of non-familiar problems, rather than replicate curriculum content knowledge; and apply one's learning to real life situations.
PO5	Analytical reasoning: Ability to evaluate the reliability and relevance of evidence; identify logical flaws and holes in the arguments of others; analyse and synthesise data from a variety of sources; draw valid conclusions and support them with evidence and examples, and addressing opposing viewpoints.

PO6	Research-related skills: A sense of inquiry and capability for asking relevant/appropriate questions, problematising, synthesising and articulating; Ability to recognise cause-and-effect relationships, define problems, formulate hypotheses, test hypotheses, analyse, interpret and draw conclusions from data, establish hypotheses, predict cause-and-effect relationships; ability to plan, execute and report the results of an experiment or investigation.
PO7	Cooperation/Team work: Ability to work effectively and respectfully with diverse teams; facilitate cooperative or coordinated effort on the part of a group, and act together as a group or a team in the interests of a common cause and work efficiently as a member of a team.
PO8	Scientific reasoning: Ability to analyse, interpret and draw conclusions from quantitative/qualitative data; and critically evaluate ideas, evidence and experiences from an open-minded and reasoned perspective.
PO9	Reflective thinking: Critical sensibility to lived experiences, with self awareness and reflexivity of both self and society.
PO10	Information/digital literacy: Capability to use ICT in a variety of learning situations, demonstrate ability to access, evaluate, and use a variety of relevant information sources; and use appropriate software for analysis of data.
PO11	Self-directed learning: Ability to work independently, identifies appropriate resources required for a project, and manages a project through to completion.
PO12	Multicultural competence: Possess knowledge of the values and beliefs of multiple cultures and a global perspective; and capability to effectively engage in a multicultural society and interact respectfully with diverse groups.
PO13	Moral and ethical awareness/reasoning: Ability to embrace moral/ethical values in conducting one's life, formulates a position/argument about an ethical issue from multiple perspectives, and use ethical practices in all work. Capable of demonstrating the ability to identify ethical issues related to one's work, avoid unethical behavior such as fabrication, falsification or misrepresentation of data or committing plagiarism, not adhering to intellectual property rights; appreciating environmental and sustainability issues; and adopting objective, unbiased and truthful actions in all aspects of work.
PO14	Leadership readiness/qualities: Capability for mapping out the tasks of a team or an organization, and setting direction, formulating an inspiring vision, building a team who can help achieve the vision, motivating and inspiring team members to engage with that vision, and using management skills to guide people to the right destination, in a smooth and efficient way.
PO15	Lifelong learning: Ability to acquire knowledge and skills, including 'learning how to learn', that are necessary for participating in learning activities throughout life, through self-paced and self-directed learning aimed at personal development, meeting economic, social and cultural objectives, and adapting to changing trades and demands of work place through knowledge/skill development / reskilling.

Program Specific Outcomes:

PSO - 01	To create a life-long interest to improve their language and communicative skills
PSO - 02	To improve the effectiveness in day to day communication by developing the language skills through LSRW

PART II-COMMUNICATION SKILLS (AIDED & SELF – FINANCING DEGREE COURSES)

III & IV SEMESTERS: SCHEME OF EXAMINATIONS

(FOR THE CANDIDATES ADMITTED FOR THE ACADEMIC YEAR 2026-2029)

Scheme of Examination

III SEMESTER								
Part	Subject Code	TITLE	Duration in hours per week	Examination				Credits
				HOURS	CIA	ESE	TOTAL	
II	26UEN303	Communication Skills – III	4	3	25	75	100	3

IV SEMESTER								
II	26UEN404	Communication Skills – IV	4	3	25	75	100	3

Question Paper Pattern (Based on Bloom's Taxonomy)

K1-Remember; K2- Understanding; K3- Apply; K4-Analyze; K5- Evaluate

1. Theory Examinations: 75 Marks (Part I, II, & III)

Knowledge Level	Section	Marks	Description	Total
K1 & K2 (Q1 -10)	A (Q1 – 5 MCQ) (Q6–10 Define/Short Answer/MCQ)	$10 * 1 = 10$	MCQ /Define	75
K3 (Q11-15)	B (Either or pattern)	$5 * 5 = 25$	Short Answers	
K4 & K5(Q16 – 20)	C (Either or pattern)	$5 * 8 = 40$	Descriptive/ Detailed	

(i) Test- I & II, ESE:

2. Theory Examinations: 38 Marks (2 Hours Examination) (Part IV)

Knowledge Level	Section	Marks	Description	Total
K1 & K2 (Q1-10)	A (Q1 – 5 MCQ) (Q6–10 Define / Short Answer)	$10 * 1 = 10$	MCQ / Define	50 (Reduced to 38)
K3, K4 & K5 (Q11-15)	B (Either or pattern)	$5 * 8 = 40$	Short Answers	

Knowledge Level	Section	Marks	Description	Total
K1 & K2 (Q1 - 10)	A (Q 1 –10 MCQ)	$10 * 1 = 10$	MCQ	50 (Reduced

K3 (Q11 – 15)	B (Either or pattern)	5 * 3 = 15	Short Answers	to 38)
K4 & K5 (Q16-20)	C(Either or pattern)	5 * 5 = 25	Descriptive/ Detailed	

3. Theory Examinations: 38 Marks (3 Hours Examination) (Part III: I any)

4. Practical Examinations:

Paper	Maximum Marks	Marks for		Components for CIA		
		CIA	CEE	Tests	Observation Note	Record Note
Practical (Core / Elective)	50	20	30	10	05	05
Practical (Core / Elective)	75	30	45	20	05	05
Practical (Core / Elective)	100	40	60	30	05	05

5. Project:

Paper	Maximum Marks	Marks for		
		CIA	CEE	
			Evaluation	Viva-voce
Project	100	25	50	25
Project	150	40	75	35
Project	200	50	100	50

* CIA – Continuous Internal Assessment & CEE – Comprehensive External Examinations

Programme code:	All Commerce Divisions BSc.Cs/IT/CT/AI/DA BCA/BBA	Programme Title :	Bachelor of Arts (ENGLISH)	
Course Code:	26UEN303	Title	Batch :	2026-29
		Part II – Communication	Semester	III
Hrs/Week:	4	Skills III	Credits:	03

Course Objective

To enhance the grammatical and Practical usage components

Course Outcomes (CO)

K1	CO1	To identify and recollect LSRW.
K2	CO2	To make the students understand how grammatical structures are systematically related to meaning.
K3	CO3	To analyze and appreciate different genres
K4	CO4	To apply communication skills in everyday life
K5	CO5	To attempt creating well-structured sentences

Unit-1

12 Hrs

Memoir: The Story of My Life – Helen Keller

Unit-2

12 Hrs

Famous Speech

Speech of Mark Antony – William Shakespeare

Unit-3

12 Hrs

Grammar: Tenses

Subject-verb Agreement

Unit-4

12 Hrs

Advertisement

Book/ Film Review

Unit-5

12 Hrs

Mind Mapping Techniques

Graphical Interpretation

Total

60 Hrs

Pedagogy and Assessment Methods

Group discussions, Seminar ,Quiz, Assignment, Chalk and talk, PowerpointPresentaion

Text Books:

- Textbook compiled and edited by the Department of English, NGMCollege, Pollachi. Chennai, New Century Book House, 2013.

Reference Books:

- Radhakrishnan. *Emerald English Grammar and Composition*. Chennai: Emerald Publishers, 1990.
- Aggarwala. N.K. *Essentials of English Grammar and Composition*. New Delhi: Goyal Brothers Prakashan, 2004.
- Syamala. V. *Effective English Communication For You*. Chennai: Emerald Publishers, 2002.
- Swan, Michael. *Practical English Usage*, 4th ed., Oxford University Press, 2017.
- J, Langan. *English Essentials What Every College Student Needs To Know About Grammar Punctuation AndUsage* . 3rd ed., Mcgraw Hill, 2012.

Mapping

POs COs	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12	PO 13	PO 14	PO 15	PSO 1	PSO 2
CO1	2	3	1	-	-	1	-	-	1	2	1	1	-	-	2	3	3
CO2	2	3	2	1	1	1	1	-	1	2	1	1	-	-	2	2	2
CO3	2	3	3	2	3	2	2	1	2	2	2	2	1	1	2	2	3
CO4	1	3	2	3	2	1	3	0	3	2	2	3	1	2	3	1	2
CO5	2	3	2	2	2	2	2	-	2	3	2	2	1	1	3	2	2

Course Designed by

Passed by Board of Studies meeting held on	
Approved by Academic Council meeting held on	

Programme code:	All Commerce Divisions BSc.Cs/IT/CT/AI/DA BCA/BBA	Programme Title :	Bachelor of Arts (ENGLISH)	
Course Code:	26UEN404	Title	Batch :	2026-29
		Part II – Communication	Semester	IV
Hrs/Week:	4	Skills IV	Credits:	03

Course Objective

Strengthen the Communicative Skills of the Learners and to enhance the usage of grammatical and practical components.

Course Outcomes (CO)

K1	CO1	To recollect various grammatical structures and rules
K2	CO2	To understand various skills of discourse
K3	CO3	To facilitate the students to analyze their acquired knowledge in day to day life
K4	CO4	To apply and display the competency in oral and written communication.
K5	CO5	To create messages using different form of structures

Unit-1

12 Hrs

Biography: Kiran Bedi – Pramesh Dangwal

Unit-2

12 Hrs

Short Story	
Uncle Podger Hangs a Picture – Jerome K Jerome	
Unit-3	12 Hrs
Grammar	
Reported Speech	
Question Tags	
Unit-4	12 Hrs
Job Application, Resume Writing, Video resume	
Advertisement	
Unit-5	12 Hrs
Mock Interview	
Initiating Group Discussion	
<i>*Italicized topic is for self study</i>	
Total	60 Hrs

Pedagogy and Assessment Methods

Power point Presentations, Group discussions, Seminar ,Quiz, Assignment, Role play
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Text Books:

- Textbook compiled and edited by the Department of English, NGM College, Pollachi. Chennai, New Century Book House, 2013.

Reference Books:

- Syamala. *Effective English Communication For You*. Chennai: Emerald Publishers, 2002. Print.
- Samson. *Business English*. New Delhi: Tata McGraw- Hill Publishing Company Ltd, 2008. Print.
- *Spectrum*. Department of English, NGMCollege, Pollachi. Chennai, New Century Book House, 2013.
- Aggarwala. N.K. *Essentials of English Grammar and Composition*. New Delhi: Goyal Brothers Prakashan, 2004. Print.
- Swan, Michael. *Practical English Usage*, 4th ed., Oxford University Press, 2017.
- J, Langan. *English Essentials What Every College Student Needs To Know About Grammar Punctuation AndUsage* . 3rd ed., Mcgraw Hill, 2012.

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POs COs	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12	PO 13	PO 14	PO 15	PSO 1	PSO 2
CO1	2	3	1	1	1	1	1	-	1	2	1	1	1	0	2	3	3
CO2	2	3	2	2	2	2	2	-	2	3	1	2	1	2	3	2	2
CO3	2	3	3	3	3	3	3	1	3	3	2	3	2	3	3	2	3
CO4	2	3	3	3	3	2	3	-	3	3	3	3	2	3	3	1	2
CO5	1	3	2	2	2	3	2	-	2	3	2	3	2	2	3	2	3

Course Designed by	
Passed by Board of Studies meeting held on	
Approved by Academic Council meeting held on	