

UTTARAKHAND SANSKRIT UNIVERSITY, HARIDWAR

Syllabus for

Six Month Certificate Course of 'Communicative English'

PAPER 1: FUNDAMENTALS OF ENGLISH GRAMMAR

Total Marks: 100

Theoretical: 70 Marks

CREDIT: 06

Internal Assessment: 30 Marks

LEARNING OBJECTIVES

- To familiarize students with the basic rules and structures of English grammar.
- To build accuracy in the usage of grammar in both spoken and written contexts.
- To enable students to recognize and correct common grammatical errors.
- To provide a strong foundation for advanced English language learning and communication.

EXPECTED OUTCOMES

- Develop a strong understanding of sentence structure, tenses, parts of speech, articles, prepositions, and punctuation.
- Minimize grammatical errors in speaking and writing.
- Gain confidence in applying grammar rules in real-life communication.
- Construct error-free sentences using correct subject-verb agreement, tense sequence, and modifiers.

Unit-I

The Noun: Kinds of Nouns

The Noun: Gender, The Noun: Number

Pronoun: Personal Pronoun, Reflexive and emphatic Pronoun, Demonstrative, Indefinite and Distributive Pronoun, Relative Pronoun, Interrogative Pronoun

The Verb: Transitive and Intransitive Verbs

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Unit-II

Auxiliaries and Modals

The Adverb: Adverb of Manner

Adverb of Time

Adverb of Place

Adjectives: Degrees of Comparison (Positive, Comparative and Superlative)

Unit-III

Preposition: Simple Preposition compound Preposition and phrase Preposition.

Articles: Definite Article 'The' and Indefinite Article 'a' & 'an'

Word Formation Rules: Noun Forms of Verbs, Noun Forms of Adjectives, and Adjective forms of Noun

Unit-IV

Sentence: Subject and Predicate

Interchange of sentences: Affirmative to Negative, interrogative to Assertive, Exclamatory to Assertive.

Infinitive, Participle and Gerund

Unit-V

Tense: Types and Structure

Punctuation and Use of capital

Letters

Importance of Translation

Translation: English to Hindi and Hindi to English

Further Reading

- Wren & Martin – *High School English Grammar and Composition*
- Raymond Murphy – *English Grammar in Use*
- Geoffrey Leech – *A Communicative Grammar of English*
- Betty Schrampfer Azar – *Understanding and Using English Grammar*
- P. C. Das – *Applied English Grammar and Composition*
- Dr. S. Upadhyay – *English Grammar and Composition*
- N. Krishnaswamy & Lalitha Krishnaswamy – *Modern English Grammar, Structure & Usage*
- R. K. Bansal & J. B. Harrison – *Spoken English: A Manual of Speech and Phonetics*
- Murphys's English grammar in Use

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Syllabus for

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English'

PAPER 2: VOCABULARY AND WRITING SKILLS

Total Marks: 100

Theoretical: 70 Marks and
CREDIT : 06

Internal Assessment: 30 Marks

LEARNING OBJECTIVES

- To enrich students' vocabulary for academic, creative, and professional communication.
- To develop the ability to write with clarity, coherence, and conciseness.
- To train students in practical writing tasks such as essays, reports, letters, and précis.
- To encourage creativity and originality in expression through written assignments.

EXPECTED OUTCOMES

- ☐ Develop a rich and context-appropriate vocabulary.
- ☐ Acquire skills for essay writing, précis writing, report writing, and creative composition.
- ☐ Learn to draft academic and professional documents with coherence and clarity.

Unit-I

Voices: Active voice and Passive

Voice Direct and indirect Narration,

Question Tags, Spotting Errors

Unit-II

Vocabulary expansion: Singular Plural, Antonyms, Synonyms, Homophones, One
Word Substitution, Acronyms

Figures of Speech: Simile, Metaphor, Personification, Hyperbole, Oxymoron,
Onomatopoeia Idioms and Phrases

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Unit-III

Letter Writing: Form of Letter, Classification of Letters, Social Letters, Friendly Letters Notes of invitation and Business Letters, Official Letters, Letters of inquiry
Email etiquettes

Unit-IV

Report Writing: Reporting News, Reports of Meeting, Business Report, Reporting Messages
Comprehension Passages: Importance of Comprehension, Effective comprehension

Unit-V

Paragraph Writing

Precis Writing: Difference between a summary, Precis Abstract and Gist

Further Reading:

- Norman Lewis – *Word Power Made Easy*
- Michael McCarthy & Felicity O'Dell – *English Vocabulary in Use*
- George Orwell – *Politics and the English Language* (essay)
- John Langan – *College Writing Skills*
- P. C. Das – *Applied English Grammar and Composition*
- Dr. S. Upadhyay – *English Grammar and Composition*
- N. Krishnaswamy & Lalitha Krishnaswamy – *Modern English Grammar, Structure & Usage*
- R. K. Bansal & J. B. Harrison – *Spoken English: A Manual of Speech and Phonetics*

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Syllabus for

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PAPER 3: COMMUNICATION SKILLS

Total Marks: 100

Theoretical: 70 Marks CREDIT: 06

Internal Assessment: 30 Marks

LEARNING OBJECTIVES:

- To enhance students' ability to communicate effectively in academic, social, and professional settings.
- To improve Listening, Speaking, Reading, and Writing (LSRW) skills in an integrated manner.
- To develop confidence in public speaking, presentations, and group interactions.
- To cultivate awareness of verbal and non-verbal aspects of communication.

EXPECTED OUTCOMES

- Develop LSRW (Listening, Speaking, Reading, and Writing) skills in practical contexts.
- Improve pronunciation, fluency, and confidence in presentations and discussions.
- Learn communication skills: conversational skills in diverse settings, group discussions, and interviews.
- Build cultural and social awareness in communication.

Unit-I

Nature, process, and importance of communication

Elements of communication: sender, message, channel, receiver, feedback

Types of communication: verbal, non-verbal, written, visual

Barriers to communication and strategies to overcome them

Unit-II

Phonetics: The Symbols of Sounds

Classification of Speech Sounds

Classification and Description of Vowels

Classification and Description of consonants

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Unit-III

Effective speaking: Pronunciation, confidence-building, extempore speaking and storytelling.

Qualities of an Efficient Public Speaker

Body language: gestures, postures, facial expressions, eye contact

Paralanguage: tone, pitch, pace, and pause

Unit-IV

Conversational Skills: Every day conversational English: greetings, requests, apologies, compliments, refusals, Small talk, storytelling,

Group discussions: structure, strategies, leadership, conflict resolution

Debates Etiquettes while attending and receiving calls Monologue, Dialogue

Unit-V

Oral presentations: planning, preparation, and delivery

Importance of effective presentation

Giving and receiving constructive feedback

Social Media: How to communicate at social media platforms.

Uses and Abuses of Social media

Further Reading:

- J. C. Richards – *Communication in Language Teaching*
- Meenakshi Raman & Sangeeta Sharma – *Technical Communication: Principles and Practice*
- Lesikar & Flatley – *Basic Business Communication*
- Dale Carnegie – *The Art of Public Speaking*
- Meenakshi Raman & Sangeeta Sharma – *Technical Communication: Principles and Practice*
- Sunita Mishra & C. Muralikrishna – *Communication Skills for Engineers*
- Aruna Koneru – *Professional Communication*
- K. Alex – *Soft Skills: Know Yourself & Know the World*




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PAPER-4: STORYTELLING AND INTERPRETATION IN SANSKRIT CLASSICS

TOTAL MARKS: 100

THEORETICAL: 70

LEARNING OBJECTIVES:

CREDIT: 06

INTERNAL: 30

- Retell classical stories and episodes in simple English.
- Identify plot, characters, conflict, climax, and moral lessons.
- Interpret wisdom dialogues in plain English.
- Narrate epic episodes clearly and confidently.
- Perform simple dramatic scenes, appreciating characters and rasa.

Expected Outcomes

- Retell classical stories/episodes in simple English.
- Identify plot, character, conflict, climax, and moral lessons in stories.
- Narrate wisdom dialogues and interpret them in plain English.
- Present epic episodes with clarity and confidence.
- Perform simple dramatic scenes in English, appreciating character portrayal and *rasa*.

Unit I

Panchatantra

Book IV: Ill Considered Actions.

All stories of this section (Non-detailed)

Focus: short fables, morals, and the art of *brief storytelling*.

Unit II

Hitopadesha

Book I: The Winning of Friends

All stories of this section (Non-detailed)

Focus: characters as symbols, witty plots, moral lessons.

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Unit III

1. Nachiketa and Yama (*Katha Upanishad*, I.1–I.2).
2. Uddālaka and Śvetaketu (*Chāndogya Upanishad*, VI).
3. Yājñavalkya and Maitreyī (*Bṛihadāranyaka Upanishad*, II.).

Focus: storytelling through dialogue, explaining abstract ideas in simple English; role plays.

Unit IV

Ramayana & Mahabharata

Rama's exile (*Ayodhya Kāṇḍa*).

Sita's abduction (*Aranya Kāṇḍa*).

Krishna's counsel to Arjuna (*Bhagavad Gītā*, Ch. 2–4).

Yudhishtira's wisdom at the Yaksha Prashna (*Aranyaka Parva*).

Focus: epic storytelling, character analysis (Rama, Sita, Arjuna, Krishna,) elements of conflict, climax, resolution.

Unit V

Classical Drama – Kālidāsa

Abhijñānaśākuntalam (The Recognition of Shakuntala)

1. Act IV – The curse and Duṣyanta's forgetfulness.
2. Act VII – Recognition and reunion.

Focus: Dialogue delivery and dramatic storytelling.

Use of emotion (*rasa*) in narration.

Character development (Śakuntalā, Duṣyanta, Kanva, the Sage).

Reading List

- *Panchatantra* – Chandra Rajan (Penguin Classics, selections).
- *Hitopadesha* – Arthur W. Ryder (selections).
- *The Upanishads* – Patrick Olivelle (simplified passages).
- *Ramayana* – R. K. Narayan (condensed retelling).
- *Mahabharata* – C. Rajagopalachari (condensed retelling).
- Kālidāsa – *Shakuntala* (trans. Chandra Rajan / Arthur W. Ryder, selected acts).

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