

**P. E. SOCIETY'S MODERN COLLEGE OF ARTS, SCIENCE AND  
COMMERCE GANESHKHIND PUNE**

**DEPARTMENT OF ENGLISH**

**FYBA REVISED (NEP)**

**Subject -1/2/3**

**MINOR FORMS OF LITERATURE**

**(w. e. f 2024-2025)**

**Semester: I**

**Credits: 4**

**Lectures: 60**

**Course Code: 24ENG11101**

**Objectives:**

1. To introduce students to different texts of minor forms of literature.
2. To encourage students to analyse and appreciate literary text.
3. To help students study the multicultural sensibilities depicted through literary texts.
4. To encourage students to develop their linguistic competency.
5. To boost their understanding and imaginative ideas through practical component
6. To engage students in group activities for sharing, expressing, and developing ideas

**Outcomes:**

At the end of the course students will be able to

CO 1: understand different forms of minor literature

CO 2: analyse and appreciate literary texts

CO 3: develop their sensibility about many social and humanitarian issues.

CO 4: learn and use new words while paraphrasing and summarizing

CO 5: critically evaluate the text with the help of classroom activities like group discussion  
etc

CO 6: share and develop their literary knowledge

**SYLLABUS**

**Unit I – Short Stories**

**15 Clock Hours**

1. The Verger – W. Somerset Maugham
2. The Homecoming – Rabindranath Tagore
3. The Last Leaf – O. Henry

**Unit II – One Act Plays**

**15 Clock Hours**

1. The Proposal – Anton Chekhov
2. The Monkey's Paw – W.W. Jacobs

**Unit III – Essays**

**15 Clock Hours**

1. The Pleasures of Ignorance – Robert Lynd

2. All About a Dog – A.G. Gardiner
3. Freedom of the Press – Shashi Tharoor

#### **Unit IV - Practical Component**

**15 Clock Hours**

1. Group activity – Think-pair-share
2. Individual projects based on the literary component
3. Presentations and discussions on themes, central idea, character analysis etc.
4. Group discussion aligned to emerging ideas from the literature component

#### **References:**

- Panorama – Values and Skills through Literature. Board of Editors: Orient Blackswan
- Initiations – Minor Literary Forms and Basics of Phonology. Board of Editors: Orient Blackswan
- Pearls of Wisdom – An Anthology of Prose and Poetry. Board of Editors: Orient Blackswan
- A Glossary of Literary Terms. Cengage Learning India Pvt Ltd

**P. E. SOCIETY'S MODERN COLLEGE OF ARTS, SCIENCE AND  
COMMERCE GANESHKHIND PUNE**

**First Year (BA/BCOM/BSC/BCS/BCA/BBA/BIOTECH)**

**Open Elective (OE-1)**

**(As per the Revised NEP 2020)**

**Title of the Paper: English for Advertising**

**(w.e.f. 2024-25)**

**(Faculty: Humanities and Interdisciplinary)**

**Semester-I**

**Credits-02**

**Course Code: 24ENG11301**

**Lectures-30 Clock Hours**

**Objectives:**

1. To enhance students' ability to craft compelling and persuasive written content for advertising
2. To foster creativity and innovation in advertisement writing
3. To build technical and writing skills for various advertising platforms

**Course Outcomes:**

CO1: The learners will have developed proficiency in persuasive writing for advertising.

CO2: Students will be able to demonstrate creative thinking and innovative approaches in advertising.

CO3: The learners will be able to write for different advertising platforms while applying their analytical skills to understand the market and audience.

**SYLLABUS**

**Unit 1: Advertising and English language** **15 Hours**

- Introduction to Advertising
- History and Evolution of Advertising
- Types of Advertising
- Importance and Role of English in Advertising
- Guidelines for Writing Advertisements in English

**Unit 2: Writing for Advertising** **15 Hours**

- Newspaper Advertisements
- Television Advertisements
- Radio Advertisements
- Internet Advertisements

**References:**

1. *Aspirations: English for Career*. Board of Editors. Orient BlackSwan
2. Schwab, Victor O. *How to write a good advertisement: A Short Course in Copywriting*. Martino Publishing, 2015.

3. Hilliard, Robert L. *Writing for Television, Radio and New Media*. Cengage Learning, 2011.
4. McMahan, Harry Wayne. *The Television Commercial: How to Create and Produce Effective TV Advertising*. Scholar's Choice, 2015.

Chron. *Types of TV Commercials*. March 8, 2021. <https://smallbusiness.chron.com/types-tv-commercials-57852.html>

**Progressive Education Society's  
Modern College of Arts, Science & Commerce, Ganeshkhind, Pune-16  
Academic Year 2024-2025  
Department of English**

**SEC-I (24ENG11405)**

**English for Office Correspondence**

**Semester-I**

**No. of Credits: 02**

**No. of Hours: 30 Clock Hours**

**Course Code: 24ENG11405**

**Objectives:**

1. To develop proficiency in internal communication in organizations.
2. To enhance skills in external communication such as press releases, conferences etc.
3. To master digital communication tools like email and social networking for engaging external stakeholders and the public.

**Course Outcomes:**

**By the end of the course, the learners will have:**

CO1: Mastered the drafting of internal communication documents, including memoranda, notices, circulars, meeting, agendas and minutes.

CO2: Developed skills in crafting external communication materials, such as press releases, press conferences, public notices, magazines, and brochures.

CO3: Acquired proficiency in utilizing digital communication tools like emails and social networking platforms for effective external communication.

**SYLLABUS**

**Unit 1 Internal Communication in an Organization 15 hours**

- Memoranda
- Notices, Circulars and Orders
- Agenda and Minutes of a Meeting

**Unit 2 External Communication 15 hours**

- Press Releases, Press Conferences and Public Notices
- Magazines and Brochures
- E-mails and Social Networking

**REFERENCES**

Sinha, K.K., Business Communication. Taxmann Publications Pvt. Ltd. New Delhi, March 2012.

Horizons: English in Multivalent Contexts, Board of Editors, Orient BlackSwan Publications.

**P. E. SOCIETY'S MODERN COLLEGE OF ARTS, SCIENCE AND  
COMMERCE GANESHKHIND PUNE**  
**First Year (BA/BCOM/BSC/BCS/BCA/BBA/BIOTECH)**  
**Ability Enhancement Course (AEC)**  
**(As per the Revised NEP 2020)**  
**Title of the Paper: Developing Communicative Competence in English**  
**(w.e.f. 2024-25)**  
**(Faculty: Humanities and Interdisciplinary)**

**Semester-I**

**No. of Credits: 02**

**No. of Hours: 30 Clock Hours**

**Course Code: 24ENG11506**

**Course Objectives:**

1. Enhance reading comprehension and listening proficiency through skimming, scanning, comprehension, and note-taking techniques.
2. Foster critical thinking skills by engaging with diverse texts and audio materials.
3. Develop versatile reading and listening abilities applicable across various contexts and subjects.
4. Master foundational writing skills, including paragraph writing and generation of ideas

**Course Outcome:**

At the end of this course, students will have:

CO1 Learnt to read and understand texts in English,

CO2 Mastered the skill of listening and responding to communication in English,

CO3 Learnt to speak English in different situations,

CO4 Learnt to write letters, memos, notices, agenda and minutes in English,

**SYLLABUS**

**Unit One: Reading and Listening Skills**

**15 hrs**

**A) Reading Skills**

- i. Skimming and scanning
- ii. Reading comprehension
- iii. Loud Reading
- iv. Reading and making notes

**B) Listening Skills**

- i. Active and passive listening
- ii. Listening comprehension
- iii. Listening and responding
- iv. Listening and taking notes

**Unit Two: Writing Skills**

**15 hrs**

**A) Writing skills**

- i. Paragraph writing
- ii. Expansion of ideas
- iii. Summarising and Paraphrasing

**B) Forms of Writing**

- i. Letter writing
- ii. Writing notice, agenda and minutes
- iii. Drafting an Email
- iv. Writing for Digital Platforms

**References:**

5. *Aspirations: English for Career*. Board of Editors. Orient BlackSwan
6. Sinha, K.K., *Business Communication*. Taxmann Publications Pvt. Ltd. New Delhi, March 2012.
7. Erica Williams. 2008. *Presentations in English*. Macmillan
8. Gupta Kounal. 2020. *Content Writing Handbook*. Henry Harvin
9. *Horizons: English in Multivalent Contexts*. Board of Editors, Savitribai Phule Pune University. Orient BlackSwan Publications, 2020.

**P.E SOCIETY'S MODERN COLLEGE OF ARTS, SCIENCE AND  
COMMERCE GANESHKHIND PUNE  
DEPARTMENT OF ENGLISH  
FYBA REVISED (NEP)  
Subject – 1/2/3  
MAJOR FORMS OF LITERATURE  
(w. e. f. 2024-2025)**

**Semester: II**

**Credits: 4**

**Lectures: 60**

**Course code: 24ENG12101**

**Objectives:**

1. To introduce students to the major forms of literature.
2. To encourage them to appreciate and analyse texts according to different genres and periods of literature.
3. To help students enhance their understanding towards different socio, economic and linguistic aspects.
4. To explain the literary elements of the major forms of literature
5. To introduce students to the literary devices to evaluate the text

**Outcomes:**

At the end of the course students will be able to

CO 1: identify different forms and styles of literature.

CO 2: analyse the texts of the major forms of literature.

CO 3: relate many socio, economic and linguistic aspects with the text

CO 4: examine the literary elements of the major forms of literature

CO 5: understand the use of literary devices in the literary text

**SYLLABUS**

**Unit I – Drama** **15 hours**

1. The Importance of Being Earnest – Oscar Wilde

**Unit II – Fiction** **15 hours**

2. Of Mice and Men – John Steinbeck

**Unit III – Poetry** **15 hours**

1. Sonnet 116: Let me not to the marriage of true minds – William Shakespeare
2. Telephone Conversation – Wole Soyinka

**Unit IV – Practical Component** **15 hours**

1. Introducing the literary devices – irony, personification, conflict, motif, point of view, satire, metaphor, simile, alliteration, hyperbole, oxymoron.
2. Role play exercises
3. Assignments based on the titles of drama, fiction and poetry



**References:**

- Elkunchwar, Mahesh. *Old Stone Mansion*. Ed. Shanta Gokhale. Seagull Books: New Delhi, 1989
- Hemingway, Ernest. *The Old Man and the Sea*. Penguin: New Delhi, 1994
- Ashok, Padmaja. *A Companion To Literary Forms*. Orient Blackswan: Hyderabad, 2015
- Abrams, M.H. *A Glossary of Literary Terms*. Cengage Learning: New Delhi, 2015

**P. E. SOCIETY'S MODERN COLLEGE OF ARTS, SCIENCE AND  
COMMERCE GANESHKHIND PUNE**  
**First Year (BA/BCOM/BSC/BCS/BCA/BBA/BIOTECH)**  
**Open Elective (OE-2)**  
**(As per the Revised NEP 2020)**  
**Title of the Paper: Technical Writing**  
**(w.e.f. 2024-25)**  
**(Faculty: Humanities and Interdisciplinary)**

**Semester-II**

**Credits-02**

**Lectures-30 Clock Hours**

**Course Code- 24ENG11302**

**Objectives**

1. To Demonstrate rhetorical knowledge to create effective technical writing documents for end users.
2. Apply and adapt flexible writing process strategies to produce clear, high-quality deliverables in a multitude of technical writing genres.
3. To Write clearly, correctly, and concisely.

**Outcomes**

1. Students learn the fundamentals of Technical Writing.
2. Students learn Applications of Technical Writing.
3. Students learn to write clearly, correctly, and concisely.

**SYLLABUS**

**Unit 1 – Fundamentals of Technical Writing** **10 Hours**

1. Technical Writing Fundamentals
2. Instruction Manual: Getting Started

**Unit 2 – Applications of Technical Writing** **20 Hours**

1. Instruction Manual: Finalizing the Document
2. Writing a Technical Description

**References:**

1. Handbook of Technical Writing - Kieran Morgan -  
The Insider's Guide to Technical Writing – Krista Van Laan – XML Press

**Progressive Education Society's  
Modern College of Arts, Science & Commerce, Ganeshkhind, Pune-16  
Academic Year 2024-2025  
Department of English**

**SEC-II (ENG12405)**

**EMPLOYABILITY SKILLS**

**Semester-II**

**No. of Credits: 02**

**No. of Hours: 30 Clock Hours**

**Course Code: 24ENG12405**

**Objectives:**

1. To teach students effective writing and communication skills for specific job needs.
2. To equip students with the skills required to analyze the components and strategies of successful job applications, résumés, and curriculum vitae.
3. To develop communication skills through discussions, mock interviews, and presentations.

**Course Outcomes:**

**The learners will have:**

CO1: Crafted polished job materials demonstrating their proficiency in written communication for employability.

CO2: Acquired effective communication skills in employment scenarios such as discussions, interviews and presentations, showing professionalism

CO3: Evaluated the effectiveness of their written and oral communication for employability, identifying and implementing strategies to enhance their communication skills.

**SYLLABUS**

**Unit 1 –Writing Skills for Employability** **15 hours**

- Drafting a Job Application
- Drafting a Résumé
- Drafting a Curriculum Vitae

**Unit 2 - Communication Skills for Employability** **15 hours**

- Group Discussion
- Interview Skills
- Presentation Skills

**REFERENCES**

Horizons: English in Multivalent Contexts, Board of Editors, Orient BlackSwan Publications.

Enelow, Wendy S., and Louise M. Kursmark. Modernize Your Resume. JIST Works, 2019.

Whitmore, Lisa M. *How to Write an Irresistible Cover Letter*. Wiley, 2016.

Yate, Martin John. *Knock 'em Dead Cover Letters: Cover Letters and Strategies to Get the Job You Want*. Adams Media, 2016.

Carnegie, Dale. *The Quick and Easy Way to Effective Speaking*. Pocket Books, 1990.

Leat, Mike. *Effective Presentation: How to Create and Deliver a Winning Presentation*. Kogan Page, 2008.

Mehta, Sanjay, and Sangeeta Shankaran Sumesh. *Résumé Building and CV Writing for Indian Professionals: A Comprehensive Guide*. Sage Publications, 2018.

Rao, Gayatri. *The Perfect Resume for Job Seekers in India: A Comprehensive Guide*. Platinum Press, 2019.

**First Year (BA/BCOM/BSC/BCS/BCA/BBA/BIOTECH)**  
**Ability Enhancement Course (AEC)**  
**(As per the Revised NEP 2020)**  
**Title of the Paper: Mastering English for Professional Purposes**  
**(w.e.f. 2024-25)**  
**(Faculty: Humanities and Interdisciplinary)**

**Semester-II**

**No. of Credits: 02**

**No. of Hours: 30 Clock Hours**

**Course Code: 24ENG12506**

**Course Objectives:**

1. Develop proficiency in communication skills such as introducing oneself, asking for information, and making requests.
2. Foster interactive communication abilities through activities focusing on agreeing, disagreeing, and partly agreeing in various contexts.
3. Cultivate competence in professional communication for settings like job interviews, telephonic conversations, and virtual meetings.

**Course Outcome:**

At the end of this course, students will have:

CO1 learnt to identify and distinguish correct English sounds.

CO2 Developed fluency and clarity of speech.

CO3 Learnt to speak English in different situations.

CO4 Understood the use of Phonetics to improve their pronunciation.

## **SYLLABUS**

**Unit One: Speaking Skills**

**15 hrs**

- i. Introducing Yourself and Others
- ii. Asking for directions and information
- iii. Seeking permission, Giving and Declining Permission
- iv. Requesting and Demanding
- v. Offering Suggestions
- vi. Agreeing, Partly Agreeing and Disagreeing

**Unit Two: Professional English**

**15 hrs**

- i. Use of English in Professional Context
- ii. Negotiating Skills
- iii. Interview Skills
- iv. Telephonic Conversation in English
- v. English for Virtual Meeting
- vi. English for Marketing

## References:

1. Success Avenue. Ed. Board of Editors, Savitribai Phule Pune University. Orient BlackSwan Publications.
2. Gopaldaswamy, Ramesh & Mahadevan, Ramesh, The Ace of Soft Skills, Pearson Publication, New Delhi, 2010.
3. *Aspirations: English for Career*. Board of Editors. Savitribai Phule Pune University. Orient BlackSwan
4. Sinha, K.K., Business Communication. Taxmann Publications Pvt. Ltd. New Delhi, March 2012.
5. Erica Williams. 2008. Presentations in English. Macmillan
6. Gupta Kounal. 2020. Content Writing Handbook. Henry Harvin
7. Horizons: English in Multivalent Contexts. Board of Editors, Savitribai Phule Pune University. Orient BlackSwan Publications, 2020.