



SOURASHTRA COLLEGE, MADURAI – 625004

(An Autonomous Institution Re-accredited with 'B+' grade by NAAC)

PART – II – ENGLISH – SYLLABUS

(Under CBCS based on OBE) (For those admitted during 2024 – 2025 and after)

1

PART – II – ENGLISH – COURSE STRUCTURE

I – SEMESTER

S. No	Course Code	Course Title	Hrs./ Week	Exam (Hrs.)	CA	SE	Total Marks	Credits
1	24UACE11	GENERAL ENGLISH – I	6	3	25	75	100	3

II – SEMESTER

S. No	Course Code	Course Title	Hrs./ Week	Exam (Hrs.)	CA	SE	Total Marks	Credits
2	24UACE21	GENERAL ENGLISH – II	6	3	25	75	100	3

III – SEMESTER

S. No	Course Code	Course Title	Hrs./ Week	Exam (Hrs.)	CA	SE	Total Marks	Credits
3	24UACE31	ENGLISH FOR PROFICIENCY – I	6	3	25	75	100	3

IV – SEMESTER

S. No	Course Code	Course Title	Hrs./ Week	Exam (Hrs.)	CA	SE	Total Marks	Credits
4	24UACE41	ENGLISH FOR PROFICIENCY – II	6	3	25	75	100	3

CA – Class Assessment (Internal)

SE – Summative Examination

SBS – Skill Based Subject

NME – Non –Major Elective

T – Theory

P – Practical

Passed in the BoS Meeting held on 09/03/2024

Signature of the Chairman



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2

I SEMESTER

COURSE CODE	COURSE TITLE	CATEGORY	T	P	CREDITS
24UACE11	GENERAL ENGLISH – I	PART – II	6	–	3

YEAR	SEMESTER	INTERNAL	EXTERNAL	TOTAL
I	I	25	75	100

NATURE OF COURSE	Employability <input checked="" type="checkbox"/>	Skill Oriented <input checked="" type="checkbox"/>	Entrepreneurship <input checked="" type="checkbox"/>
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COURSE DESCRIPTION:

This course enhances the language skills of the students through functional grammar in English. It also stands as a bridge course for the students to English language and its functions. This paves way for the further learning and enrichment of the English language skills of the students.

COURSE OBJECTIVES:

This course aims to teach the students the practical use of language and make them communicate effectively in their daily course of life. It also aims to enhance reading and writing ability of the students.

COURSE OUTCOMES (COs):

After the completion of the course, the students will be able to

No.	Course Outcomes	Knowledge Level (According to Bloom's Taxonomy)
CO 1	construct basic English phrases and sentences	Upto K3
CO 2	understand basic English grammar and its functions	Upto K3
CO 3	converse in English in formal and informal situations	Upto K3
CO 4	read and comprehend a passage in English	Upto K3
CO 5	write in English with the help of English grammar and its functions	Upto K3

K1– KNOWLEDGE (REMEMBERING), K2–UNDERSTANDING, K3–APPLY



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3

GENERAL ENGLISH – I

UNIT– I:

Talking about the present	– Present tense
Talking about the past	– Past tense
Talking about the Future	– Future tense

UNIT– II:

Seeking and giving information	– Statements and questions
Being informal	– Phrasal verbs
Expressing ability, possibility, etc.	– Modals and other devices

UNIT– III:

Expressing conditions	– Conditional clauses
Focusing on the things affected	– The passive
Identifying people and the things	– Determiners (including articles)

UNIT– IV:

Reporting what people say	– Reported speech
Making connections	– Conjunctions and other devices
Giving further information	– Relative clauses

UNIT– V:

Reading comprehension
Précis writing
Essay writing

TEXT BOOKS:

Communicative English – Book prepared by the Department of English

REFERENCE BOOKS:

1. Allen, W. Stannard. *Living English Structure: A Practice Book for Foreign Students*. Dorling Kindersley, 2009.
2. Sasikumar V, and V Syamala. *Form and Function (A Communicative Grammar for Colleges)*. Emerald Publishers.

DIGITAL TOOLS:

1. https://www.youtube.com/watch?v=ZWnoubj_9qk
2. <https://www.youtube.com/watch?v=WvTsWtBlaAE>
3. <https://www.youtube.com/watch?v=S6894T6ZTYo>
4. <https://www.youtube.com/watch?v=jk3SKf0mFaw>

COURSE DESIGNER: Dr. R.S. VIGNESH



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4

II SEMESTER

COURSE CODE	COURSE TITLE	CATEGORY	T	P	CREDITS
24UACE21	GENERAL ENGLISH – II	PART – II	6	–	3

YEAR	SEMESTER	INTERNAL	EXTERNAL	TOTAL
I	II	25	75	100

NATURE OF COURSE	Employability <input checked="" type="checkbox"/>	Skill Oriented <input checked="" type="checkbox"/>	Entrepreneurship <input checked="" type="checkbox"/>
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COURSE DESCRIPTION:

This course helps the students to meet their language needs at the undergraduate level. It focuses on essential writing skills.

COURSE OBJECTIVES:

To enhance student's ability to express ideas clearly and coherently in written form.

COURSE OUTCOMES (COs):

After the completion of the course, the students will be able to

No.	Course Outcomes	Knowledge Level (According to Bloom's Taxonomy)
CO 1	improve proficiency in the usage of English grammar and avoid common grammatical errors	Upto K3
CO 2	craft a variety of circulars, notices, agenda, minutes, note making reports and advertisements	Upto K3
CO 3	draft various types of official letters	Upto K3
CO 4	understand word choices and use appropriate vocabulary	Upto K3
CO 5	communicate ideas with clarity and precision	Upto K3

K1– KNOWLEDGE (REMEMBERING), K2–UNDERSTANDING, K3–APPLY



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5

GENERAL ENGLISH – II

UNIT – I: GRAMMAR

Question Tags

Prepositions

Concord

Spotting the Errors (50 sentences)

UNIT – II: COMPOSITION

Circular, Notice, Agenda, Minutes

Note Making

Report Writing

Drafting Advertisement

UNIT – III: LETTER WRITING

Job Application

Official letter – Letter of enquiry, Placing Order, Complaint against Order,
Invitation Letter, Thank you Letter, Permission Letter

Unofficial letter – Inviting a Friend, Advising a friend, Thanking a friend,
Remembering a friend, Congratulating a friend, Requesting for help,
Admitting a Mistake

UNIT – IV: VOCABULARY DEVELOPMENT

Synonyms and Antonyms (select fifty)

One Word Substitution (select twenty five)

Idioms and Phrases (select twenty five)

Phrasal Verbs (select twenty five)

Cloze Test

UNIT – V: INTERVIEW SKILLS

Telephone Communication (five situations)

Group Discussion (five topics)

Extempore (five topics)

Personal Interview

TEXT BOOK:

Business English – Book prepared by the Department of English

REFERENCE BOOKS:

1. Pal Rajendra and Korlahall J.S. *Essentials of Business Communication*, Sultan Chand & Sons, 2011.
2. Sasikumar V. and V. Syamala. *Form and Function*. Emerald Publishers.
3. Dutt P. Kiranmai, Geetha Rajeevan and C.L.N Prakash. *A Course in Communication Skills*. Cambridge University Press India Pvt. Ltd., 2008.

DIGITAL TOOLS:

- <http://www.enkivillage.com/figure-of-speech.htm>
- <https://basicenglishspeaking.com/basic-english-grammar-rules/>

COURSE DESIGNER: Dr. K. KAVITHA

Passed in the BoS Meeting held on 09/03/2024

Signature of the Chairman



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6

Unit –III VOCABULARY DEVELOPMENT

SYNONYMS

S. No	Words	-	Synonyms
1.	Abridged	-	condensed, shortened, compressed
2.	Absurd	-	foolish, ridiculous, silly
3.	Accomplish	-	achieve, attain, hoard
4.	Authentic	-	true
5.	Blame	-	accuse, charge
6.	Candid	-	truthful, unsympathetic, insensitive
7.	Compassion	-	sympathy, tenderness, kindness
8.	Confer	-	discuss, consult, deliberate
9.	Cordial	-	friendly, ward, gracious
10.	Deceive	-	mislead, delude, dupe
11.	Decisive	-	determined, firm, resolute, conclusive
12.	Diligent	-	industrious, persevering, hardworking, painstaking
13.	Divulge	-	reveal, expose, disclose
14.	Eminent	-	important, famous, renowned, celebrated, prominent
15.	Exceptional	-	rare, unusual, uncommon, extraordinary, unique
16.	Fabulous	-	marvelous, amazing, remarkable
17.	Fictitious	-	false, untrue, imaginary
18.	Gaiety	-	joyousness, happiness, mirth
19.	Gracious	-	kind, polite, cordial
20.	Haphazard	-	disorganized, purposeless, chaotic
21.	Humane	-	kind, merciful, compassionate
22.	Ignorant	-	uninformed
23.	Imminent	-	distinguished, celebrated, prominent, renowned
24.	Indignant	-	angry, offended, incensed
25.	Jubilant	-	elated, exhilarated, thrilled, excited
26.	Judicious	-	discreet, wise, prudent
27.	Laborious	-	strenuous, burdensome, tiresome
28.	Monotonous	-	dull, boring, tedious
29.	Naive	-	simple, unworldly, unsophisticated
30.	Obscure	-	vague, indistinct, unknown
31.	Obstinate	-	stubborn, headstrong, inflexible, unyielding
32.	Opportune	-	timely
33.	Panic	-	terror, fear, alarm, dread, frenzy
34.	Perceive	-	understand, realize, comprehend, grasp, notice, discover, observe, discern



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7

S. No	Words	-	Synonyms
35.	Prudent	-	cautious, discreet, wise, cool
36.	Redeem	-	retrieve, scold, reproach, censure, chide
37.	Resistance	-	opposition, defiance
38.	Shrewd	-	clever, sharp, cunning, artful, astute, wily
39.	Solicit	-	request, seek, plead, beseech
40.	Temperate	-	moderate, mild, mellow
41.	Transient	-	temporary, brief, fleeting, momentary, transitory
42.	Unique	-	distinctive, singular, incomparable, unrivalled, exceptional
43.	Urbane	-	refined, cultivated, incomparable, exceptional
44.	Vigilance	-	watchfulness
45.	Wholesome	-	healthy, sound, nutritious, moral, virtuous
46.	Wretched	-	miserable, distressed, despicable, contemptible
47.	Yearn	-	crave, desire, pine
48.	Yielding	-	submissive
49.	Zeal	-	passion
50.	Zest	-	Enthusiasm

ANTONYMS

S. No.	Words	-	Antonyms
1.	Abundance	-	dearth, shortage
2.	Amateur	-	professional
3.	Arrogant	-	humble
4.	Benevolent	-	malevolent
5.	Bliss	-	misery
6.	Bold	-	timid
7.	Callous	-	tender, soft
8.	Cheerful	-	gloomy, depressed
9.	Conceal	-	reveal
10.	Definite	-	vague
11.	Diligent	-	lazy
12.	Distant	-	near
13.	Emigrant	-	immigrant
14.	Exceptional	-	ordinary
15.	Fact	-	fiction
16.	Gaiety	-	mourning



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8

17.	Genuine	-	false, spurious
18.	Guilty	-	innocence
19.	Haughty	-	humble
20.	Hypocrisy	-	sincerity
21.	Imperative	-	optional
22.	Industrious	-	lazy
23.	Joint	-	separate
24.	Languid	-	energetic, vigorous
25.	Liberty	-	slavery
26.	Malice	-	good will
27.	Meagre	-	plentiful
28.	Native	-	foreign
29.	Notorious	-	famous, reputable
30.	Omission	-	inclusion
31.	Oral	-	written
32.	Original	-	duplicate
33.	Persuade	-	dissuade
34.	Physical	-	spiritual, mental
35.	Pride	-	humility
36.	Rash	-	steady, cautious
37.	Remote	-	near
38.	Savage	-	civilized
39.	Scanty	-	plentiful
40.	Sophisticated	-	native
41.	Tedious	-	lively
42.	Theory	-	practice
43.	Transparent	-	opaque
44.	Uniform	-	variable
45.	Urban	-	rural
46.	Vigilant	-	careless, heedless
47.	Wearisome	-	refreshing
48.	Yield	-	Resist
49.	Zeal	-	indifference, apathy



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9

SINGLE WORD FOR A GROUP OF WORDS

S. No.	Group of Words		Single Word
1.	A shortened form of a word or phrase	-	Abbreviation
2.	To renounce the throne, a high office of dignity	-	Abdicate
3.	State of growth between childhood and youth	-	Adolescence
4.	To make something impure by adding an inferior substance	-	Adulterate
5.	One who is not sure of the existence of god	-	Agnostic
6.	General pardon	-	Amnesty
7.	Absence of government	-	Anarchy
8.	A letter, poem, etc, whose author is unknown	-	Anonymous
9.	The life history of a person written by himself/herself	-	Autobiography
10.	Government by the officials	-	Bureaucracy
11.	People working together in the same office or department	-	Colleagues
12.	People living in the same age	-	Contemporaries
13.	To give one's authority to another	-	Delegate
14.	Government by the people	-	Democracy
15.	Study of the relation of living things to environment	-	Ecology
16.	One who thinks only of oneself	-	Egoist
17.	One who is always talking of oneself	-	Egotist
18.	Putting to death painlessly, especially to end suffering	-	Euthanasia
19.	A speech delivered without any previous preparation	-	Extempore
20.	A person who has too much enthusiasm for his/ her own religion and hates other religions	-	Fanatic
21.	An exact copy	-	Facsimile
22.	One who is difficult to please	-	Fastidious
23.	One who thinks of the welfare of women	-	Feminist
24.	Murder of a whole community or race	-	Genocide
25.	Work for which no salary is paid	-	Honorary
26.	A peculiarity of temperament or constitution	-	Idiosyncrasy
27.	That which cannot be read clearly	-	Illegible
28.	A trade that is prohibited by law	-	Illicit



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10

S. No.	Group of Words		Single Word
29.	A statement which cannot be understood	-	incomprehensible
30.	The action of looking into one's own mind	-	Introspection
31.	That which cannot be hurt	-	Invulnerable
32.	One who willingly embraces death for the sake of one's country	-	Martyr
33.	A person chosen to settle a dispute between two parties	-	Mediator
34.	Exclusive possession of the trade in some commodity	-	Monopoly
35.	A word or law no longer in use	-	Obsolete
36.	One who looks at the bright side of things	-	Optimist
37.	Holding established opinions	-	Orthodox
38.	A remedy for all diseases	-	Panacea
39.	Sole right to make and sell some invention	-	Patent
40.	Property inherited from one's father or ancestors	-	Patrimony
41.	One who looks at the dark side of things	-	Pessimist
42.	Lover of mankind	-	Philanthropist
43.	One who steals words and ideas from another author	-	Plagiarist
44.	A fictitious name used by an author	-	Pseudonym
45.	Thinking now about something in the past	-	Retrospection
46.	One who speaks for others	-	Spokesperson
47.	The act of damaging building or other public property	-	Vandalism
48.	A style full of words	-	Verbose
49.	One who possesses several talents	-	Versatile
50.	A person with a long experience of an occupation	-	Veteran



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11

IDIOMS AND PHRASES

1. **Above board** – honest and frank: Unless you are above board in your dealings, you will not be able to earn the good will of your clients.
2. **At home** – to feel comfortable: The office environment is so congenial that the employees feel perfectly at home there.
3. **At eleventh hour** – at the last moments: At the eleventh hour, we discovered that we had run short of funds.
4. **To beat about the bush** – to say things in a round-about manner: Having no convincing argument to defend his point, the speaker began to beat about the bush.
5. **By and by** – gradually: Don't lose patience; things will improve by and by.
6. **Close-fisted man** – a miser: People who appear to be close-fisted often donate very liberally to genuine causes.
7. **Come to light** – to be known: The damage that Mr. Yadav's loose talk has caused to the company's reputation is gradually coming to light.
8. **Crocodile tears** – hypocritical show of sympathy: The sympathy politicians show for their suffering countrymen is nothing but crocodile tears.
9. **Dark horse** – an unexpected winner: Mrs. Pratibha Patil proved to be the dark horse at the Presidential election.
10. **To egg on** – to instigate, to urge: Some opposition leaders egged the union leaders on to go on an indefinite strike.
11. **(an) eye-wash** – a deception, mere profession: The authorities had already decided which candidates to appoint. The interview was only an eye-wash.
12. **(a) Feather in one's cap** – an honour, an achievement: To get the best performance award for the third consecutive year is really a feather in her cap.
13. **Fish in troubled waters** – to make profit when others are in trouble: It is inhuman to fish in troubled waters and a man of God would never do it.
14. **Gift of the gab** – the ability to speak fluently and impressively: How I wish that those blessed with the gift of the gab also had high ethical standards.
15. **Good Samaritan** – a kind and charitable person: The temple pujari played a good Samaritan and gave shelter to the displaced members of the minority community.
16. **(The) green-eyed monster** – jealousy: Husbands often go through bitter travails because they fall a victim to the green-eyed monster.
17. **Hoping against hope** – to entertain hope even when there is no basis for hope: We are hoping against hope that the government will realize why so many talented young people are seeking jobs in the private sector and make government jobs more attractive.
18. **A nutshell** – briefly and concisely: Could you give me the contents of the President's address in a nutshell?
19. **In the nick of time** – at the exact time: I entered the conference room in the nick of time; the presentation was about to begin.



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12

19. **Ins and outs** – details: Being familiar with the ins and outs of this business, I would like to continue with it.
20. **Jaundiced eye** – a prejudiced mind: To a jaundiced eye, even all that is fair appears to be foul.
21. **Keep an eye on** – to watch: Keep an eye on the movement of your personal assistant. I don't find him very reliable.
22. **Pros and cons** – arguments for and against: After judging the pros and cons of the whole issue, the management decided not to implement the new rules.
23. **Red rag to a bull** – something or somebody that specially provokes someone: A person playing a double game is to me like a red rag to a bull.
24. **Split hairs** – to make fine distinctions: Splitting hairs will not lead us anywhere. We should try to arrive at some consensus on the main issue.

PHRASAL VERBS

1. **Back out** – to withdraw from a promise, contract: I felt grieved when he backed out of his promise to help me.
2. **Back up** – to support, to sustain: He was backed up by his union to fight for his rights.
3. **Break out**: to arise suddenly (of a war, a rebellion, a quarrel, etc): when riots broke out in the city, all industrial activity came to a standstill.
4. **Bring out** – to reveal clearly: These facts clearly bring out the beneficial effects of the liberalization of the economic policy of the government.
5. **Call on** – to pay a short visit: Our agent regularly calls on the chemists to book orders for our medicines.
6. **Call upon** – to order, to require: I was unfortunately called upon to give evidence against for our medicines.
7. **Carry on** – to continue: If you carry on working hard, your business will soon flourish.
8. **Carry out** – to execute given direction: The manager was not satisfied by the manner in which his instruction had been carried out.
9. **Cast aside** – to reject, to throw aside as useless: All other considerations were cast aside at the insistence of the manager.
10. **Come across** – to meet by chance: In the lift I came across an old friend of mine.
11. **Cut down** – to reduce: We have taken some effective measures to cut down the expenditure.
12. **Fall in with** – to agree: I found it difficult to persuade the chairman to fall in with my suggestions.
13. **Fall through** – to fail to materialize: The project fell through for want of adequate funds.



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13

14. **Get through** – to a person (on the phone): I have been trying to get through to get through to Mr. Yadav the whole morning. He does not appear to be in his office.
15. **Gloss over** – to explain away: Such serious lapses cannot be glossed over, howsoever important you might be.
16. **Go down** – to be accepted: Our finance minister will go down in history as the most innovative economist of our country.
17. **Hold back** – to keep back, to conceal: No important facts should be held back from the policy makers.
18. **Hold on (on the phone)**: will you hold on for a moment? I'll just put you through to Mrs. Mehra.
19. **Labour under** – to remain under an impression: Let us not labour under the illusion that those measures will generate immediate profits.
20. **Let off** – to allow to go free, to release: In spite of the mistake being serious, he was let off with a warning.
21. **Make out** – to discover, to find out: I cannot make out the thrust of this document.
22. **Pull through** – to go to the end of something difficult and dangerous with some success: The scheme was ultimately pulled through.
23. **Run out** – to come to an end: The supplies of petrol are sure to run out.
24. **See through** – to comprehend, to discern: We could easily see through their evasive tactics.
25. **Tell upon** – to affect: Hard work told upon the secretary's health.



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14

UNIT- V INTERVIEW SKILLS

Telephone Communication

1. Attend a call from your father's office in his absence.
2. You are the editor of your college magazine, you are supposed to request the District Collector (she is an alumna of your college) for an interview. So call the District Collector's office and speak to her secretary.
3. You have made a call to invite your friend for your birthday party. Unfortunately she has gone out. Now leave a message to her mother.
4. Detail your location to an Amazon salesman who has difficulty in reaching your place.
5. Make a call to the Head of your department asking permission for one week leave, due to fever.

Group Discussion

- 1 Is western culture destroying our value system?
- 2 Which is the most important among health, education and food?
- 3 Is our education system killing creativity?
- 4 What does a business need more – ability or honesty?
- 5 Is the internet killing the innocence of children?

Extempore

1. Importance of Reading.
 2. How to tackle a bad habit?
 3. If I had a super power.
 4. Should exams be banned?
 5. On any one of the greatest leaders in India/world.
-