

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

Theory

Credits: 4

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.