

(Belonging to Virudhunagar Hindu Nadars)

An Autonomous Institution Affiliated to Madurai Kamaraj University, Madurai

Reaccredited with 'A++' Grade (4th Cycle) by NAAC

# VIRUDHUNAGAR

Quality Education with Wisdom and Values

# Part II ENGLISH 2023-2024

The Part-II English courses designed for the students of B.A./B.Sc./B.Com./BBA/BCA aim at improving their Proficiency in English by introducing them to the varied aspects of the English Language through a variety of literary texts and technical writing. They have been specially designed to enhance the skills required for job prospects. Unit I, Unit II, and Unit III focus on imparting life skills and attributes related to personality development to students and honing their soft skills. Unit IV and Unit V facilitate the students to enrich their language competence with ample practice in written communication to meet academic and professional needs. Assessment of communication skills via Practical-cum-viva voce will enable the students to integrate the imbibed language skills and communicate effectively in real life situations.

The Evaluation Scheme for Internal and External Assessment is as follows:

# **EVALUATION SCHEME**

	Internal Assessment	<b>External Assessment</b>
Test	15	60
Practical	05	15
Assignment	05	-
Total	25	75

# **INTERNAL ASSESSMENT**

#### **Distribution of Marks**

Three Periodic Tests (45 marks each)

Time: 2 Hours

Average of the best two:  $30 \div 2 = 15$  marks

Internal Practical - 5 marks

Home Assignment - 5 marks

Total - 25

# **EXTERNAL ASSESSMENT**

Time: 3 Hours

Exam : 60 Marks

Practical: 15 marks

Total: 75

# PART II – ENGLISH

S.No.	Semester	<b>Course Code</b>	Title of the Course	Credits	Marks
1.	I	23UENG11	Paper I – General English	3	100
2.	II	23UENG21	Paper II – General English	3	100
3.	III	23UENG31	Paper III – General English	3	100
4.	IV	23UENG41	Paper IV – General English	3	100
			Total	12	400



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#### VIRUDHUNAGAR - 626 001

# Part II English

(2023-2024 onwards)

Semester I		Hours/Weel	k: 6	
Course Code	Paper I – General English	Credits: 3		
23UENG11		Internal 25	External 75	

#### **Course Outcomes:**

On completion of this course, the students will be able to

**CO1:** identify the correct usage of the parts of speech. [K1]

CO2: describe the underlying critical thinking and creative ideas embedded in the prescribed texts. [K2]

**CO3:** infer the themes and the attribute of empathy dealt in the prescribed literary texts. [K2]

**CO4:** determine the significance of self-awareness and positive thinking in various life situations depicted in the prescribed texts. [K3]

**CO5:** apply the integrated language skills in speaking and writing. [K3]

# UNIT I SELF-AWARENESS (WHO) & POSITIVE THINKING (UNICEF)

Life Story (15 Hours)

Malala Yousafzai - Chapter 1 from I am Malala

#### **Poem**

Rabindranath Tagore - Where the Mind is Without Fear - Gitanjali 35

Chinua Achebe - Love Cycle

# UNIT II EMPATHY

(15 Hours)

#### **Poem**

David Roth - Nine Gold Medals

William Wordsworth - Alice Fell or Poverty

# **Short Story**

E.V. Lucas - The School for Sympathy

# UNIT III CRITICAL & CREATIVE THINKING

(20 Hours)

Poem

Edgar Guest - The Things That Haven't Been Done Before

Robert Frost - Stopping by the Woods on a Snowy Evening

**Readers Theatre** 

Aaron Shepard - The Magic Brocade : A Tale of China

# **UNIT IV** Parts of Speech

(15 Hours)

Articles

Noun

Pronoun

Verb

Adverb

Adjective

Preposition

# UNIT V Paragraph and Essay Writing

(15 Hours)

Descriptive

Narrative

Reading Comprehension

Practical (10 Hours)

Description

Narration

### **TEXT BOOKS**

Achebe, Chinua. "Love Cycle".https://www.best-poems.net/chinua-achebe/love-cycle.html

Aaron Shepard - The Magic Brocade: A Tale of China

http://www.aaronshep.com/stories/056.html

Frost, Robert. "Stopping by the Woods on a Snowy Evening".

https://www.poetryfoundation.org/poems/42891/stopping-by-woods-on-a-snowy-evening

Guest, Edgar. "The Things That Haven't Been Done Before"

https://www.yourdailypoem.com/listpoem.jsp?poem\_id=512

Lucas, E.V. "The School for Sympathy"

https://www.scribd.com/document/495804201/1-School-for-sympathy

Krishnasamy, N. *Modern English: A Book of Grammar, Usage and Composition* Macmillan. 1975.

Malala Yousafzai. *I am Malala, Little*, Brown and Company, 2013. https://archive.org/details/i-am-malala

Nesfield, J.C. English Grammar Composition and Usage, Macmillan, 2019.

https://archive.org/details/in.ernet.dli.2015.44179

Tagore, Rabindranath. "Gitanjali 35" from *Gitanjali* (Song Offerings): A Collection of Prose Translations Made by the Author from the Original Bengali. MacMillan, 1913. Roth, David. Nine Gold Medals <a href="https://poemanalysis.com/david-roth/nine-gold-medals/">https://poemanalysis.com/david-roth/nine-gold-medals/</a>

Wordsworth, William. "Alice Fell or Poverty". <a href="https://www.poetrynook.com/poem/alice-fell-or-poverty-0">https://www.poetrynook.com/poem/alice-fell-or-poverty-0</a>

# REFERENCE BOOKS

- 1. English in use A textbook for College Students (English, Paper back, T. Vijay Kumar, K Durga Bhavani, YL Srinivas
- 2. Practical English Usage 4th Edition By Michael Swan

23UENG11	PO1	PO2	PO3	PO4	PO5	PO6	PO7
CO1	3	3	3	2	1	2	3
CO2	3	3	3	3	1	1	2
CO3	3	3	3	3	1	1	3
CO4	3	3	3	3	1	2	1
CO5	3	3	3	2	1	2	1

Strong (3) Medium (2) Low (1)

Dr. G. Athirshtakumari

Dr. B. Winmayil

**Heads of the Department** 

Dr. S. Malathi **Course Designers** 

# I UG Part II English (2023 -2024 onwards)

# Paper I – General English I Semester 23UENG11

**Blue Print of the Question Paper (External)** 

Section	Section Types of Question No. of No. of Marks for Mark To						
Section	Types of Question		Questions to	each	Mark	Total	
		Questions	•				
G 4:	1 0 1 :	~	be answered	question	2		
Section	1. Comprehension	5	3	1	3		
A –	(Poem)						
1-3				,		15	
Unit I	2. Paragraph	2	1	4	4		
	3. Essay	2	1	8	8		
Section	4. Explain with	2	1	3	3		
B –	reference to the	2	1	3	3		
4-6	context (Poem)						
Unit II		2	1	4	4	15	
Omt II	5. Paragraph	2	1	4	4		
	6. Essay	2	1	8	8		
Section	7. Answer in a	3	3	1	3		
C –	sentence						
7-9	8. Paragraph	2	1	4	4	15	
Unit III	0 1						
	9. Essay	2	1	8	8		
Section	10. Identify the Part	4	4	1	4		
D -	of Speech of the						
10 - 12	underlined word.						
Unit IV	11. Choose the	4	4	1	4	15	
	correct answer and						
	fill in the blank.						
	12. Complete the	7	7	1	7		
	Table.						
Section	13. Write a	3	1	5	5		
E –	paragraph on any						
13 - 15	one of the						
Unit V	following.						
	14. Write an essay	3	1	5	5		
	on any one of the					15	
	following.					13	
	15. Read the						
	following Passage	5	5	1	5		
	and answer the						
	questions given						
	below.					<u> </u>	
						75	

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# VIRUDHUNAGAR - 626 001

# **Part II English**

(2023-2024 onwards)

Semester II		Hours/Weel	k: 6
Course Code	Paper II – General English	Credits: 3	
Course Code 23UENG21		Internal 25	External 75

#### **Course Outcomes:**

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

**CO1:** identify the importance of resilience for the betterment of life. [K1]

**CO2:** infer the themes related to decision making in the prescribed texts [K2]

CO3: describe the ways of imbibing problem solving skills through an in-depth study of the works prescribed [K2]

**CO4:** use English verbs and tenses appropriately in sentences [K3]

**CO5:** apply the effective strategies of speaking and writing skills. [K3]

# **UNIT I Resilience**

Poem (15 Hours)

Edgar A. Guest - Don't Quit Langston Hughes - Still Here **Short Story** 

R.K. Narayan - Engine Trouble

# **UNIT II Decision Making**

**Poem** 

Robert Frost - The Road Not Taken (15 Hours)

**Short Story** 

Kristin Hunter - The Scribe

Frank Stockton - The Lady or the Tiger

# **UNIT III Problem Solving**

(20 Hours)

**Life Story** 

Sudha Murthy - How I Taught My Grandmother to Read

**Autobiography** 

How Frog went to Heaven – A Tale of Angolo A.P.J.Abdul Kalam - Wings of Fire (Chapter 1)

UNIT IV Tenses (15 Hours)

Present Past Future Concord

UNIT V English in the Workplace (15 Hours)

E-mail – Invitation, Enquiry, Seeking Clarification

Circular

Minutes of the Meeting

Practical (10 Hours)

Self Introduction Situational Responses

# **TEXT BOOKS**

Kalam, Abdul and ArunTiwari. (1999) *Wings of Fire: An Autobiography*. Hyderabad: University Press.

Hewings, Martin. (2000) Advanced English Grammar. Cambridge University Press.

Kumar, Shaikh Moula Ramendra. (Ed.) (2020) *Communication Skills: Practical Approach Stories of Resilience*. Blue Rose Publications.

# **Web Sources**

Edgar A. Guest - Don't Quit <a href="https://www.all-creatures.org/poetry/dontquit.html">https://www.all-creatures.org/poetry/dontquit.html</a>

Langston Hughes. Still Here <a href="https://poetryace.com/im-still-here">https://poetryace.com/im-still-here</a>

R. K. Narayan. Engine Trouble

http://www.sbioaschooltrichy.org/work/Work/images/new/8e.pdf

Kristin Hunter - The Scribe

https://eckstone.files.wordpress.com/2013/09/the-scribe.pdf

Frank Stockton. The Lady or the Tiger <a href="https://www.gutenberg.org/ebooks/396">https://www.gutenberg.org/ebooks/396</a>

Sudha Murthy - How I Taught My Grandmother to Read <a href="https://afgjilibrary.files.wordpress.com/2020/07/how-i-taught-my-grandmother-to-read-and-other-stories-pdfdrive.com-1.pdf">https://afgjilibrary.files.wordpress.com/2020/07/how-i-taught-my-grandmother-to-read-and-other-stories-pdfdrive.com-1.pdf</a>

How Frog went to Heaven – A Tale of Angolo <a href="http://www.aaronshep.com/rt/RTE19.html">http://www.aaronshep.com/rt/RTE19.html</a>

# REFERENCE BOOKS

SP Bakshi, Richa Sharma. Descriptive English. Arihant Publications (India) Ltd., 2019.

23UENG21	PO1	PO2	PO3	PO4	PO5	PO6	PO7
CO1	3	3	3	2	1	2	3
CO2	3	3	3	3	1	1	2
CO3	3	3	3	3	1	1	3
CO4	3	3	3	3	1	2	1
CO5	3	3	3	2	1	2	1

Strong (3) Medium (2) Low (1)

Dr.G.Athirshtakumari **Head of the Department**  Dr.B.Winmayil
Dr.S.Malathi
Course Designers

# I UG Part II English (2023 -2024 onwards) Paper II – General English

# II Semester 23UENG21 Blue Print of the Question Paper (External)

Section	<b>Types of Question</b>	No. of Questions	No. of Questions to	Marks for each	Mark	Total
C4:	1	5	be answered	question	2	
Section	1. Comprehension	5	3	1	3	
A – 1-3	(Poem)					
Unit I	2. Paragraph	2	1	4	4	15
Omt 1	2. I aragraph	2	1	4	4	
	3. Essay	2	1	8	8	
Section	4. Explain with	2	1	3	3	
B –	reference to the					
4-6	context (Poem)					
Unit II						15
	5. Paragraph	2	1	4	4	
	6. Essay	2	1	8	8	
Section	7. Answer in a	3	3	1	3	
C –	sentence	3	3	1	)	
7-9	Schlence					
Unit III	8. Paragraph	2	1	4	4	15
	o. i uiugiupii	_	•			
	9. Essay	2	1	8	8	
Section	10. Fill in the	5	5	1	5	
D -	blanks with the					
10 - 12	correct tense of the					
Unit IV	Verb					15
	11. Choose the					
	correct answer and	5	5	1	5	
	fill in the blank					
	12. Correct the	5	5	1	5	
	sentences	3	3	1	)	
Section	13 E-mail	3	1	5	5	
E-	15 E-man		1	]		
13 – 15	14. Circular	3	1	5	5	15
Unit V			*			
	15. Minutes	3	1	5	5	
						75



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# Part II English (for those who join in 2023-2024)

Semester III		Hours/Weel	k: 6
Course Code	Paper III – General English	Credits: 3	
Course Code 23UENG31		Internal 25	External 75

#### **Course Outcomes:**

On completion of this course, the students will be able to

**CO1:** identify the strategies of listening actively by recognizing its significance through the prescribed literary texts. [K1]

CO2: understand oneself and others by acquiring interpersonal skills from the prescribed literary texts. [K2]

**CO3:** distinguish the various stress triggers and practise stress coping skills learnt from the prescribed literary texts. [K2]

**CO4:** apply the knowledge of English language grammar in written correspondences. [K3]

**CO5:** demonstrate their writing skills by framing dialogue, designing invitation and resume. [K3]

# UNIT I ACTIVE LISTENING

# **Short Story**

Akutagawa Ryunosuke - In a Grove (Translated from Japanese by Takashi Kojima)

Ruskin Bond – The Boy who broke the Bank

#### **Prose**

Wangari Maathai -Nobel Prize Acceptance Speech

(15 Hours)

# UNIT II INTERPERSONAL RELATIONSHIPS

# **Song on (Motivational/ Narrative)**

Alfred Lord Tennyson - Ulysses

Wole Soyinka - Telephone Conversation

# **Short Story**

Mark Twain – Whitewashing the Fence (extract from *The Adventures of Tom Sawyer*)

(15 Hours)

# UNIT III COPING WITH STRESS

# Poem

W.H. Davies - Leisure

Rhona McFerran - Anxiety Monster

# Readers' Theatre

William Stanley Houghton - The Dear Departed

(15 Hours)

# **UNIT IV GRAMMAR**

Phrasal Verbs

Modal Auxiliaries

Verb Phrases - Gerund, Participle, Infinitive

(15 Hours)

# UNIT V COMPOSITION

Dialogue Writing

**Drafting Invitations** 

Designing a Resume

(15 Hours)

# **PRACTICAL**

# **Internal**

Listening Comprehension

# **External**

**Proverb Expansion** 

Role Play

Mock Interview

(15 Hours)

# HOME ASSIGNMENT

Design an Invitation

# **TEXT BOOKS**

Dhanavel, S.P. (2010). English and Soft Skills. Hyderabad: Orient Blackswan

Green, David.(2010). *Contemporary English Grammar Structures*. Chennai: Macmillan India Limited.

Farhathullah, T.M. (2005). *Communication Skills for Undergraduates*. Chennai: RBA Publications.

# **WEB SOURCES**

Davies, W.H. "Leisure".https://englishverse.com/poems/leisure

Houghton, William Stanley. The Dear Departed.

http://gowthambed.org/Assignments/ENGLISH-10-Ch2.pdf

Maathai, Wangari. "Nobel Lecture. Nobel Prize Outreach AB 2023". Mon. 17 Jul 2023.

https://www.nobelprize.org/prizes/peace/2004/maathai/lecture/

McFerran, Rhona. "Anxiety Monster". www.poetrysoup.com

Ryunosuke, Akutagawa. "In a Grove".

https://lackdown.weebly.com/uploads/6/3/9/8/6398150/in\_a\_grove\_by\_ryunosuke\_akutagawa.pdf

Soyinka, Wole. "Telephone Conversation". <a href="https://ncert.nic.in/textbook/pdf/keww114.pdf">https://ncert.nic.in/textbook/pdf/keww114.pdf</a> Tennyson, Alfred Lord. "Ulysses". <a href="https://www.poetryfoundation.org/poems/45392/ulysses">https://www.poetryfoundation.org/poems/45392/ulysses</a>

# REFERENCE BOOKS

Board of Editors.(1981). *Active English Grammar and Composition*. Chennai: Macmillan. Raman, Meenakshi.Sangeetha Sharma. (2008). *Technical Communication:* 

English for Engineers. Delhi: Oxford University Press.

Srinivasan, Hema. (2001). *Communication Skills: A Practical Approach*. New Delhi: Frank Bros.

23UENG31	PO1	PO2	PO3	PO4	PO5	PO6	PO7
CO1	3	3	3	2	1	2	3
904							
CO2	3	3	3	3	1	1	2
CO3	3	3	3	3	1	1	3
CO4	3	3	3	3	1	2	1
CO5	3	3	3	2	1	2	1

Strong (3) Medium (2) Low (1)

Dr.V.Navaneethamani Mrs.C.Vijayalakshmi **Heads of the Departments**  Dr.B.Winmayil Dr.S.Malathi Course Designers

# II UG Part II English (2023 -2024 onwards)

# Paper III – General English III Semester 23UENG31

**Blue Print of the Question Paper (External)** 

Section	on Types of Question No. of No. of Marks for Mark					
800000	Types of Question	Questions	Questions to	each	1,14111	Total
		Questions	be answered	question		
Section	1. Answer in a	4	2	1	2	
A –	sentence	·	_	_	_	
1-3	Sentence					
Unit I	2. Paragraph	2	1	3	3	12
	2. Turugrupii	_	1			
	3. Essay	2	1	7	7	
Section	4. Explain with	2	1	2	2	
B –	reference to the					
4-6	context (Poem)					12
Unit II	5. Paragraph	2	1	3	3	12
	6. Essay	2	1	7	7	
Section	7. Comprehension	4	2	1	2	
C –	(Poem)					
7-9	8. Paragraph	2	1	3	3	12
Unit III						
	9. Essay	2	1	7	7	
Section	10. Fill in the blank	4	4	1	4	
D -	with suitable					
10 - 12	phrasal verb given					
Unit IV	in the list.					
	11. Fill in the blank					12
	with suitable modal	4	4	1	4	
	auxiliary.					
	12. Fill in the blank					
	with suitable non-	4	4	1	4	
	finite.					
Section	13. Complete the	2	1	4	4	
E –	Dialogue					
13 – 15	14.7			,	_	12
Unit V	14. Invitation	2	1	4	4	
	15. Resume	2	1	4	4	
				Total		60



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# VIRUDHUNAGAR

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# Part II English (for those who join in 2023-2024)

Semester IV		Hours/Weel	k: 6
Course Code	Paper IV – General English	Credits: 3	
Course Code 23UENG41		Internal 25	External 75

**Course Outcomes:** On completion of the course, the students will be able to

**CO1**: define and set personal goals with confidence by appreciating the prescribed literary works. [K1]

**CO2:** express the value of integrity by understanding the prescribed texts. [K2]

CO3: classify emotions and handle them with intelligence acquired from the prescribed works. [K2]

**CO4:** apply the grammatical rules in framing error-free sentences. [K3]

**CO5:** use the gained knowledge of the English Language in writing cohesive reports and delivering speeches. [K3]

# **UNIT I GOAL SETTING (UNICEF)**

# Life Story

Adeline Yen Mah - From Chinese Cinderella

George Orwell - Why I Write

# **Prose**

William Hazlitt - On the Love of Life

(15 Hours)

# **Unit II INTEGRITY**

# **Short Story**

K.S. Duggal -The Taxi Driver

O Henry - A Retrieved Reformation

# Extract from a play

The Quality of Mercy (Trial Scene from Shakespeare's *The Merchant of Venice*)

(15 Hours)

# UNIT III COPING WITH EMOTIONS

#### **Poem**

Dahlia Ravikovitch - Pride

Maya Angelou - Phenomenal Woman

# Readers' Theatre

Althea Thurston - The Exchange

(15 Hours)

# **UNIT IV GRAMMAR**

Simple Sentences

**Compound Sentences** 

Complex Sentences

Direct and Indirect Speech

(15 Hours)

# UNIT V ENGLISH IN THE WORKPLACE

Report Writing - Narrative Report and Newspaper Report

Drafting Speeches - Welcome Address, Vote of Thanks and Felicitation address

**Designing Advertisements** 

(15 Hours)

# **PRACTICAL**

### **Internal**

**Group Discussion** 

# **External**

Public Speech

Ad act

Turn Coat (15 Hours)

# **HOME ASSIGNMENT**

Newspaper Report

# **TEXT BOOKS**

English for Enlightenment. (2018). Board of Editors, Department of English, VVVC.

Chennai: New Century Book House.

Farhathullah, (2005). T.M. Communication Skills for Undergraduates. Chennai: RBA Publications.

Green, David.(2010). *Contemporary English Grammar Structures*. Chennai: Macmillan India Limited.

Srinivasan, Hema. (2001). *Communication Skills: A Practical Approach*. New Delhi: Frank Bros.

#### WEB SOURCES

Angelou, Maya. "Phenomenal Woman".

https://www.poetryfoundation.org/poems/48985/phenomenal-woman

Duggal, K.S. "The Taxi Driver".

 $\frac{https://www.bcu.ac.in/documents/text\%20book/English/I\%20Sem/Confluence-I-\%20Additional\%20English-UG.pdf$ 

Hazilitt, William. "On the Love of Life".

http://www.blupete.com/Literature/Essays/Hazlitt/RoundTable/LoveLife.htm

Lewis, Roland, B.(2011) Contemporary One-Act Plays. Gutenberg EBook.

https://www.gutenberg.org/files/37970/37970-h/37970-

 $\frac{h.htm\#:\sim:text=In\%20Althea\%20Thurston's\%20The\%20Exchange,newly\%20acquired\%20ill\ \%20throughout\%20life}{}$ 

O' Henry. "A Retrieved Reformation".

https://americanenglish.state.gov/files/ae/resource\_files/a-retrieved-reformation.pdf

Orwell, George. "Why I Write" - <a href="https://www.orwellfoundation.com/the-orwell-foundation/orwell/essays-and-other-works/why-i-write/">https://www.orwellfoundation.com/the-orwell-foundation/orwell/essays-and-other-works/why-i-write/</a>

Ravikovitch, Pride. "Dahlia".

https://www.poetryinternational.com/en/poets-poems/poems/poem/103-3359\_PRIDE

Shakespeare, William. "The Quality of Mercy". *The Merchant of Venice*. <a href="https://poemanalysis.com">https://poemanalysis.com</a>

Yen Mah, Adeline. Chinese Cinderella.

http://mrhoyesgcsewebsite.com/Lang%20Exam/Tracked%20Anthology%20Extracts/Chinese%20Cinderella/Chinese%20Cinderella%20-%20Marissa.pdf

# REFERENCE BOOKS

Board of Editors.(1981). Active English Grammar and Composition. Chennai: Macmillan.

Nesfield, J.C. (2019). English Grammar Composition and Usage, Macmillan.

Pillai, Radhakrishna. G. (2014). Emerald English Grammar and Composition.

Emerald Publishers: Chennai.

23UENG41	PO1	PO2	PO3	PO4	PO5	PO6	PO7
CO1	3	3	3	2	1	2	3
CO2	3	3	3	3	1	1	2
CO3	3	3	3	3	1	1	3
CO4	3	3	3	3	1	2	1
CO5	3	3	3	2	1	2	1

Strong (3) Medium (2) Low (1)

Dr.V.Navaneethamani Mrs.C.Vijayalakshmi **Heads of the Departments**  Dr.B.Winmayil Dr.S.Malathi **Course Designers** 

# II UG Part II English (2023 -2024 onwards)

# Paper IV – General English IV Semester 23UENG41

**Blue Print of the Question Paper (External)** 

Section	Types of Question	No. of	No. of	Marks for	Mark	Total
Section	Types of Question	Questions	Questions to	each	IVIUI II	1000
			be answered	question		
Section	1. Answer in a	4	2	1	2	
A –	sentence					
1-3	2 D 1		1	2	2	12
Unit I	2. Paragraph	2	1	3	3	
	3. Essay	2	1	7	7	
Section	4. Answer in a	4	2	1	2	
B –	sentence					
4-6						12
Unit II	5. Paragraph	2	1	3	3	
	6. Essay	2	1	7	7	
Section	7. Explain with	2	1	2	2	
C –	reference to the					
7-9	context (Poem)					10
Unit III	8. Paragraph	2	1	3	3	12
	6. I aragraph	2	1	3	3	
	9. Essay	2	1	7	7	
Section	10. Combine the	4	4	1	4	
D -	two sentences into					
10 – 12 <b>Unit IV</b>	one as directed.					
Omtiv	11. Rewrite as					12
	directed (Simple,					12
	Compound,	4	4	1	4	
	Complex)					
	12. Rewrite as					
	directed (Reported					
	Speech )					
	,	4	4	1	4	
Section E –	13. Report writing	2	1	4	4	
13 – 15	14. Public Speech	2	1	4	4	12
Unit V	•					
	15. Advertisement	2	1	4	4	
				Total		60