

Name of Institute: Indus Institute of Management Studies

Name of Faculty: Dr. Dipti Sethi

Course code:

Course name: Language English (LE)

Pre-requisites: would have completed the 12th grade of Schooling

Credit points: 2

Offered Semester: I

Course Coordinator (weeks 1 – 15)

Full Name: Dr. Dipti Sethi

Department with sitting location: Management

Telephone:9824096015

Email:diptisethi.mba@indusuni.ac.in

Consultation times: 2.00 PM to 4.00 PM

Course Lecturer (weeks 1 - 15)

Full name: Dr. Dipti Sethi

Department with sitting location: Management

Telephone:9824096015

Email: diptisethi.mba@indusuni.ac.in

Consultation times:2.00 PM to 4.00 PM

Students will be contacted throughout the Session via Mail with important information relating to this Course.

Course Objectives

This course aims to provide an understanding of basic English and Grammar

Course Outcomes (CO)

UNIT -I

[06]

(Text) Beautiful Minds (Published by Macmillan)

SECTION ONE (Prose: 1 to 3)

UNIT – II

[06]

(Text) Beautiful Minds (Published by Macmillan)

SECTION ONE (Poems: 1 to 3)

UNIT-III

[06]

(Grammar)

(A) DO, BE and HAVE as Main Verbs

Note: In a way, Do, Be and Have are “special verbs” in English because they are used as Main and Auxiliary verbs. As main verbs, “DO”, “BE” and “HAVE” occur independently in the sentence and express a variety of meanings in formal and informal situations. In this section, PRESENT, PAST and FUTURE forms of these three verbs will be taught and examined only as Main Verbs.

(B) TENSES:

- | | |
|--------------------------------------|---------------------------|
| (1) Present Simple Tense | (5) Past Simple Tense |
| (2) Present Continuous Tense | (6) Past Continuous Tense |
| (3) Present Perfect Tense | (7) Past Perfect Tense |
| (4) Present Perfect Continuous Tense | (8) Future Simple Tense |

(C) VOCABULARY

1. Words often confused
2. Words often misspelt
3. Common errors in English

UNIT-IV

[06]

(Comprehension and Composition)

(A) Paragraph Writing:

List of Topics for Paragraph Writing:

- STATE/ NATION/ MEDIA
- ENVIRONMENT/ SOCIAL LIFE
- PERSONAL

(B) Comprehension of an Unseen Passage

Course Outcomes (CO)

Course Outcome:

At the end of this course the student –

- CO1.** Learns to employ basic English L,S,R,W skills more effectively in day-today life
- CO2.** Learns to identify various genres of prose and poetry
- CO3.** Give an exposure English Literature
- CO4.** Realizes the importance of literature in enabling self-expression, creating awareness about and finding solutions to personal, professional and societal problems (especially in the era of globalization), thus emerging as a well integrated individuals.
- CO5.** To engage the students to learn the various genres of prose and poetry.
- CO6.** To gain and learn basic skill of learning, reading and writing to use in day to day life.

Text Books:

- Beautiful Minds (Published by Macmillan)
- David Green: Contemporary English Grammar Structure and Usage, Laxmi Publications Pvt. Ltd.
- Wren and Martin – High School English Grammar and Composition, S. Chand, Latest Print.
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Reference Books:

- Raymond Murphy – Intermediate English Grammar, Cambridge Press, Latest Edition
- Martinet and Thomson – A Practical English Grammar, Oxford.
- M L Tickoo and Subramanian: Intermediate Grammar, Usage and Composition, Published by Orient Blackswan.d

Method of delivery

(Face to face lectures, self study material, Active Learning Techniques)

Study time

(Three Hours Per Week + one hour assignment)

CO-PO Mapping (PO: Program Outcomes)

	PO1	PO2	PO3	PO4	PO5	PO6	PO7
CO 1	3	2	3	3	2	3	2
CO 2	2	3	2	2	2	2	2
CO 3	2	2	2	2	3	3	2
CO 4	2	3	2	2	3	2	3
CO 5	3	3	3	2	2	2	2

Blooms Taxonomy and Knowledge retention(For reference)

(Blooms taxonomy has been given for reference)

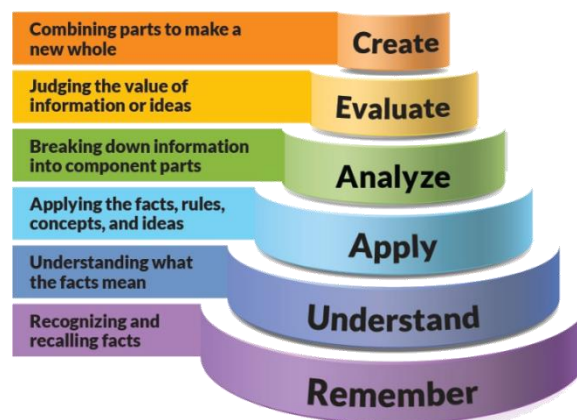


Figure 1: Blooms Taxonomy

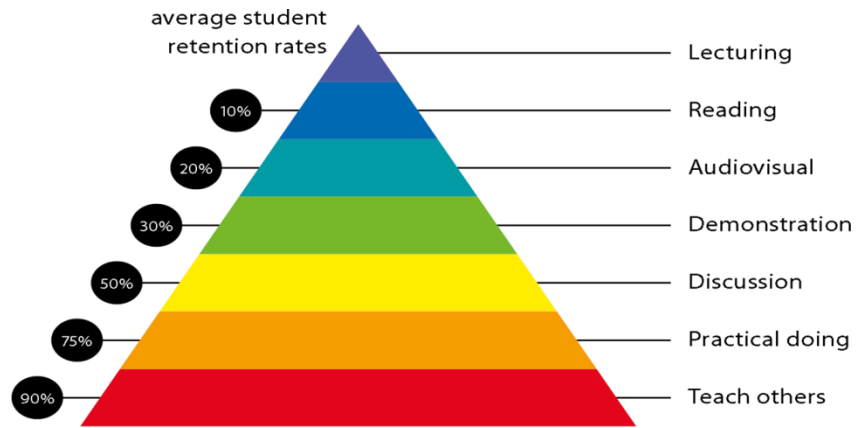


Figure 2: Knowledge retention

Graduate Qualities and Capabilities covered

(Qualities graduates harness crediting this Course)

General Graduate Qualities	Specific Department of Management Graduate Capabilities
Informed Disciplinary Knowledge <ul style="list-style-type: none"> • how employees behave • how human beings behave & function & evolve over time • how behavior gets determined by dynamics at individual/group & organizational level • contribution of OBD to enhance the performance within & without the organisations & in society 	1 Professional knowledge, grounding & awareness
Independent learners Metacognition <ul style="list-style-type: none"> • planning • evaluating 	2 Information literacy, gathering & processing
Thinking • critical • creative • practical	4 Problem solving skills
Effective communicators Relating • communication • team skills • influencing • acting ethically • cross-cultural awareness	5 Written communication
	6 Oral communication
	7 Teamwork
Responsible Learning • capacity for life-long learning • flexibility • adaptability	10 Sustainability, societal & environmental impact

Practical work:

(Students Shall be given assignments to demonstrate the following skills)

1. ASSIGNMENT -1 GETTING CONCEPTUAL CLARITY
2. ASSIGNMENT - 2 THE COMMUNICATION PORTFOLIO (Gr. Presentations
3. Mid sem Exam -3 PROBLEM-SOLVING (Case Analysis)
- 4 - End sem Exam- Comprehension of Language English

Lecture/tutorial times

Lecture	Tuesday	11:10 – 12:10 pm	Room CL 4
Lecture	Wednesday	11.10 - 12.10 pm	Room CL 4

Attendance Requirements

The University norms states that it is the responsibility of students to attend all lectures, tutorials, seminars and practical work as stipulated in the Course outline. Minimum attendance requirement as per university norms is compulsory for being eligible for mid and end semester examinations.

ASSESSMENT GUIDELINES

Your final course mark will be calculated from the following:

Example:			
Assignment I+Attendance	5%	(week 4)	Objective (1-3)
Assignment + Group presentation	5%	(week 8)	Objective (1-4)
Mid semester	40%	(due week 10)	Objectives (2-5)
Final exam (<i>closed book</i>)	40%		Objectives (1-5)
Bloom's Category Marks (out of 60) (Internal Evaluation)	Test	Assignments	Class Participation & Group Discussions.
Remember			
Understand	10	05	05
Apply	10		05
Analyze	10	05	
Evaluate	10		
Create			

SUPPLEMENTARY ASSESSMENT

Students who receive an overall mark less than 50% in mid semester or end semester will be considered for supplementary assessment in the respective components (i.e mid semester or end semester) of semester concerned. Students must make themselves available during the supplementary examination period to take up the respective components (mid semester or end semester) and need to obtain the required minimum 50% marks to clear the concerned components.

Practical Work Report/Laboratory Report:

A report on the practical work is due the subsequent week after completion of the class by each group.

Late Work

Late assignments will not be accepted without supporting documentation. Late submission of the reports will result in a deduction of 5% of the maximum mark per calendar day

Format

All assignments must be presented in a neat, legible format with all information sources correctly referenced. **Assignment material handed in throughout the session that is not neat and legible will not be marked and will be returned to the student.**

Retention of Written Work

Written assessment work will be retained by the Course coordinator/lecturer for two weeks after marking to be collected by the students.

University and Faculty Policies

Students should make themselves aware of the University and/or Faculty Policies regarding plagiarism, special consideration, supplementary examinations and other educational issues and student matters.

Plagiarism - Plagiarism is not acceptable and may result in the imposition of severe penalties. Plagiarism is the use of another person's work, or idea, as if it is his or her own - if you have any doubts at all on what constitutes plagiarism, please consult your Course coordinator or lecturer. Plagiarism will be penalized severely.

Do not copy the work of other students.

Do not share your work with other students (except where required for a group activity or assessment)

Course schedule(subject to change)

(Mention quiz, assignment submission, breaks etc as well in the table under the Teaching Learning Activity Column)

Week #	Topic & contents	CO Addressed	Teaching Learning Activity (TLA)
Weeks 1	Introduction & Expectation from the course	CO1	Lecture
Weeks 2	Beautiful Minds : Prose I	CO2	Reading the lesson & discussion
Week 3	<i>Beautiful Minds : Prose II</i>	CO2	Lecture & Discussion
Week 4	Beautiful Minds : Prose III	CO2	Reading the lesson & discussion
Week 5	Beautiful Minds: Poem I	CO2	Group of students presenting
Week 6	Beautiful minds Poem II	CO 2	Explanation of the poem
Week 7	Beautiful minds: Poem III	CO2	Put forth the importance of the poet's messages
Week 8	Grammar: Do, Be & Have as main verbs	CO3	Examine the differences between verbs
Week 9	<i>Presentt, Past & future of these verbs</i>	C03	Give them exercises in class to understand the nuances
Week 10	Differences between main & Auxilliary verbs	CO3	Illustrate the differences with examples & Discussion
Week 11	Midsemester Exam		Written Exam
Week 12	Tenses : Intricacies in the various past, & present tenses	CO4	Help students understand through practice
Week 13	Vocabulary : Words often Used, often misspelt & common errors	CO4	Lecture & Discussions

	Week 14	Paragraph Writing : list of topics for paragraph writing : State/ Nation/ Media/ Environment/Social life/Personal life.	C05	Case: Discussion
	Week 15	Comprehension of an Unseen passage	C05	Essay writing & giving exercise to get used to respond in the moment

