

Sardar Patel University
Subject : English (Ability Enhancement)
Syllabi with the Effect from the Year: June 2019
B.A. Semester – IV

UA04AENG21 : General English

Text: *Stream – English Coursebook for College Students – Macmillan*

A. The following chapters are prescribed:

1. *The Lost Child (By Mulk Raj Anand)*
2. *Too Dear (By Leo Tolstoy)*
3. *The Ant and the Grasshopper (By W.S. Maugham)*
4. *A Shadow (By R.K.Narayan)*

B. Grammar Section:

1. Vocabulary (words and their meanings, Synonyms and Antonyms)
2. Verb forms
3. Paragraph Writing
4. Précis Writing

B.A. Semester – IV
UA04CENG21 : The Elizabethan Age to the Neo-classical Age

1. *Paradise Lost Book – I by John Milton*
2. Sonnets of William Shakespeare

1. *Sonnet 18 : ‘Shall I compare thee’*
2. *Sonnet 55 : ‘Not marble, nor the gilded monuments’*
3. *Sonnet 65 : ‘Since brass, nor stone’*
4. *Sonnet 116 : ‘Let me not to the marriage’*
5. *Sonnet 130 : ‘My Mistress’eyes’*

Note: In the University Exam, there will be two questions from the text and two questions from the poems

Semester – IV
Code: UA04CENG22 : The Pre-Romantic Age to the Victorian Age

1. *The Mayor of Casterbridge* by Thomas Hardy
2. Poems of P.B. Shelley
 1. Ozymandias
 2. Ode to the West Wind
 3. Mutability
 4. To Night
 5. When the Lamp is Shattered

Note: In the University Exam, there will be two questions from the text and two questions from the poems

Sardar Patel University
SYBA
Subject : English Literature (Core & Generic)
Syllabi with the Effect from the Year: June 2019
Semester – IV

UA04CENG23 : The Modern Age

1. *The Playboy of the Western World* by John Millington Synge
2. *Lord of the Flies* by William Golding

Note: In the University Exam, there will be two questions from the text.

B.A. Semester – IV
UA04GENG21 : The Elizabethan Age to the Neo-classical Age

1. *Paradise Lost Book – I* by John Milton
2. Sonnets of William Shakespeare
 1. *Sonnet 18 : 'Shall I compare thee'*
 2. *Sonnet 55 : 'Not marble, nor the gilded monuments'*
 3. *Sonnet 65 : 'Since brass, nor stone'*
 4. *Sonnet 116 : 'Let me not to the marriage'*
 5. *Sonnet 130 : 'My Mistress'eyes'*

Note: In the University Exam, there will be two questions from the text and two questions from the poems

Semester – IV
Code: UA04CENG22 : The Pre-Romantic Age to the Victorian Age

1. *The Mayor of Casterbridge* by Thomas Hardy
2. Poems of P.B. Shelley
 1. Ozymandias
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Sardar Patel University
BA (English) Semester – IV

UA04SENG21 Additional English IV

Sr. No.	Name of Short Story
1.	<i>A Horseman in the Sky</i> by Ambrose Bierce
2.	<i>The Tiger in the Tunnel</i> by Ruskin Bond
3.	<i>My Lost Dollar</i> by Stephen Butler Leacock
4.	<i>How I became a Public Speaker</i> by George Bernard Shaw

Note: In the University Exam, each unit / lesson will have equal weightage.

Sardar Patel University
BA (English) Semester – IV
UA04SENG22 Communication Skills IV

Sr. No.	Name of Unit
1.	Group Discussion <ol style="list-style-type: none">➤ Introduction➤ Difference between Group Discuss and Debate➤ Personality Traits to perform well in GD➤ GD as a part of selection process.➤ Importance of Verbal and Non-Verbal Communication in a GD➤ Dos and Don'ts of GD

2. Interview Skills
 - Introduction
 - Objectives of Interviews
 - Process of an Interview
 - Types of Interviews
 - Importance of Verbal and Non-Verbal Communication in an Interview
 - Dos and Don'ts of an Interview
3. Email Etiquette
 - Introduction
 - Structure of an Email
 - Email etiquette while drafting an email and their significance
 - Email etiquette while sending or replying an email and their significance
 - Advantages and Limitations of an Email
 - Tips for Email Effectiveness
4. Business Letters
 - Letter of Inquiry and Reply
 - Letter of Placing Order and Reply
 - Execution of Order
 - Extension in time or partial execution of order
 - Cancelling or postponing order
 - Letter of Complaint and Reply
 - Letter of Adjustment and Reply

Note: In the University Exam, each unit will have equal weightage.

Reference Books:

1. *Communication Skills* by Parul Popat and Kaushal Kotadia, Pearson Education
2. *Business Communication: Techniques and Methods* by Om P Juneja and Aarti Mujumdar, Orient Blackswan
3. *Technical Communication: Principles and Practice* by Meenakshi Raman and Sangeeta Sharma, OUP
4. *Practical Techniques to Develop Communication Skills* by Parul Popat and Kaushal Kotadia, Pothe Prakashan
5. *Communication Skills* by Sanjay Kumar and Pushp Lata, OUP