

Programme/Class: - CERTIFICATE	Year: FIRST	Semester: FIRST
Subject: ENGLISH		
Course Code: - A040101T	Course Title: English Prose and Writing Skills	
Course Outcomes: After completing this course, the students will be able to:		
<ul style="list-style-type: none">• Understand Indian English Writing as a new form of Indian culture and voice in which India converses regularly. They will be able to understand contributions of various authors in the growth of Indian English Writing.• Understand the formal qualities of a text, intricacies of structure, stylistics and figurative elements found in the text.• Analyse the difference in the prose techniques of different writers like Addison, Lamb and Bacon.• Make use of word choices, word order, figurative language and imagery to convey meaning/emotion.• Identify the writings of classic prose and short story writers like Chekhov, Maupassant and O' Henry.• Understand the prominence of logic and reason in the 18th century British literature.• Describe the literary terms related to prose.• Get a wide exposure of eminent writers like Kalam, Amartya Sen, Anita Desai, Woolf and M.R. Anand.• Understand the social, historical and political backgrounds of the short story writers like Anton Chekhov through the elaborate and allegorical descriptions in the prescribed text.• Identify the content, language, style, tone and structure of the essays and short story.• Comprehend the culture, author's biography and historical context of the prescribed prose works.• Perform basic functions of a word processor, Excel spreadsheet and PowerPoint presentation practically.• Do online communication like content writing and blogging.• Do official communication by writing official letters/complaint letters.• Practically explore their creative genius in creating blogs and personal websites for vocational purposes		
Credits: 06		Paper: Core Compulsory
Max. Marks: 25+75		Min. Pass Marks:

Unit	Topic	No. of Lectures
I	An Introduction to Indian Writing in English: Contributions of Sri Aurobindo, Rabindranath Tagore, K. S. Venkataramani, Bhabani Bhattacharya, R. K. Narayan, Mulk Raj Anand, Sarojini Naidu, Kamala Markandaya and Nayantara Sahgal, etc. towards the growth of Indian writing in English	11
II	Elements of Short Story: Plot, Characterization, Narrative Technique and Structure Types of Prose & Prose Style: Autobiography, Biography, Memoir; Travelogue; Periodical Essay; Formal Essay; Personal Essay.	11
III	Prose Devices: Theme; Point of View; Sentence Pattern; Imagery; Tone or Mood; Analogy, Anecdote; Antithesis; Aphorism; Diction; Inversion; Humour and Pathos.	12
IV	Short Stories 1. O' Henry- <i>The Last Leaf</i> 2. Anton Chekhov- <i>The Lament</i> 3. Guy de Maupassant- <i>The Terror</i>	11
V	Short Stories 1. M.R. Anand- <i>The Barber's Trade Union</i> 2. R.K Narayan- <i>Under the Banyan Tree</i> 3. Anita Desai- <i>Games at Twilight</i>	11
VI	Prose 1. Francis Bacon- <i>*Of Studies</i> 2. Charles Lamb- <i>*Dream Children</i> 3. Joseph Addison- <i>*Sir Roger at the Church</i> 4. A.G. Gardiner- "On Smiles"	11
VII	Prose 1. Virginia Woolf- <i>*Professions for Women</i> 2. A.P.J. Kalam- <i>*Patriotism Beyond Politics & Religion</i> (from <i>Our Ignited Minds</i>) 3. Amartya Sen- <i>* Tagore & His India</i> (from <i>The Argumentative Indian</i>) 4. Jawahar Nehru- "Opportunities for Youths"	12
VIII	Computer & Writing skills in English 1. Power Point Presentation 2. Letter writing – formal, informal/ Letters of Inquiry/ Complaints, Grievance Redressal Letters & Right to Information (RTI) 3. Preparing Resumes/CV using Microsoft Word/ Letter of Acceptance/ Resignation (Job) 4. Online Writing (Blogging, Content Writing, Effective E-mail Writing)	11
Suggested Readings: • Ahluwalia, J.P., "Modern News Structure in Print Media and Electronic Media", Adyayan		

Publishers, New Delhi, 2007.

- Daiches, D., "A Critical History of English Literature", Supernova Publishers, 2010.
- Compton- Rickett, A., "A History of English Literature" Nabu Press, 2010.
- Boulton, M., "The Anatomy of Prose", Kalyani, New Delhi, 1982.
- Chambers, E., "The Development of English Prose", Oxford University Press, London, 1957.
- Berman, J., "A Companion to Virginia Woolf", John Wiley and Sons, 2016.
- Kalam, A.P.J., "Ignited Minds: Unleashing the power within India" Penguin, 2014.
- Sen A., "Tagore and His India", The New York Review of Books, 1997.
- Dorner, J., "Writing for the Internet", Oxford University Press, New York, 2002.
- Majumdar, P.K., "Commentary on the Consumer Protection Act", Prentice Hall, New Delhi, 1992.
- Norton, P., "Introduction to Computers", Tata McGraw Hill, New Delhi, 2005.
- <http://www.gutenberg.org/files/3090/3090-h/3090-h.htm>
- Read, H., "English Prose Style", Pantheon, New York, 1981.
- Walker, H., "English Essays and Essayists", J.M. Dent and Sons Ltd., London, 1928.
- Williams, W.E., "A Book of English Essays", Penguin Books, Harmondsworth, 1948.
- <https://www.youtube.com/embed/l-kbE7oyUWU>
- <https://www.youtube.com/embed/Cb7Ibraalm4>
- <https://rtionline.gov.in/index.php>
- <http://consumerhelpline.gov.in/consumer-rights.php>
- www.jaagore.com/know-your-police/procedure-of-filing-fir
- www.consumercomplaints.in/municipal-corporation-of-delhi-b100274

This course can be opted as an elective by the students of following subjects:

Open to all

Suggested Continuous Evaluation Methods:

Continuous Internal Evaluation shall be based on Project/ Assignment and Internal Class Test. The marks shall be as follows:

Practical/Project/Assignment	10 Marks
Internal Class Test	15 Marks
Course prerequisites:	Open to all
Suggested equivalent online courses:	
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Further Suggestions:	
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(Texts marked with * are for detailed study)