

**Semester I**  
(For Gujarati & English Medium)

**Paper 101: General English**

Unit	Author/ Topic	Text
01	poetry: Chapter No. 3,6,9	<i>Chinar: An Anthology of Prose and Poems, Foundation Books</i>
02	Indian Writings: Chapter No 5, 8, 13	<i>Chinar: An Anthology of Prose and Poems, Foundation Books</i>
03	Tenses, Articles; Prepositions	Hewings, Martin. Advanced Grammar in Use .New Delhi: CUP, 2008. ( For classroom teaching and practice)
04	Comprehension of unseen passages and paragraph writing	

**Semester II**

**Paper 101: Communication Skills**

Unit	Topic
01	1. Introduction to Communication. 2. Process of Communication
02	1. Forms of Communication. 2. Advantages and Limitations of Communication
03	Tools of Written/ Oral and electronic Communication (Letters, , Public Meetings, Seminars, Phone, Fax, E Mail, Internet)
04	Job Application

**Recommended Reading:**

**Oxford University press:** Communication Skills: Meenakshi Raman & Prakash Singh

**Semester III**  
**Paper 201: General English and Composition**

<b>Unit</b>	<b>Author/ Topic</b>	<b>Text</b>
01	Computer-human interface film written and directed by: Larry and Andy Wachowski,	<i>The Matrix (1999).</i>
02	<b>Grammar and Composition:</b> (i) Transformation of Sentences : (ii) Synthesis of Sentences	
03	Letter writing: Informal letters of greetings, condolences and regret to Friends, Parents and Siblings	
04	Précis Writing	

**Recommended Books:**

- *The Art of the Matrix* by Spencer Lamm (Newmarket Press, 2000) ISBN 1-55704-405-8
- *Enter The Matrix: Official Strategy Guide* by Doug Walsh (Brady Games, 2003) ISBN 0-7440-0271-0

## Semester IV

### Paper 212: Scientific writing

Unit	Author/ Topic
01	Introduction to Scientific Description: Essay
02	Introduction to Scientific Description: Review
03	Writing Scientific Reports
04	Comprehension of a Scientific Passage

### Reference Books:

1. Technical Communication: Principles and Practice. Meenakshi Raman, Sangita Sharma. Oxford University Press
2. Scientific Writing Made Simple: A to Z of Scientific Writing by Singh, Virendra et al. Publisher: Daya Publishing House. 2008
3. Hofmann, A. H. (2010). Scientific writing and communication: Papers, proposals, and presentations. New York: Oxford University Press

## Semester V

### Name of the Paper: General English: Creative Writing in English

Unit	Author/ Topic	Text
01	Stephen Hawkings	<i>A Brief History of Time</i>
02	Introduction to Creative Writing.  Familiarizing with techniques of writing	Mills Paul. The Routledge Creative Writing  (A) Morley David. Cambridge Introduction to Creative Writing. New Delhi: CUP, 2007
03	Practice in Magazine Writing: Narrative	Starlie David. Teaching Writing Creatively ed. Heinmann, Portsmouth, 1998
04	Practice in Magazine Writing: Scientific Article	Starlie David. Teaching Writing Creatively ed. Heinmann, Portsmouth, 1998

### Recommended Reading:

1. Oxford Dictionary and Thesaurus, ed. Julia Elliot. OUP, 2001.
2. Oxford Language Reference, ed. Jonathan law. OUP, 2008
3. Peter Mark Roget. Roget's Thesaurus of Synonyms and Antonyms. Galley Press: London 1972
4. *A Brief History of Time* is based on the scientific paper J. B. Hartle, S. W. Hawking (1983). "Wave function of the Universe". *Physical Review D* **28** (12): 2960. 10.1103/PhysRevD.28.2960.
5. "Hawking's briefer history of time". news.bbc.co.uk. 2001-10-15. <http://news.bbc.co.uk/2/hi/science/nature/1599719.stm>. Retrieved 2008-08-06.

### Semester VI

#### Name of the Paper: Soft Skill: Personality Development

Unit	Author/ Topic	Text
01	Character building: Ethics, morality and values: an understanding – Need for values – Kinds of Values – Value conflicts – Value clarification and Value acceptance – National Ethics	
02	Time and Stress Management: Importance of time – Managing time – the art of prioritizing and scheduling – stress and source of stress – recognizing emotions and value of regulating emotions — Resolving crisis.	
03	Vision and goal setting: Personal goal – career goal clarification understanding organizational goals – congruence of goals – Positioning oneself in the context of organization / society –critical nature of reaching targets.	
04	Group Discussion and Seminars Presentation: Electronic and Verbal. Facing Personal Interview	