

	TE Malayalam University, Tirur
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Programme	Four Year Under-Graduate Degree Programme					
Course Name	Reading and Writing Skills in English					
Type of Course	Ability Enhancement Course (AEC)					
Course Code						
Course Level	100- 199					
Course Summary	The Course aims to familiarise the learners with various kinds and modes of reading and writing used in personal, social, and professional contexts. It also intends to facilitate learners to acquire a range of reading and writing skills necessary for effective communication in English language. The course will prepare the learners to adapt their acquired proficiency in English to suit the demands of varying contexts and become confident users of the language.					
Semester	Second Semester			Credits – 03		
Course Details	Learning Approach	Lecture - 30 hours	Tutorial	Practical	Others- 15 hours	Total Hours = 45 hours
Pre-requisites, if any	Plus-Two level proficiency in English language, with a basic knowledge of Grammar and simple Vocabulary.					

Course Outcomes (COs)

CO No.	Expected Course Outcome	Learning Domains*	PSO No.
<i>On Completion of the Course the student will be able to</i>			
1	Develop advanced reading skills and comprehension of meaning in English by reading texts from various genres.	R, U, An, A, C, S	
2	Analyse syntactic structures to understand how the components of a sentence are organised to convey meanings with clarity.	An,U	
3	Develop the sub-skills of reading such as Skimming, Scanning, Extensive Reading and Intensive Reading.	U, An, E, S	
4	Develop the ability to use different modes to compose content for the digital world (Blogs, web content etc) and follow etiquettes for Emails and formal correspondence.	U, An,E	
5	Recognise the different modes of writing and understand the mechanics of writing.	R, U, An,E	
6	Improve their reference skills, ability to take notes, refer and document data and materials.	A, An, E, C, I, Ap	
7	Prepare and present seminar papers and project reports effectively.	An, E, C, Sy	

* Remember (R), Understand (U), Apply (A), Analyse (An), Evaluate (E), Create (C), Interest (I), Appreciation (Ap), Synthesis (Sy), Skill (S)

Course Content - Content for Classroom Transaction (units)

Module	Units	Course Description	Hours	CO no.
Module I	Reading Skill			
	1	Introduction to Reading process, Phonetic Symbols and transcription, Pronunciation.	3	
	2	Overcoming barriers to reading, enhancing vocabulary and comprehension of meanings.	3	
	3	Reading for different purposes, developing sub skills of reading.	2	
	4	Computer Aided Reading, Familiarising the students with modes of Digital Content writing (Technical Writing, Blogs, Fan Fiction, Subtitling etc).	2	
Module II	Writing Skills			
	1	Introducing the rules of writing for clarity and readability- Mechanics of writing- spelling, capitalization and title-case, and punctuation.	2	
	2	Introducing the Different Modes of Writing — Narrative, Descriptive, Expository, Persuasive etc.	3	
	3	Introducing writing models- essay- precise- letter writing- personal letters and formal letters-E-mail etiquettes- expansion of ideas, paraphrasing - summary writing- Proposal writing	3	
	4	Improving the students' ability to document data and materials-Researching- Citing texts- Report Writing- Preparing Resumes, Covering Letters for job applications and Thank you mails- survey-questionnaire- note making - Reading graphs etc.,.	5	
Module III	Presentation Skills			
	1	Introducing the principles and processes of academic writing- developing a Research Question- writing Topic Sentences- finding and evaluating sources- organizing and outlining the ideas- transition words, and sequencing of paragraphs- Citing Texts	6	
	2	Conducting independent research- writing a research paper- presenting the findings to the class- peer review- feedback	5	

	3	Drafting and revising arguments- structuring the material for clear, coherent and persuasive arguments- avoiding plagiarism	5	
	4	Seminar paper presentation- discussion	6	

Teaching and Learning Approach

Classroom Schedule – Mode of Transaction and Mode of Assessment

Weeks	Session Descriptions	Mode of Assessment Continuous Comprehensive Assessment (CCA)
Week 1	Preparation for reading-Introduction to Phonetic symbols and pronunciation- Reading short poems, stories and essays.	SEMINARS DISCUSSION ASSIGNMENTS TESTS Classroom Activities and Home Assignments: 1 Reading exercises with select materials of various genres. 2. Phonetic Transcription 3. Vocabulary enhancement exercises. 4. Writing exercises for different types of academic papers such as essays, reports, reviews and research papers, explaining graphs, charts and processes. 5. Worksheets for Reference citation, topic sentence writing, title writing etc.
Week 2	Strengthening of vocabulary- learning the phonetic and semantic aspects of new words.	
Week 3	Developing sub skills of reading- skimming and scanning by making use of appropriate reading material.	
Week 4	Practising intensive reading and extensive reading using selected reading materials.	
Week 5	Familiarising the students with E-mail, Digital content writing, and digital tools for reading and writing.	
Week 6	Rules and mechanics of writing- spelling, capitalization and titles, punctuation.	
Week 7	Different modes of writing –essay writing, précis, letter writing-personal and formal.	
Week 8	Expansion of ideas- paraphrasing- summary writing	
Week 9	Documentation of data and materials- report writing- note making.	
Week 10	Resume- job application- survey-questionnaire – e-mail	
Week 11	The principles and processes of academic writing- awareness of research ethics.	
Week 12	Developing a research question- Improving the students' reference skills- finding and evaluating sources- organising the ideas.	
Week 13	Conducting independent research- writing a research paper- presenting the findings to the class- peer review and constructive feedback.	
Week 14	4 Drafting and revising arguments- structuring the material for clear, coherent and persuasive arguments- avoiding plagiarism	
Week 15	Seminar paper presentation- Power point presentation- discussion	

ASSESSMENT TYPES	Mode of Assessment
	1. Continuous Comprehensive Assessment (CCA)
	2. End Semester Assessment (ESA)

RECOMMENDED READING:

Freeman, S. *Written Communication in English*. Orient Longman, 1997.

Richards, Jack C, Jonathan Hull, and Susan Proctor. *Interchange* (5th Edition). Cambridge University P, 2017. (Selections from Units 9-16).

Glendinning, Eric H. and Beverly A.S. Holmstrom. *Study Reading: A Course in Reading Skills for Academic Purposes*. Cambridge University Press, 2004.

Shoba, K.N. *Confluence*. Cambridge UP.

Grellet. F. *Developing Reading Skills*, Cambridge University Press, 1981.

Hacker, Diana and Nancy Sommers. *A Writer's Reference*. Bedford/Saint Martin's, 2017.

Jones, Daniel. *English Pronouncing Dictionary*, 17th Edition. CUP, 2009

Lyons, Liz Hamp and Ben Heasley. *Study Writing: A Course in Writing Skills for Academic Purposes*. Cambridge University Press, 2006.

MC Carthy, M. and O'Deu, F. *English Vocabulary in Use*. Cambridge University Press, 1996.

Morgan, J. and Mario Rinvoluceri. *Vocabulary. 2nd Edition*. Oxford University Press, 2004.

Narayanasvami, V.R. *Strengthen Your Writing*. Orient Longman Private Limited, 1979.

Swan, Michel. *Practical English Usage*. Oxford University Press, 1995.

MLA Handbook. 9 th Edition. The Modern Language Association of America, 2021.