



**MAHARAJA KRISHNAKUMARSINHJI BHAVNAGAR UNIVERSITY**  
(With effect from Academic Year 2021-2022)

**B.A. (ENGLISH) SEMESTER – IV**

**COMPULSORY LANGUAGE ENG-CL-404: Compulsory English – 4** Credit: 03

**Marks: 100 Marks** Semester End Examination of **70 Marks** Continuous Internal Evaluation: **30 Marks**

**Prescribed Texts:** 1. Masks: One Act Plays: Ed by D.S. Maini. Macmillan.

2. Contemporary English Grammar Structures and Composition – David Green.

3. Business Communication: Urmila Rai & S. M. Rai Himalaya Pub. Housing New Delhi 2009

Unit	Detailed Syllabus	Teaching Hours	Marks
1	<b>Masks: One Act Plays</b> 1. On Dartmoor: Neil Grant	09	18
2	<b>Masks: One Act Plays</b> 1. Tell It Not In Gath: Joe Corrie	09	18
3	<b>Reported Speech &amp; Passive Construction</b> (David Green's Grammar)	09	17
4	<b>Dialogue Writing &amp; Official Letters / Email:</b> Letters/Emails to Municipal Corporation, College, University, Editors of News Papers / Magazines etc	09	17
	<b>Total</b>	<b>45 Hours</b>	<b>70 Marks</b>

Internal	Marks
Test	15
Assignment/Presentation	10
Seminar/ Presence	05
<b>Total</b>	<b>30</b>

**Reference books for additional reading:**

1. Kudcherdkaar, Shirin. Basic Course in Spoken English. SNDT Uni. Pub. Mumbai.
2. Letter Writing: <http://www.letterwritingguide.com/>
3. Letters to Editors: <http://www.preservearticles.com/2012041930799/write-a-letter-to-the-editor-of-a-newspaper-about-the-insanitary-condition-of-the-street-and-bad-state-of-roads.html>
4. Letters to Municipality: <http://www.preservearticles.com/2012041330428/regarding-repair-ofroads-nd-lights.html>
5. Raman, M. & Sangeeta Sharma. Technical Communication. OUP. 2008
6. Taylor, Grant. English Conversation Practice. Tata McGraw Hill Education Pvt. Ltd. 2005
7. Tiko, Champa & Jaya Sasikumar. Writing with a Purpose. OUP. New Delhi. 1979
8. Monipally, M.M. Business Communication Strategies. Tata Macgraw Hill.