

## SEMESTER-III

### COURSE 3: ENGLISH BRIDGE-III: GLOBAL FUTURE

Theory

Credits: 4

4 hrs/week

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#### Learning Objectives

1. To enhance students' ability to understand and appreciate poetry, prose, and drama.
2. To develop effective writing, speaking, and interpersonal communication skills.
3. To enable students to express themselves confidently in interviews and professional scenarios.
4. To promote critical thinking, emotional intelligence, and self-awareness through soft skills.

#### Course Outcomes

1. Students will be able to interpret and respond to literary texts.
2. Students will demonstrate proficiency in writing formal and informal letters, CVs, and emails.
3. Students will be capable of participating in interviews and group discussions.
4. Students will reflect on personal and professional strengths through SWOC analysis and EI.

#### Unit I

1. Poem: 'Where I live?' – Arundhati Subramaniam
2. Barriers to listening & Strategies for effective listening
3. E-mail Writing

#### Unit II

1. Short Story: The First Day- Edward.P.Jones
2. Greetings and Introduction
3. Resume and Cover Letter

#### Unit III

1. Prose: The Best Investment I Ever Made-A.J.Cronin
2. Asking and Giving Information
3. Interview Skills {Types of interviews, do's and do not's of interviews and stages of interviews}

#### Unit IV

1. Prose: Principles of Good Writing – L.A. Hills
2. Paragraph Writing (Guided writing)
3. Principles of Translation (Translation from English to Telugu 150 words)

#### Unit V

1. Time Management
2. Attitude
3. Social Consciousness
4. Emotional Intelligence

## **Suggested Classroom Activity:**

### **Unit-1**

1. Listening comprehension
2. Writing emails.

### **Unit-II**

1. Self and introducing others
2. Resume writing

### **Unit-III**

1. Mock Interviews
2. Practice session for procuring information

### **Unit-IV**

1. Review of a film in a paragraph
2. Translation of English news

### **Unit-V**

1. Role play
2. Monologue

## **References**

1. Ghosh, B.N. (2010). 'Managing Soft Skills for Personality Development'. Tata McGraw Hill.
  2. Kaul, Asha. (2005). 'Effective Business Communication'. Prentice Hall India.
  3. Doff, Adrian & Jones, Christopher. (2014). 'Language in Use – Intermediate'. Cambridge University Press.
  4. Kumar, Sanjay & Lata, Pushp. (2018). 'Communication Skills'. Oxford University Press.
  5. Carnegie, Dale. (1936). 'How to Win Friends and Influence People'. Simon & Schuster.
  6. Covey, Stephen R. (1989). 'The 7 Habits of Highly Effective People'. Free Press.
  7. Driscoll, Donna. (2021). 'English for Job Seekers'. Cambridge India.
  8. Selected newspaper articles, TED Talks, official websites, and YouTube channels used for classroom activities.
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