



MANONMANIAM SUNDARANAR UNIVERISTY,
TIRUNELVELI-12

SYLLABUS

UG - COURSES – AFFILIATED COLLEGES

Course Structure for BA English
(Choice Based Credit System)

(with effect from the academic year 2024-2025 onwards)



Semester-II				
Part	Subject Status	Subject Title	Subject Code	Credit
I	LANGUAGE	TAMIL/MALAYALAM/HINDI		3
II	ENGLISH	ENGLISH		3
III	CORE	BRITISH LITERATURE I		5
III	CORE	AMERICAN LITERATURE I		5
III	ELECTIVE	HISTORY OF ENGLISH LITERATURE		3
IV	SEC 2	ENTREPRENEURIAL SKILLS		1
IV	SEC 3	PUBLIC SPEAKING SKILLS		1
IV		NAAN MUDHALVAN		2



Total Marks: 100 Internal Exam: 25 marks + External Exam: 75 marks

A. Scheme for internal Assessment:

Maximum marks for written test: **20 marks**

3 internal tests, each of **1 hour** duration shall be conducted every semester.

To the average of the **best two** written examinations must be added the marks scored in. The **assignment** for 5 marks.

The break up for internal assessment shall be:

Written test- 20 marks; Assignment -5 marks Total - 25 marks

B. Scheme of External Examination

3 hrs. examination at the end of the semester

A – Part : 1 mark question two - from each unit

B – Part : 5 marks question one - from each unit

C – Part : 8 marks question one - from each unit

➤ **Conversion of Marks into Grade Points and Letter Grades**

S.No	Marks	Letter Grade	Grade point (GP)	Performance
1	90-100	O	10	Outstanding
2	80-89	A+	9	Excellent
3	70-79	A	8	Very Good
4	60-69	B+	7	Good
5	50-59	B	6	Above Average
6	40-49	C	5	Pass
7	0-39	RA	-	Reappear
8	0	AA	-	Absent

➤ **Cumulative Grade Point Average (CGPA)**

$$CGPA = \frac{\Sigma (GP \times C)}{\Sigma C}$$

- **GP** = Grade point, **C** = Credit
- CGPA is calculated only for Part-III courses
- CGPA for a semester is awarded on cumulative basis

➤ **Classification**

- First Class with Distinction : CGPA \geq 7.5*
- First Class : CGPA \geq 6.0
- Second Class : CGPA \geq 5.0 and $<$ 6.0
- Third Class : CGPA $<$ 5.0



PART I – TAMIL

பொதுத்தமிழ் 2

தமிழ் இலக்கிய வரலாறு 2

அலகு 1: தமிழ் இலக்கிய, இலக்கண வரலாறு அறிமுகம்.

1. சிற்றிலக்கியம்: குறவஞ்சி, கலம்பம், உலா, பரணி, பள்ளு, பிள்ளைத்தமிழ், தூது, அந்தாதி.
2. தனிப்பாடல் அறிமுகம்
3. இக்கால இலக்கியம்: கவிதை, சிறுகதை, நாடகம், உரைநடை, திராவிட இயக்கம் வளர்த்த தமிழ்

அலகு 2 சிற்றிலக்கியமும், தனிப்பாடலும்

சிற்றிலக்கியம்:

1. கலிங்கத்து பரணி-விருந்தினரும் வரியவரு நெருங்கி யுண்ணரும் - முதல் - கேட்பாரைக் காண்மின் காண்மின் - வரை
2. திருக்குற்றாலக் குறவஞ்சி - வானரங்கள் கனிகொடுத்து
3. முக்கூடற் பள்ளு - ஆற்று வெள்ளம் நாளை வரத்
4. அபிராமி அந்தாதி - கலையாத கல்வியும் குறையாத வயதும் (பதினாறு செல்வங்கள்)
5. திருவரங்கக் கலம்பம் - மறம் - பிள்ளைப் பெருமாள் ஐயங்கார்-பேசவந்த தூத செல்லரித்த ஓலை சொல்லுமோ
6. தமிழ்விடு தூது முதல் பத்து கண்ணிகள்

தனிப்பாடல்

1. வான்குருவி யின்கூடு - ஒளவையார்
2. ஆமணக்குக்கும் யானைக்கும் சிலேடை: முதிருக்கும் கொம்பசைக்கும் மூரித்தண்டே-காளமேகப் புலவர்
3. இம்பார் வான் எல்லை இராமனையே பாடி - வீரராகவர்
4. நாராய் நாராய் முத்தப் புலவர்

அலகு 3 இக்கால இலக்கியம் - 1

1. பாரதியார் பாரத சமுதாயம் வாழ்கவே
2. பாரதிதாசன் - சிறுத்தையே வெளியில் வா
3. நாமக்கல் கவிஞர் - கத்தியின்றி
4. தமிழ் ஒளி - மீன்கள் (அந்தி நிலா பார்க்க வா)
5. ஈரோடு தமிழன்பன் - எட்டாவது சீர் (வணக்கம் வள்ளுவ)

சிறுகதைகள்

1. புதுமைப்பித்தன் - கடிதம்
2. ஜெயகாந்தன் - வாய்ச் சொற்கள் (மாலை மயக்கம் தொகுப்பு)
3. ஆர். சூடாமணி - அந்நியர்கள்

உரைநடை :

1. மு. வ கடிதங்கள் - தம்பிக்கு நூலில் முதல் இரண்டு கடிதங்கள்



அலகு 4 இக்கால இலக்கியம் 2

1. தந்தை பெரியார் - திருக்குறள் (மாநாட்டு) உரை
2. பேரறிஞர் அண்ணா - இரண்டாம் உலகத் தமிழ் மாநாட்டு உரை
3. கலைஞர் மு. கருணாநிதி - தொல்காப்பிய பூங்கா-எழுத்து-முதல் நூற்பா கட்டுரை

நாடகம் /திரைத்தமிழ்:

1. வேலைக்காரி - திரைப்படம்
2. ராஜா ராணி - சாக்ரடீஸ் - ஓரங்க நாடகம்

இதழியல் தமிழ்:

முரசொலி கடிதம்

1. செம்மொழி வரலாற்றில் சில செப்பேடுகள்

அலகு 5 மொழிப் பயிற்சி

சொல் வேறுபாடு / பிழை தவிர்த்தல்
 வாசிப்பது - வாசிப்பாளர்
 சுவர் - சுவரில்
 வயிறு - வயிற்றல்
 கோயில் - கோவில்
 கரறுப்பு - கருப்பு
 இயக்குநர் - இயக்குனர்
 சில்லறை - சில்லரை
 முறித்தல் - முரித்தல்
 மனம் - மனசு - மனது
 அருகில் - அருகாமையில்
 அக்கரை - அக்கறை
 மங்கலம் - மங்களம்

பயிற்சி:

1. பிழையான சொற்களை ஒரு பத்தியில் கொடுத்து அந்தந்தப் பிழையான சொற்களைச் சரியாக எழுதச் செய்தல்
2. சிறிய பத்தி ஒன்றை ஆங்கிலத்தில் கொடுத்து அதனைத் தமிழில் மொழிபெயர்க்க வைத்தல்

Text Books:

1. பிழையான சொற்களைச் சரியாக எழுதச் செய்தல்
2. சிறிய பத்தி ஒன்றை ஆங்கிலத்தில் கொடுத்து அதனைத் தமிழில் மொழிபெயர்க்க வைத்தல்

Reference Books:

- மு. வரதராசன், தமிழ் இலக்கிய வரலாறு, சாகித்ய அக்காதமி, புதுடெல்லி
- மது. ச. விமலானந்தன், தமிழ் இலக்கிய வரலாறு, மீனாட்சி புத்தக நிலையம், மதுரை.
- தமிழண்ணல், புதிய நோக்கில் தமிழ் இலக்கிய வரலாறு, மீனாட்சி புத்தக நிலையம், மதுரை.
- தமிழ் இளகிய வரலாறு - முனைவர் சிற்பி பாலசுப்ரமணியன், முனைவர்.சொ. சேதுபதி
- புதி யதமிழ் இலக்கிய வரலாறு - முனைவர் சிற்பி பாலசுப்ரமணியன், நீல. பத்மநாபன்

Web Sources:

- இணைய தமிழ் நூலகம் - சென்னை நூலகம் - Online Tamil Library - ChennaiLibrary.com
- [முகப்பு - சிறுகதைகள் \(sirukathaigal.com\)](http://முகப்பு - சிறுகதைகள் (sirukathaigal.com))
- www.tamilvirtualuniversity.org
- [Buy tamil books online 10% to 50% discount, Tamil Novels, Tamil Audio Books online - Buy tamil books online - Established 2010 \(noolulagam.com\)](http://Buy tamil books online 10% to 50% discount, Tamil Novels, Tamil Audio Books online - Buy tamil books online - Established 2010 (noolulagam.com))
- www.katuraitamilblogspot.com



MALAYALAM

PAPER- II Office Communication Malayalam

Learning Objectives

- To give compressive view of communication and its scope and importance in official communication and business communication
- To recall the official writing styles
- To understand different kinds of letter drafting
- To Generalize office keeping and data management
- To differentiate the structural and content variations both official and non-official communication
- To compare the different style of letters based on domains
- To Conceptualize the different trends in computer network and social media

UNITS I

This unit introduces basic communication skills in Malayalam. Salutation, Discourse markers, formal and informal communication strategies, principles of communication, reading and analysis are also introduced

Language-oral and written-importance of languages-formal and informal – communication style in written communication-principles of written communication Text-messages-Email-letter drafting- different types of letter drafting personal letters- -Business letters Official letters—letter to the editor memorandums- Bio data-Reports-press conference-business proposal

UNIT II

This unit introduces - word processing and Editing text Auto correct spell check & grammar check, undo & redo Text formatting Changing case, drop caps, coloring & highlighting text, adding special characters, bullets & numbering

Document formation compositional and typographical ways. Advanced page layout in word Borders, box, shading, page fills & back ground Module and Table & columns Creating tables Inserting tables from the menu & tool bar, drawing tables Manipulating tables Selecting tables elements, inserting & deleting columns & rows, adjusting table properties, are introduced . This unit introduces the Printing word documents Using print preview. Practical knowledge in different fonts and Unicode

UNIT III

This Unit Introduces blog writing, technical writing, content editing, Proof reading, news making, advertisement writing (Writing for career)



UNIT IV

Official language- Malayalam

Detailed study-

1. Malayalam nammude mathru bhasha.- Bharana bhasha prasnangal- M.V.Thomas,State Institute of languages.
2. Bharanam janakeeya bhashayil- Bharana bhasha prasnangal M.V.Thomas-State Institute of languages
3. Deseeyodgrathanam pradesika bhashakaliloode -Bharana bhasha prasnangal M.V.Thomas,State Institute of languages
4. Bhasha samraajyam srishtikkum--- Bhashayum bharanabhashayum Dr.Ezhumattoor Raja raja Varmma ,State Institute of languages
5. Swathanthryathinte Kodiyadayalam- Bhashayum bharanabhashayum Dr.Ezhumattoor Raja raja Varmma, State Institute of languages
6. Bharanaghatana vyavasthakal- Bhashayum bharanabhashayum-Dr.Ezhumattoor Rajaraja Varmma, State Institute of languages
7. Malayala dinaghoshavum Bharanabhashavaraghoshavum Bhashayum bharanabhashayum-Dr.Ezhumattoor Rajaraja Varmma, State Institute of languages

UNIT V

This unit introduces Malayalam for Competitive Exams. Reading comprehension, reasoning , inferential comprehension, analogical creations(Competitive Malayalam) Malayalam for language Specific Exams for writing UPSC, PSC exams

Reading List (Print and Online)

1. Bharana bhasha prasnangal- M.V.Thomas-State Institute of languages
2. Business Communication for Success: Publisher: University of Minnesota Libraries Publishing
3. Vanijyaparamaya kathidapadukal,G.R.Pilla .State Institute of languages
4. Bhashayum bharanabhashayum-Dr.Ezhumattoor Rajaraja Varmma,



HINDI

Kahani, Ekanki aur Vyakaran

Course Objectives

The Main Objectives of this course are to:

- Introduction to Hindi fiction
- Teaching of social values through stories and skits
- Practical application of grammar

Unit I

Hindi Katha-Sahitya: Parichay

- Kahani ke Tatva
- Hindi ke Pramukh kahanikaro ka Parichay
- Ekanki ke Tattva
- Hindi ke Pramukh Ekankikaro ka Parichay

Unit II

Hindi Kahaniya

- Premchand – Bade Ghar ki Beti
- Malathi Joshi – Vo Tera Ghar Yah Mera Ghar
- Pita - Gyanranjan

Unit III

Hindi Ekanki

- Lakshmi ka Swagat – Upendranath Ashk
- Vibhajan – Vishnu Prabhakar
- Maa Baap – Sri Vishnu

Unit IV

Vyakaran

- Kriya Visheshan
- Sambandh Bodhak
- Samuchay Bodhak
- Vismayadi Bodhak aadi shabdo ka prayog

Unit V

Pratiyogi Pariksha par aadharit Nimnalikhit Vishayo se sambandhit Prashikshan Karya

- Tamil Bhasha: Mahakavi Bharatiyar
- Sanket Vikas dwara Lekhan kala aur Kahani Lekhan ka Vikas
- Gadyansh dekhkar sahi Shirshak chunna
- Pathit Vyakaran par aadharit Vakya rachna
- Vibhinna Pratiyogi parikshao ke bare mein suchna pradan dena

Reference Books

1. Aath Ekanki Natak – Ed. Dr. Ramkumar Verma
2. Das Ekanki

Related Online Contents (MOOCs, SWAYAM, NPTEL, YouTube, Websites, etc.)

1. Lokpriya Kahaniya: <https://www.hindwi.org/sangrahaalay/100-best-storiesin-hindii>
2. Vo Tera Ghar Ye Mera Ghar:
http://gadyakosh.org/gk/%E0%A4%B5%E0%A5%8B_%E0%A4%A4%E0%A5%87%E0%A4%B0%E0%A4%BE_%E0%A4%98%E0%A4%B0_%E0%A4%AF%E0%A5%87_%E0%A4%AE%E0%A5%87%E0%A4%B0%E0%A4%BE_%E0%A4%98%E0%A4%B0_%E0%A4%AE%E0%A4%BE%00%A4%B2%E0%A4%A4%E0%A5%80_%E0%A4%9C%E0%A5%8B%E0%A4%B6%E0%A5%80
3. <https://hindistory.net/>



Part II English

GENERAL ENGLISH - II

Learning Objectives

- To make students realize the importance of resilience
- To enable them to become good decision makers
- To enable them to imbibe problem-solving skills
- To enable them to use tenses appropriately
- To help them use English effectively at the work place.

UNIT I

RESILIENCE

Poem

- 1.1 Don't Quit – Edgar A. Guest
- 1.2 Still Here – Langston Hughes

Short Story

- 1.3 Engine Trouble – R.K. Narayan
- 1.4 Rip Van Winkle – Washington Irving

UNIT II

DECISION MAKING

Short Story

- 2.1 The Scribe – Kristin Hunter
- 2.2 The Lady or the Tiger - Frank Stockton

Poem

- 2.3 The Road not Taken – Robert Frost
- 2.4 Snake – D. H Lawrence

UNIT III

PROBLEM SOLVING

Prose life Story

- 3.1 How I taught My Grandmother to Read – Sudha Murthy

Autobiography

- 3.3 How frog Went to Heaven – A Tale of Angolo
- 3.4 Wings of Fire (Chapters 1,2,3) by A.P.J Abdul Kalam

UNIT IV

Tenses

- 4.1 Present
- 4.2 Past
- 4.3 Future
- 4.4 Concord

UNIT V

English in the Workplace

- 5.1 E-mail – Invitation, Enquiry, Seeking Clarification
- 5.2 Circular
- 5.3 Memo
- 5.4 Minutes of the Meeting



Text Books (Latest Editions)**References Books**

1. Martin Hewings. Advanced English Grammar. Cambridge University Press, 2000
2. SP Bakshi, Richa Sharma. Descriptive English. Arihant Publications (India) Ltd., 2019.
3. Sheena Cameron, Louise Dempsey. The Reading Book: A Complete Guide to Teaching Reading. S & L. Publishing, 2019.
4. Barbara Sherman. Skimming and Scanning Techniques, Liberty University Press, 2014.
5. Phil Chambers. Brilliant Speed Reading: Whatever you need to read, however. Pearson, 2013.
6. Communication Skills : Practical Approach Ed. Shaikh Moula Ramendra Kumar. Stories of Resilience, Blue Rose Publications, 2020.

Web Sources

1. Langston Hughes. Still Here
<https://poetryace.com/im-still-here>
2. R. K. Narayan. Engine Trouble
<http://www.sbioaschooltrichy.org/work/Work/images/new/8e.pdf>
3. Washington Irving. Rip Van Winkle
<https://www.gutenberg.org/files/60976/60976-h/60976-h.htm>
4. Frank Stockton. The Lady or the Tiger <https://www.gutenberg.org/ebooks/396>

BRITISH LITERATURE-I

Learning Objectives

- To introduce British Identity, Periods and other related forms.
- To increase the ability for students to intellectually assess the world and their place in it.
- To enable learners to understand that British literature is at the foundation of English-speaking peoples' culture.
- To closely examine the various themes and methodologies present in British literature
- To create an aptitude of critically probing through the text

UNIT I

Francis Bacon - Of Truth, Of Adversity

Oliver Goldsmith - A City Night Piece

Joseph Addison and Sir Richard Steele - The Spectator Club, On Gratitude, On Giving Advice

UNIT II

Robert Edgar Burns – “The Potter”

William Blake – “The Chimney Sweepers”

John Keats – “Endymion” Book-I



UNIT III

William Wordsworth - Ode: To Intimation & Immortality
Lord Byron - She Walks in Beauty
John Milton - Paradise Lost Book IV.

UNIT IV

Christopher Marlowe - Dr. Faustus
Francis Beaumont and John Fletcher - Philaster
Oliver Goldsmith - She Stoops to Conquer

UNIT V

Jonathan Swift – A Voyage to Lilliput - Gulliver’s Travels
Charles Dickens - A Tale of Two Cities.

Text Books (Latest Editions)

1. Rexroth, Kenneth. The New British Poets: An Anthology. Granger Books, 1976.

References Books (Latest editions, and the style as given below must be strictly adhered to)

1. Bacon, Francis, and Michel Leiris. Francis Bacon. Ediciones Poligrafa, 2008.
2. MARLOWE, Christopher. Dr. Faustus. BOOK ON DEMAND LTD, 2021.
3. Shelley, Mary Wollstonecraft. Frankenstein. CreateSpace, 2015.
4. Swift, Jonathan, et al. Gulliver's Travels. Oxford University Press, 2019.

Web Resources

1. Ranger, Paul. “Technical Features.” She Stoops to Conquer by Oliver Goldsmith, 1985, pp. 51–68., https://doi.org/10.1007/978-1-349-07664-2_5.
2. Dickens, Charles. “Fifty-Two.” A Tale of Two Cities, 2008, <https://doi.org/10.1093/owc/9780199536238.003.0047>.

AMERICAN LITERATURE - I

Learning Objectives

- To Understand the growth and development of American literature.
- To critically examine how various genres developed and progressed.
- Learn about prominent writers and famous works in American literature.
- To closely examine the various themes and methodologies present in British literature
- To create an aptitude of critically probing through the text

UNIT I

Robert Frost – Stopping by Woods on a Snowy Evening
Walt Whitman O Captain, My Captain!



Henry Wadsworth Longfellow – The Bridge
Sylvia Plath - Tulips

UNIT II

Sherman Alexie- Crow Testament
Edgar Allan Poe - The Raven
Emily Dickinson - Because I Could Not Stop for Death.
E E Cummings – I Carry Your Heart with Me

UNIT III

Edger Allan Poe – The Philosophy of Composition
Martin Luther King Jr- I have a Dream
Abraham Lincoln - Gettysburg Address

UNIT IV

Tennessee Williams- The Glass Menagerie
Eugene O' Neill - Emperor Jones

UNIT V

Harriet Beecher Stowe - Uncle Tom's Cabin
Herman Melville- Billy Budd
Leslie Marmon Silko- Ceremony

Text Books (Latest Editions)

1. Levine, Robert S., et al. The Norton Anthology of American Literature. W.W. Norton & Company, 2022.

References Books (Latest editions, and the style as given below must be strictly adhered to)

1. Dickinson, Emily, and Johanna Brownell. Emily Dickinson: Poems. Chartwell Books, 2015.
2. Gould, Jean. American Women Poets: Pioneers of Modern Poetry. DODD, MEAD, 1980.
3. Poe, Edgar Allan, et al. Poetry for Young People: Edgar Allen Poe. Sterling Pub. Co., 1995.
4. Kallen, Stuart A., and Terry Boles. The Gettysburg Address. Abdo & Daughters, 1994.

Web Resources

1. "Harriet Beecher Stowe's Uncle Tom's Cabin." 2003, <https://doi.org/10.4324/9781315812113>.
2. Mason, Ronald. "Herman Melville and 'Billy Budd.'" Tempo, no. 21, 1951, pp. 6– 8., <https://doi.org/10.1017/s0040298200054863>



HISTORY OF ENGLISH LITERATURE (ELECTIVE)

Learning Objectives

- To help students with a survey of the history of English literature from Old English times to the Modern period.
- Help them gain particular reference to the major literary movements and authors
- To help them with an overview of the major linguistic influences on the English language
- To provide them with a look at certain linguistic processes that have contributed to the development of the English language
- To create the ability of critically examining a text

UNIT I

History of British Literature British Poetry, Prose, Drama and Fiction, Covering Representative Writers Down the Ages

UNIT II

The Renaissance Period (1350 – 1660): An Introduction to The Bible Translation - Tyndale, Coverdale, The University Wits, Elizabethan and Jacobean Drama, Comedy of Humours

UNIT III

The Late Seventeenth and The Eighteenth Centuries (1660 - 1800): Comedy of Manners, Neo-Classicism, Sentimental and Anti-Sentimental Comedies, Pre-Romantics

UNIT IV

Well Made Play (Drama of Ideas - Shaw and Ibsen), Existential Drama, Comedy of Menace, Kitchen-Sink Drama, Problem Play, Didactic Drama (Propaganda Play), One-Act Play

UNIT V

The Victorian Age (1832 - 1901): Pre-Raphaelite movement - D.G. Rossetti, Christina Rossetti, Victorian Poets - Tennyson, Browning Victorian Novelists - Charles Dickens, Thackeray Victorian Writers - Carlyle, Ruskin Impressionistic Writers- Proust, Joyce Symbolist Movement – Yeats

TEXT BOOKS (LATEST EDITION)

1. Hamilton, I. (ed.). *The Oxford Companion to Twentieth-Century Poetry in English* (Oxford: Oxford University Press, 1994). A well-edited and balanced reference book.



2. Parker, P. (ed.). *The Reader's Companion to Twentieth-Century Writing* (London: Helicon, 1995). Stringer, J. (ed.). *The Oxford Companion to Twentieth-Century Literature in English* (Oxford: Oxford University Press, 1996). Another well-edited and balanced reference book

References Books (Latest editions, and the style as given below must be strictly adhered to)

1. Bergonzi, B. *Heroes' Twilight: A Study of the Literature of the Great War*, 2nd edn (London: Constable, 1980).
2. Fussell, P. *The Great War and Modern Memory* (Oxford: Oxford University Press, 1975)

Web Resources

1. ALEX00.PDF (manavata.org)

ENTREPRENEURIAL SKILLS (SEC- II)

Learning Objectives

- To introduce learners to various qualities required for entrepreneurship
- To discuss about various entrepreneurship models
- To help them think creatively and innovatively
- To enable them understand various schemes supporting entrepreneurship
- To discuss the steps in venture development and new trends in entrepreneurship.

UNIT I

Introduction to entrepreneurship, Role of Entrepreneurship, The Entrepreneurial Mindset, Characteristics of Entrepreneurship, Traits of Entrepreneurship

UNIT II

Types of Entrepreneurship Skills: Business management skills, Teamwork and leadership skills, Communication and listening, Customer service skills, Financial skills, Analytical and problem-solving skills, Critical thinking skills.

UNIT III

Introduction to various types of entrepreneurship, Strategic thinking and planning, Technical skills, Time management and organizational behavior, Branding

UNIT IV

Marketing and networking skills, how to improve entrepreneurial skills, Entrepreneurial skills in the workplace, Introduction to import-export



UNIT V

Entrepreneurial Imagination and Creativity, Environmental Protection and social responsibility of entrepreneur, discuss on source of entrepreneurship, Meeting with entrepreneurs.

References Books (Latest editions, and the style as given below must be strictly adhered to)

1. Allen, K. R. (1999) *Launching New Ventures and Entrepreneurial Approach*, 2nd ed., Houghton Mifflin Company, New York

Web Resources

1. 6 Must-Have Entrepreneurial Skills | HBS Online MindTools | Home

PUBLIC SPEAKING SKILLS (SEC-III)

Learning Objectives

- To help students understand the goals and benefits of public speaking
- To help them recognize communication apprehension and guide them on how to reduce it
- To familiarize them on how public speaking can be used to advocate or create change
- To enable learners recognize the social and historical contexts of speech, oratory, and rhetoric
- To help them think and speak imaginatively and critically

UNIT I

What is Public Speaking?

UNIT II

Need for Public Speaking.

UNIT III

Significance and essentials of public speaking skills

UNIT IV

Techniques in acquiring the skill

UNIT V

Speaking any common topic in front of the class

Text Books (Latest Editions)

1. Beebe, S. A., & Beebe, S. J. (2006). *Public Speaking: An audience -centred approach* (6th ed.). New York: Pearson
2. Fraleigh, D.M., & Tuman, J.S. (2009). *Speak up! An illustrated guide to public speaking*. New York: Bedford/St. Martins

References Books (Latest editions, and the style as given below must be strictly adhered to)

1. Apple, W., Streeter, L.A. & Krauss, R. M (1979). Effects of pitch and speech rate on personal attributions. *Journal of Personality and Social Psychology*, 37, 715- 727.

Web Resources

1. Learning Outcomes | Public Speaking (lumenlearning.com) lu03_public_speaking.pdf (indianhills.edu)

