

University of Mumbai
Syllabus for T.Y.B.A. English
Semester V & VI

Course: Elective Paper

Course Title: Grammar and the Art of Writing

(Choice Based Credit System with effect from the Academic Year 2018-19)

1. Syllabus as per Credit Based Semester and Grading System:

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|-------|--|---|--|
| i) | Name of the Programme | : | T.Y.B.A. English |
| ii) | Course Code | : | UAENG503A & UAENG603A |
| iii) | Course Title | : | TYBA English Paper VI --
Grammar and the Art of Writing |
| iv) | Semester wise Course Contents | : | Enclosed the copy of syllabus |
| v) | References and Additional References: | : | Enclosed in the Syllabus |
| vi) | Credit Structure | : | |
| | No. of Credits per Semester | : | 03 |
| vii) | No. of lectures per Unit | : | 15 |
| viii) | No. of lectures per week | : | 03 |
| 2. | Scheme of Examination | : | 4 Questions of 20 marks each and
a project of 20 marks |
| 3. | Special notes, if any | : | No |
| 4. | Eligibility, if any | : | No |
| 5. | Fee Structure | : | As per University Structure |
| 6. | Special Ordinances / Resolutions if any: | : | No |

Syllabus for TYBA
Course: GRAMMAR AND THE ART OF WRITING
Course Codes: UAENG503A & UAENG603A

Objectives:

1. To develop amongst learners an insight into the process of word formation and transformation
2. To develop amongst them an insight into the sounds, stress patterns and intonations in the English language to improve their speaking skills
3. To develop among them an insight into the structure of the English language and to provide knowledge of the rules of grammar
4. To help them learn grammatical analysis and description and the skills of sentence transformation
5. To introduce the mechanics of writing for effective writing for various domains

Outcome of the Course:

After the completion of the course, students are expected to be able to:

1. Gain a basic understanding of phonetics, morphology and word transformation
2. Have improved speaking skills
3. Have developed adequate knowledge of the rules of grammar, grammatical analysis and sentence transformation
4. Write effectively in various domains.

SEMESTER- V: Paper VI – Grammar and the Art of Writing – I		
Course Code: UAENG503a	3 Credits	Total Lectures: 45

Phonetics, Morphology, Grammar and the Art of Writing

Unit I: Phonetics and Morphology

15 lectures

A. Phonetics

- Phoneme and its distinctive features
- English Vowels and Consonants (Difference between BRP and Indian English)
- Diphthongs
- Consonant Clusters
- Transcription using phonetic script

B. Morphology

- Morph, Allomorph and Vowel Mutation
- Free and Bound Morphemes
- Root and stem
- Inflection and Derivation
- Morphological Analysis

Unit 2: Grammar: Words and Phrases

15 lectures

- Open word classes: nouns, adjectives, verbs, adverbs
- Closed word classes: pronouns, determiners, operator verbs, prepositions, conjunctions, enumerators, interjections
- Noun Phrase, Genitive Phrase, Prepositional Phrase, Adjective Phrase and Adverb Phrase
- Verb Phrase

Unit 3: Art of Writing

15 lectures

I. Discourse Analysis

- Tenor
- Mode
- Domain

Domain and language change – journalism, advertising and literature, scientific and technical writing

II. Mechanics of Writing

- Understanding paragraph divisions and topic sentences of paragraphs

III. Writing for Print Media

- Print – News Report

Evaluation Pattern:

1) Semester End Examination: 80 Marks - 2 1/2 Hours

2) Project: 20 Marks

1) Semester End Examination (80 marks):

Q.1	a. Phrase analysis	20 marks
Q.2	a. Verb Phrases	06 marks
	b. Morphological analysis	14 marks
Q.3	a. Stress Marking and Intonation	10 marks
	b. Transcription	10 marks
Q. 4.	Writing a news report on the basis of the facts given	20 marks

2) Project work (20 marks):

Students should be tested on –

1. Breaking a passage of about 250-300 words into appropriate paragraphs, picking up the topic statement of each paragraph 10 marks

AND

2. Identifying the register of a passage about 250-300 words 10 marks

SEMESTER- VI: Grammar and the Art of Writing – II		
Course Code: UAENG603A	3 Credits	Total Lectures: 45

Grammar and the Art of Writing

Unit I: Grammar

20 lectures

I. Clauses:

- Clause elements and subject –verb concord
- Basic clause patterns
- Types of clauses : finite – non-finite (tensed – tenseless), independent – dependent (Main – Subordinated)
- Kinds of subordinate clause : Noun clause, Prepositional Clause , Relative clause , Adverb Clause, Comparative Clause
- Co-ordinated Clauses

II. Sentences:

- Basic and Derived structures
Following rules to be studied – Fronting, Inversion, Passive reconsideration, Substitution of PP for Indirect Object, Tag Questions, Postponement of the post-modifier, Cleft Sentence, Existential Sentence and Extraposition.

Unit 2: Art of Writing

Mechanics of Writing

05 lectures

- Characteristics of typical writing and typical speech
- Cohesion and Coherence
- Correct use of Articles, Prepositions, Adverbs, Adjectives
- Common Errors – Grammatical, Syntactical, Lexical, Punctuation, Logical
- Writing a Thesis Statement

Rhetorical Structures

10 lectures

- Classification, Comparison – Contrast, Cause – Effect, Chronological and Spatial Ordering, Order of Importance, Statement and Elaboration, Restatement, Exemplification, Listing
- Understanding connotations, Using bias-free language, Avoiding jargon and archaic/ outdated language, Eliminating repetition and redundancy, Content Analysis, and Rhetorical Devices

Unit 3: Types/ Domains of Writing

10 lectures

- Argumentative/ reflective writing
- Analytical writing
- Creative / Figurative writing
- Advertisement /Body Copy writing

Evaluation Pattern:

1) Semester End Examination: 80 Marks - 2 1/2 Hours

2) Project: 20 Marks

1) Semester End Examination Pattern (80 marks)

- | | | |
|-------|---|----------|
| Q 1. | Identifying elements of the Clause (SPOCA) | 20 marks |
| Q 2. | a. Identifying MCL and SCL | 10 marks |
| | b. Basic and Derived Structures | 10 marks |
| Q. 3. | a. Identifying errors in the given passage. | 08 marks |
| | b. Rewriting the passage to make it more fluent and coherent. | 12 marks |
| Q.4. | Forming a thesis statement on the given topic (1 out of 3) and developing it in about 150 words and specifying its rhetorical structures. | 20 marks |

2) Project work (20 marks):

Students should be tested on

1. Writing a Literary Passage (creative/ figurative) of about 250-300 words 10 marks
- AND
2. Writing an advertisement copy on the basis of facts provided 10 marks

Prescribed Text:

1. Leech, Geoffrey, Deuchar, Margaret and Hoogenraad, Robert, *English Grammar for Today: A New Introduction*. London: Macmillan, 1973

Additional Reading:

- 1 Quirk, R. and Greenbaum. S. *A University Grammar of English*, Longman, 1973
- 2 Rajimwale, Sharad. *Elements of General Linguistics, Vol. I*, New Delhi: Rama Brothers
- 3 Varshney, Dr. R.L. *An Introductory Text Book of Linguistics and Phonetics*, New Delhi: Prakash Book Depot

Recommended Books for Further Reading:

1. Payne, Lucile Vaughan. *The Lively Art of Writing*. New York: Mentor, 1969
2. Kleiser, Grenville. *The Art of Writing*. New Delhi: A P H, 2011
3. Trimble, John R. *Writing with Style, Conversations on the Art of Writing*. New Jersey: Prentice Hall, 1975
4. Bailey, Stephen. *Academic Writing: A Handbook for International Students*. New York: Routledge , 2011
5. Huddleson, Rodney and Pullum, Geoffrey. *A Student's Introduction to English Grammar*. New Delhi: Cambridge University Press, 2005
6. Leech, Geoffrey and Svartvik, Jan. *A Communicative Grammar of English*. New York: Routledge, 1975
7. Singh Sukhdev and Singh Balbir. *Grammar of the Modern English Language: A Resource Book*. New Delhi: Cambridge University Press India Pvt. Ltd., 2012
8. Turton, Nigel D. *A B C of Common Grammatical Errors*. New Delhi: Macmillan India Ltd., 1996
9. Sethi, J. and Dhamija, P.V. *A Course in Phonetics and Spoken English*. New Delhi: Prentice-Hall of India Private Ltd., 2006
10. Jones, Daniel. *Everyman's English Pronunciation Dictionary* The English Language Books Society, ELBS
11. Gimson, A. C. *An Introduction to the Pronunciation of English*. ELBS
12. Rahman, Tariq. *A General Introduction to Linguistics*. Orient Blackswan
13. Crystal, David. *The Cambridge Encyclopedia of Language*. Cambridge University Press
14. Crystal, David. *A Little Book of Language*. Orient Blackswan.
15. Sreedharan, V. *How to Write Correct English*. New Delhi: Goodwill Publishing House
16. Lowe, Michelle and Graham, Ben. *Language and Power: A Resource Book for Students*. Orient Longman, 1998
17. Simpson, Paul and Mayr, Andrea. *Language and Power: A Resource Book for Students*. Routledge, Taylor & Francis Group, 2010
18. Mohan, Krishna and Raman, Meenakshi. *Advanced Communicative English: A Comprehensive Course for Undergraduate Learners*. New Delhi: Tata McGraw Hill Education Private Limited, 2010
19. Gurman, Pamela J. *Strategies for Successful Writing: Written Communication in the Modern World*. Pearson Custom Publishing.
20. Grammar Handbook (Capella University) available in pdf format at <http://www.capella.edu/interactivemedia/onlinewritingcenter/downloads/grammar.pdf>
21. Brighton, Laurel J. *The Structure of Modern English: A Linguistic Introduction* available in pdf format at [http://npu.edu.ua/!](http://npu.edu.ua/)

book/book/djvu/A/iif_kgpm_The%20Structure%20of%20Modern%20English.pdf

22. A Course in English Phonetics for English EFL Students available in pdf format at

file:///C:/ADMIN/Desktop/A_Course_in_English_Phonetics%20(1).pdf

Syllabus prepared by:

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