



<b>Bachelor of Business Administration (B.B.A.)</b>			<b>Semester I</b>
<b>Course Title: Foundation Course in English</b>	<b>Course Code:</b>		<b>Type of Course: AEC</b>
<b>Credit:02</b>	<b>Theory:02 Hours</b>	<b>Practical: Nil</b>	<b>Teaching Hours: 30</b>
<b>Internal Marks:25</b>	<b>External Marks:25</b>	<b>Total Marks: 50</b>	<b>External Exam Time: 1 Hours</b>

### **COURSE OUTCOMES:**

By the end of the course, students will be able to:

Unit 1: Revision of the Basics of the English Language – Parts of Speech (6 hours)

1. Identify different parts of speech and understand their functions within the context.
2. Use parts of speech effectively in constructing meaningful sentences.
3. Analyze words that can function as different parts of speech based on the given context.

Unit 2: Grammar, Idioms & Phrasal Verbs, Common Prepositions (12 hours)

1. Demonstrate a comprehensive understanding of the present tense in both active and passive forms.
2. Apply appropriate grammar rules to construct grammatically correct sentences in the present tense.
3. Recognize and use commonly used idioms in appropriate contexts.
4. Understand and correctly use common prepositions in written and spoken English.

Unit 3: Verbal and Nonverbal Communications, Listening Skills (12 hours)

1. Develop effective verbal communication skills, including clarity, coherence, and appropriate language use.
2. Enhance nonverbal communication skills, such as body language, facial expressions, and gestures.
3. Improve listening skills to comprehend and respond appropriately in various conversational situations.

**Pedagogy:** The Foundation Course in English will adopt a learner-centered approach, emphasizing active student participation and engagement. The following pedagogical methods will be employed:

1. **Interactive Lectures:** Engaging lectures will be delivered to introduce concepts, clarify doubts, and provide examples. Students will be encouraged to participate through discussions and question-answer sessions.
2. **Group Activities:** Collaborative activities, such as group discussions, role-plays, and language games, will be organized to promote effective communication, critical thinking, and teamwork.
3. **Real-life Scenarios:** Authentic materials, such as audio and video clips, news articles, and real-life conversations, will be integrated into the course to expose students to English in real-world contexts and foster cultural understanding.
4. **Assessments:** Continuous assessment will be carried out through assignments, presentations, and tests, ensuring students' progress and providing timely feedback. Additionally, students will be encouraged to self-assess and reflect on their language learning journey.



**COURSE CONTENT**

Unit-1	<b>Revision of the Basics of the English Language – Parts of Speech</b>	Hours:06
	<ul style="list-style-type: none"> <li>○ Identification and understanding of different parts of speech (nouns, pronouns, verbs, adjectives, adverbs, prepositions, conjunctions, interjections)</li> <li>○ Functions of each part of speech in sentence construction</li> <li>○ Application of parts of speech in sentences to convey meaning and grammatical accuracy</li> <li>○ Analysis of words that can function as different parts of speech in different contexts</li> </ul>	
Unit – 2	<b>Tense, Voice, Idioms, Phrasal Verbs, and Prepositions</b>	Hours:12
	<ul style="list-style-type: none"> <li>● Tense and Voice (Present Tense) <ul style="list-style-type: none"> <li>○ Present Tense: Usage and forms (simple present, present continuous, present perfect, present perfect continuous)</li> <li>○ Active and Passive Voice in the present tense: Formation and transformation of sentences</li> </ul> </li> <li>● Commonly Used Idioms (From the given annexure) <ul style="list-style-type: none"> <li>○ Understanding the meaning and usage of commonly used idiomatic expressions</li> <li>○ Incorporating idioms appropriately in spoken and written communication</li> </ul> </li> <li>● Common Prepositions <ul style="list-style-type: none"> <li>○ Comprehensive study of common prepositions and their usage in different contexts</li> <li>○ Understanding prepositions of place, time, direction, and manne</li> <li>○ Correct application of prepositions in sentences to convey accurate meaning</li> </ul> </li> </ul>	
Unit – 3	<b>Verbal and Nonverbal Communications; Listening Skills</b>	Hours:12
	<ol style="list-style-type: none"> <li>1. Verbal Communication Skills <ul style="list-style-type: none"> <li>● Effective verbal communication strategies and techniques</li> <li>● Articulation, pronunciation, and intonation for clear communication</li> <li>● Active listening and responding skills</li> <li>● Developing vocabulary and using appropriate language registers</li> </ul> </li> <li>2. Nonverbal Communication <ul style="list-style-type: none"> <li>● Understanding the role of body language, facial expressions, gestures, and eye contact in communication</li> <li>● Interpreting and conveying emotions and attitudes nonverbally</li> <li>● Cultural variations in nonverbal communication</li> </ul> </li> <li>3. Listening Skills <ul style="list-style-type: none"> <li>● Importance of active listening in effective communication</li> <li>● Techniques for improving listening comprehension</li> <li>● Identifying main ideas, details, and implicit information in spoken discourse</li> <li>● Note-taking and summarizing skills during listening activities</li> </ul> </li> </ol>	

**Skill Development Activities:** Practical Application



## REFERENCES

1. Making Sense of English – MA Yaduguri
2. English Grammar and Composition – Wren and Martin
3. Spoken English: A Foundation Course – Kamlesh Sadanand and Susheela Punitha [ part 1&2 ]
4. Communication Skills – Nageshwar Rao and Rajendra P. Das
5. Business Communication – Urmila Rai and SM Rai

## Annexure (Idioms)

1. Apple of one's eye
2. Black sheep
3. Bolt from the Blue
4. Burn one's own finger
5. Burning question
6. By hook or by crook
7. (Build) Castles in the air
8. Child's play
9. Close-fisted
10. Close shave
11. Crocodile tears
12. Cry over spilt milk
13. An eye for an eye
14. A fish out of water
15. From hand to mouth
16. To have a finger in every pie
17. Herculean task
18. Hobson's choice
19. To hold one's tongue
20. In one's good book
21. (show) (in) one's true colours
22. In the nick of time
23. Jack of all trades (master none)
24. To kick up a row
25. The last straw
26. A laughing Stock
27. To let the cat out of the bag
28. A lion's share
29. A maiden speech
30. To make up one's mind
31. Nip in the bud
32. (hold out/ offer)Olive branch
33. Once in a blue moon
34. Out of the frying pan into the fire
35. To put one's best foot forward
36. To stick to the point
37. To take advantage of
38. A turning point
39. Up to the mark
40. A white lie: