

S. No.	Course Code	Course Name	Course Type	Cd	L	T	P	Marks		
								Sessional	Final Exam	Total
1.5	BBALLB-105	English and Legal Language	Generic Core	3	3	0	0	30	70	100

Course Outcomes

At the end of the course the student will be able to: -	
CO1	Interpret and explain the theoretical concepts of comprehension, composition and vocabulary building.
CO2	Articulate and assimilate the concepts of English grammar.
CO3	Analyse different methods of language & communication.
CO4	Apply the skills for effective writing.
CO5	Apply the skills for effective presentation.

Detailed Syllabus**Unit-I: Comprehension and Composition**

- 1.1 Reading Comprehension of General and Texts
- 1.2 Comprehension Pattern
- 1.3 Context to Answers and Questions
- 1.4 Sentence Formation
- 1.5 Vocabulary Building

(07 Hrs)**Unit-II: Grammar**

- 2.1 Use and sequence of tenses
- 2.2 Concord/Agreement between subject and verb
- 2.3 Reported speech (Direct and Indirect Narration)
- 2.4 Punctuation; Sentence Structure
- 2.5 Types of sentences and their grammatic formats

(07 Hrs)**Unit-III: Language and Communication**

- 3.1 Meaning and Communication Approaches
- 3.2 Types (Formal and Informal Communication)
- 3.3 Barriers to Communication
- 3.4 Culture and Language Sensitivity
- 3.5 Non-verbal Communication: Importance, Types (Paralanguage, Body Language, Proximity etc.)

(05 Hrs)**Unit-IV: Writing Skills**

- 4.1 Essay Writing – (Preparation on Legal and Management Topics like RTI, Human Rights, Manager and Leadership Skills, Judicial Activism, Parliamentary Form of Government, Panchayat Raj, Role of Municipal Corporation in Urban Governance, Environmental Laws, Disaster Management)
- 4.2 Paragraph writing
- 4.3 Notice writing and Report writing
- 4.4 Abstract writing and note taking
- 4.5 Project writing and Précis Writing.

(08 Hrs)**Unit-V: Presentation Skills**

- 5.1 Characteristics of effective presentation
- 5.2 Voice, Diction and Body language
- 5.3 Visual Aids – Use and Benefits
- 5.4 Types, Do's and Don'ts
- 5.5 Effective Listening

(12 Hrs)

Textbooks

S. No.	Name of the Books	Name of the Author	Publisher Name	Edition (Pub. Yr.)
1.	English Grammar & Composition	Wren & Martin	Blackie ELT Books	2020.
2.	English Grammar in Use Book with Answers	Raymond Murphy	Cambridge University Press	4 th , 2012.

Reference Books

S. No.	Name of the Books	Name of the Author	Publisher Name	Edition (Pub. Yr.)
1.	English Grammar: Composition and Usage	J.C. Nesfield	Macmillan Publishers India	1 st , 2013.
2.	Effective Presentation Skills (A Practical Guide to Better Speaking)	Steve Mandel	Viva Books Pvt. Ltd.	3 rd , 2004.