



HIMACHAL PRADESH NATIONAL LAW UNIVERSITY, SHIMLA

Semester: I

B.A./B.B.A. LL.B. (Hons.)

Paper Code: LB-103

English - I

Credit - 04

Introduction:

English is a language that has been recognized as a quintessential platform in the professional and academic field for a long. Man is a social animal who essentially needs to communicate. As far as the status and position of English is concerned, it enjoys an official status and position in seventy-five nations altogether. This not only enables one to speak and express but also to broaden one's mind, develop an emotional outlook and cater to industrial needs. All languages are equally important but English has emerged as the commonly used medium of communication. This has opened new vistas and job opportunities to the aspirants. Keeping in view all of these, the curriculum of the subject has been designed. The combination of communication skills, fundamentals of language, and reading-writing skills with a blend of literary writings will not only prepare the students for the competitions but also enable them to acquire sensitization towards the social shenanigans affecting the otherwise harmonious human community. Hence, this subject aims to develop them logically, intellectually and emotionally. The subject aims to make them hone all these with the basic learning of tactics to get into jobs and to sustain themselves in the cut-throat competitive environment.

Course Objectives:

1. To develop their intellectual, personal and professional abilities.
2. To acquire the four pillars of language skills (listening, speaking, reading and writing).
3. To acquire the linguistic competence requisite for different professions and various life situations.
4. To instil awareness about cultural, political and social issues in order to contribute to giving suitable solutions and to develop sensitivity to and appreciation of world literature representing varieties of English and cultures embedded in it.

Learning Outcomes:

On the successful completion of the course, students will be able to:

1. Develop their ability as critical readers and writers by developing familiarity with the four modes of literacy: writing, speaking, reading & listening.
2. Express and demonstrate their command of oral, aural, written, and visual literacy skills that enable people to exchange messages appropriate to the subject, occasion, and audience.
3. Read diverse texts within their historical and cultural contexts, developing a critical understanding of how literature can both uphold and resist existing structures of power.
4. Practice a deliberate writing process with emphasis on the seven C's of Writing, aim, target readers, significance, future scope, etc.

Module - I**Development of Communication Skills**

- 1.1. Overview of Communication;
- 1.2. Stages, Types and Modes of Communication;
- 1.3. 7C's of Communication;
- 1.4. Barriers of Communication;
- 1.5. Non-Verbal Communication, its types & role of Verbal and Non-Verbal Cues in Legal Communication.

Module - II**Tool Box of Vocabulary**

- 2.1. Collective nouns;
- 2.2. Homophones;
- 2.3. Homonyms;
- 2.4. Legal Maxims;
- 2.5. Antonyms/Synonyms.

Module - III**Writing Skills**

- 3.1. Cover Letter/Letter writing;
- 3.2. Difference between Curriculum Vitae and Resume;
- 3.3. Drafting of Curriculum Vitae (CV);
- 3.4. Tips on how to make Presentation Effective;
- 3.5. Essay Writing.

Module - IV

Law and Literature: A Happy Couple

- 4.1. Relevance of Literature for the students of Law;
- 4.2. The Trial by Frank Kafka;
- 4.3. Merchant of Venice by William Shakespeare (Act IV, (i));
- 4.4. Roses in December by M. C. Chagla (Chapters-1-4);
- 4.5. Social Justice: Sunset or Dawn by V. R. Krishna Iyer (Chapter-II).

Prescribed Books:

1. Gopala Swamy Ramesh, THE ACE OF SOFT SKILLS: ATTITUDE, COMMUNICATION AND ETIQUETTE FOR SUCCESS, (Pearson, 2013).
2. John Adair, EFFECTIVE COMMUNICATION, (Pan Mac Millan, 2009).
3. Chanchal Narang, PROMISING PLEADERS: A TEXTBOOK OF ENGLISH FOR LAW STUDENTS, (Publication Bureau, Panjab University Chandigarh).
4. Franz Kafka, THE TRIAL, (Penguin Modern Classics, 2015).
5. William Shakespeare, THE MERCHANT OF VENICE, (Bloomsbury Publishing, 2011).
6. John Grisham, THE FIRM, (1991).
7. Leo Tolstoy, GOD SEES THE TRUTH, BUT WAITS, (1872).
8. Rabindranath Tagore, KABULIWALA, (1892).
9. R. C. Sharma and K. Mohan, BUSINESS CORRESPONDENCE AND REPORT WRITING, (Tata McGraw Hill, 2011).
10. M. Rizvi Ashraf, EFFECTIVE TECHNICAL COMMUNICATION, (Tata McGraw Hill, 2011).
11. Anjane Sethi and Bhavana Adhikari, BUSINESS COMMUNICATION, (McGraw Hill Education, 2010).
12. Meenakshi Raman and Prakash Singh, BUSINESS COMMUNICATION, (Oxford University Press, 2006).
13. R. K. Madhukar, BUSINESS COMMUNICATION, (Vikas Publishing House, 2005).

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