

SCHEME OF EXAMINATION

&

DETAILED SYLLABUS

For

B.A(ENGLISH)

FACULTY OF ARTS

B.A (ENGLISH)(3 yrs Programme)

Year 1

CODE	Subject	Internal	External	Total
BAE101	Renaissance Poetry	30	70	100
BAE102	Literature in English (1750-1830)	30	70	100
BAE103	Grammar and Contemporary English	30	70	100
BAE104	Fundamentals of IT	30	70	100
BAE105	English-I	30	70	100
BAE106	Hindi-I	30	70	100
BAE104-P	Fundamentals of IT Lab	20	30	50
	Total	200	450	650

Year 2

CODE	Subject	Internal	External	Total
BAE201	Literature in English (1830-1900)	30	70	100
BAE202	Short Stories	30	70	100
BAE203	Prose	30	70	100
BAE204	Environmental Science	30	70	100
BAE205	English –II	30	70	100
BAE206	Hindi-II	30	70	100
	Total	180	420	600

Year 3

CODE	Subject	Internal	External	Total
BAE301	History of English Literature (449-1789)	30	70	100
BAE302	Romantic and Victorian Poetry	30	70	100
BAE303	Drama	30	70	100
BAE304	Fiction	30	70	100
BAE305	Classical Literature	30	70	100
BAE306	English-III	30	70	100
BAE307	Hindi-III	30	70	100
	Total	210	490	700

Year-1

Renaissance Poetry

Unit-I

William Shakespeare

Shall I compare thee to a Summer's day?
That time of year thou may'st in me behold
Since brass, nor stone, nor earth, nor boundless sea
My Mistress' eyes are nothing like the Sun
Let me not to the marriage of true minds
When to the sessions of sweet silent thought
Not marbles nor the gilded monuments
When in the chronicle of wasted time

Unit-II

John Donne
Sweetest Love, I do not goe
The Good Morrow
The Flea
The Anniversary
The Apparition
Since she whome I loved
Death, be not proud
Hymn to God in my Sickness

Unit-III

John Milton
On his Blindness
On his Twenty-third Birthday
Lycidas
Paradise Lost, Book I, II. 1-26
Paradise Lost, Book I, II. 242-270

Suggested Reading:

The Poetry Handbook, 2nd Edition, OUP by John Lennard.

Literature in English (1750-1830)

Texts Prescribed for Detailed Study:

A) William Wordsworth

“ Daffodils,” “ The Solitary Reaper,”

“ The World is Too Much With us,”

“ Lines Composed upon Westminster’s Bridge,”

“ Lucy,” “ It’s a Beauteous Evening”

(From Fifteen Poets)

B) S.T. Coleridge “ Dejection: An Ode,”

“ Frost at Midnight,”

(From Fifteen Poets)

C) John Keats “ When I Have Fears ,”

“ La Belle Dame Sans Merci,”

“ On First Looking into Chapman’s Homer,” “ To Autumn”

(From Fifteen Poets)

Recommended Reading:

(i) English Literature: Its History and Significance by William J. Long (Indian edition)

(ii) An Introduction to the Study of English Literature by W.H.Hudson (Lyall Books Depot)

(iii) The Short Oxford History of English Literature by Andrew Sanders (OUP India)

(iv) The Concise Cambridge History of English Literature by George Sampson Cambridge University Press, New Delhi).

(v) The New History of English Literature by Bhim S. Dahiya Delhi: Doaba

(vi) The Routledge History of Literature in English by Ronald Carter and John

Mcrae (London and New York:Routledge, 2010)

(vii) Romantic Imagination by C.M.Bowra (Oxford)

Grammar and Contemporary English

1 Essay

2 Comprehension

3 Grammar:

i. Parts of Speech

ii. Verbs:

(a) Main and auxiliaries

(b) Linking (or equative) intransitive and transitive

(c) Finite and non-finite

(d) Sequence of Tenses

iii. Word Order: Position and order of objects; Substitute subjects: 'its' and 'there'; Inversion of verb and subject after certain adverbs; Order of words in indirect questions.

iv. Verb Patterns

v. Adjective equivalents:

(a) Nouns

(b) Participles

(c) Gerunds

vi. Adverbs, adverbial particles and adverb phrases:

a) Their Positions

b) Kinds of Time, Place, Manner, Frequency, Duration and Direction

vii. Prepositions of time, place, direction; for and since; under, underneath; below, beneath; over and above; between and among; describing people and their clothes; at; by; in; on; out; of.

Fundamentals of IT

Objectives: **This is a basic paper for Commerce students to familiarize with computer and its applications in the relevant fields and exposes them to other related papers of IT.**

UNIT – I

Introduction to Computers:

The evolution of computers - Computer Generation from First Generation to Fifth Generation, Classifications of Computers - Micro, Mini, Mainframe and Super Computers, Distributed Computer System, Parallel Computers.

Computer Hardware – Major Components of a Digital Computer, Block Diagram of Computer, Input-Output devices, Description of Computer Input Units, Output Units, CPU

Computer Memory - Memory Cell, Memory Organization, Read Only Memory, Serial Access Memory, Physical Devices Used to construct Memories, Magnetic Hard disk, floppy Disk Drives, Compact Disk Read Only Memory, Magnetic Tape Drives.

UNIT – II

Number System:

Decimal, Binary, Octal, Hexa-decimal. Conversion - Decimal to all other number systems, Binary to octal and Hexa Decimal, Addition of binary numbers, Binary subtraction, Use of complements to represent negative numbers, Conversion of a binary fraction to a decimal fraction and decimal to binary fraction, Binary Coded Decimal(BCD), ASCII Codes, EBCDIC codes, Gray codes, Unicodes.

Algorithm and Flowcharts:

Algorithm: Definition, Characteristics, Advantages and disadvantages, Examples

Flowchart: Definition, Define symbols of flowchart, Advantages and disadvantages, Examples

UNIT – III

Computer Software:

System software, assemblers, compilers, interpreters, linkers Elementary , Operating System concepts, different types of operating systems, Application Software.

Introduction to MS Office (MS-Word, MS PowerPoint, MS-Excel)

Computer Programming and Languages: Algorithms, flow chart, decision tables, pseudo code, Low level languages and introduction to high level languages.

UNIT – IV

Data Communication and Computer Networks:

Data Transmission mode, Data transmission media, Digital and Analog Transmission

What is computer Network? Network types, Network Topologies, Communication Protocol, OSI Model

UNIT - V

The Internet:

Definition, Brief History, Network Types (LAN, WAN and MAN), Client and Servers, Intranet, Extranet. Basic Services, Email, File Transfer Protocol, Telnet, Usenet News, Terminologies related to Internet: Protocol, Domain name, IP address, URL, World Wide Web.

Overview of various services on Internet: E-mail, FTP, Telnet, Chat, Instant Messaging

Internet Search Tools: Gopher, Archie, World Wide Web.

WWW Browsers: Line Browsers, Graphical Browsers, Java Enabled Browsers.

Uses of the Internet: Internet Service Providers and Types of Internet Connection: Direct/Leased line Connection, Remote Dial up Connection, SLIP/PPP Connection

Text Books:

1. Alex Leon & Mathews Leon, "Fundamentals of Information Technology", LeonTechworld, 1999.
2. Vikas Gupta, "Comdex Computer Kit", Wiley Dreamtech, Delhi, 2004
3. P. K. Sinha & Priti Sinha , "Computer Fundamentals", BPB Publications, 1992.

Reference Books:

1. V. Raja Raman, "Introduction to Computers", PHI, 1998.
 2. Alex Leon & Mathews Leon, "Introduction to Computers", Vikas Publishing House, 1999.
- Norton Peter, "Introduction to computers", 4th Ed., TMH, 2001.

English-I

Objective: The objective of this course is to familiarize students about the dynamics of business language and discourse.

Unit -I

Texts: (Any Five)

1. Nirendranath Chakrabarti, "Amalkanti". (From oxford Anthology of Modern Indian Poetry, eds. Dharwadkar and Ramanujan).
2. Toru Dutt, "Sita"
3. Jawaharlal Nehru, "Tryst with Destiny".
4. Mirza Ghalib, "Delhi in 1857".
5. C. Rajagopalachari, Preface to the Mahabharata.
6. Nibir K. Ghosh, "Spiritual Nationalism of Sri Aurobindo".
7. Madhumalati Adhikari, "The Heritage of Indian Culture".
8. Rabindranath Tagore, "Where the Mind is Without Fear".
9. Kabir, one song translated by Tagore.
10. M.K. Gandhi, extract from "Satyagraha".
11. R.K. Narayan, "Toasted English".
12. Ruskin Bond, "The Old Lama".
13. Khushwant Singh, "The Portrait of a Lady".
14. Ashok Mahadevan and Sushan Shetty, "Discovering Babasaheb", Section on "Clash of Titans" (Reader's Digest, December 2006).

Unit -II

Comprehension of an unseen passage:

Questions should be objective/multiple choice, and should test (a) an understanding of the passage in question, and (b) a grasp of general language skills and issues with reference words and usage within the passage.

Unit -III Paragraph

Writing:

Based on expansion of an idea. Word Limit :100-150 words. Candidates to attempt any one of three alternative topics provided

Unit -IV

Basic language skills-Vocabulary:

Synonyms, antonyms, one- word substitution for phrases, prefixes, suffixes and word - derivation. Making sentences with idioms and phrases, corrections of sentences with words likely to be confused. Questions should not repeat examples or exercises given in the textbook.

Unit -V

Basic language skills - Grammar and Usage:

Modals, linking device, tenses and prepositions. Verb forms and structures, gerunds, participles and infinitives, verbs followed by a preposition and phrasal verbs, articles and determiners, countable and uncountable nouns, adjectives and articles. Questions should not repeat the examples or exercises given in the textbooks.

Hindi-I

आधार पाठ्यक्रम

प्रश्न पत्र - प्रथम

पाठ्य विषय

इकाई-1 पल्लवन, पत्राचार तथा अनुवाद एवं पारिभाषिक शब्दावली ।

इकाई-2 मुहावरे-लोकोक्तियाँ, शब्दशुद्धि, वाक्य शुद्धि, शब्द ज्ञान-पर्यायवाची, विलोम, अनेकार्थी, समश्रुत (समानोचरित) अनेक शब्दों के लिए एक शब्द ।

इकाई-3 देवनागरी लिपि की विशेषता, देवनागरी लिपि एवं वर्तनी का मानक रूप ।

इकाई-4 कम्प्यूटर में हिन्दी का अनुप्रयोग, हिन्दी में पदनाम ।

इकाई-5 हिन्दी अपठित, संक्षेपण, हिन्दी में संक्षिप्तीकरण ।

पाठ्य क्रम के लिए पुस्तकें -

1. भारतीयता के स्वर साधन धनंजय वर्मा - म. प्र. ग्रंथ अकादमी ।
2. नागरी लिपि और हिन्दी - अनंत चौधरी - ग्रंथ अकादमी पटना ।
3. कम्प्यूटर और हिन्दी - हरिमोहन - तक्षशिला प्रकाशन, दिल्ली ।

Fundamentals of IT LAB

1. Text Manipulations
2. Usage of Numbering, Bullets, Tools and Headers
3. Usage of Spell Check and Find and Replace
4. Text Formatting
5. Picture Insertion and Alignment
6. Creation of Documents Using Templates`
7. Creation of Templates
8. Mail Merge Concept
9. Copying Text and Picture From Excel
10. Creation of Tables, Formatting Tables
11. Splitting the Screen
12. Opening Multiple Document, Inserting Symbols in Documents

MS-EXCEL

1. Creation of Worksheet and Entering Information
2. Aligning, Editing Data in Cell
3. Excel Function (Date, Time, Statistical, Mathematical, Financial Functions)
4. Changing of Column Width and Row Height (Column and Range of Column)
5. Moving, copying, Inserting and Deleting Rows and Columns
6. Formatting Numbers and Other Numeric Formats
7. Drawing Borders Around Cells
8. Creation of Charts Raising Moving
9. Changing Chart Type
10. Controlling the Appearance of a Chart

MS -POWER POINT

Working With Slides

1. Creating, saving, closing presentation
2. Adding Headers and footers
3. Changing slide layout
4. Working fonts and bullets
5. Inserting Clip art: working with clipart,
6. Applying Transition and animation effects
7. Run and Slide Show

DOS

1. Basics of DOS
2. DOS (Internal & External Commands)
3. Use of Wild Card Character

Year-2

Literature in English (1830-1900)

Texts Prescribed for Detailed Study:

A) Lord Tennyson

“Break, Break, Break,” “Ulysses,” “The Lady of Shallot,”

“The Lotus- Eaters,” “Tears, Idle Tears”

(From Fifteen Poets)

B) Matthew Arnold

“Dover Beach,” “Memorial Verses,” “Shakespeare,”

“To Marguerite,” “Life and Thought”

(From Fifteen Poets)

C) Robert Browning

“Porphyria’s Lover,” “My Last Duchess,” “Rabbi Ben

Ezra”

(From Fifteen Poets)

Short Stories

Unit-I

1. A Cup of Tea
2. The World Renowned Nose
3. The Open Window
4. A Work of Art

Unit-II

5. Some Words with a Mummy
6. The Gift of the Magi
7. The Ant & The Grasshopper
8. The Gateman's Gift

Unit-III

9. How much land does a Man need?
10. The Reaping Race
11. Old Man At The Bridge
12. The Necklace

(The Short Stories are available in Popular Short Stories, Oxford University Press)

Prose

Unit-I

Ten short answer questions based on the entire course

Unit-II

Types of Prose and Prose Style

Autobiography/Biography and Memoir

Travelogue

Periodical Essay

Formal Essay

Personal Essay

Unit-III

Bacon 'Of Studies'

Richard Steele 'Recollections of Childhood'

Joseph Addison 'Sir Roger at Church'

Charles Lamb 'The Convalescent'

Unit-IV

Dr. Johnson 'Letter To Lord Chesterfield'

G.K.Chesterton 'On Running After One's Hat'

R.L.Stevenson 'An Apology For Idlers'

A.G.Gardiner 'On Shaking Hands'

Unit-V

Robert Lynd 'A Disappointed Man'

J.B.Priestley 'On Doing Nothing'

HilaireBellock 'On Spelliings'

E. V.Lucas 'Bores'

Environmental Science

Unit-1

Diversities of lifeforms- Concept of taxonomy, systematic and classification with respect to plant kingdom, animal kingdom and microbial world.

Unit-2

Fundamental of chemical equilibrium and reaction kinetics -Stoichiometry, chemical equilibrium, thermodynamics application in reaction process (both chemical and biological process), acid base reaction, solubility products, bioinorganic complexes and their importance.

Unit-3

Radiation Physics-Electromagnetic radiation characteristics and its biological effects, radioactivity-source, characteristics, and impacts, radiation in diagnosis and therapy of diseases, radioisotopes and radionuclide in biological systems

Unit-4

Tropical monsoon-causes, and impacts, impacts of climate change on tropical monsoon

Unit-5

Noise Pollution- source of noise, distinction between sound and noise, noise impacts, noise monitoring and control strategies

REFERENCE

- a) Agarwal, K.C. 2001 Environmental Biology, Nidi Publ. Ltd. Bikaner.
- b) Bharucha Erach, The Biodiversity of India, Mapin Publishing Pvt. Ltd., Ahmedabad – 380 013, India, Email:mapin@icenet.net (R)
- c) Brunner R.C., 1989, Hazardous Waste Incineration, McGraw Hill Inc. 480p
- d) Clark R.S., Marine Pollution, Clanderson Press Oxford (TB)
- e) Cunningham, W.P. Cooper, T.H. Gorhani, E & Hepworth, M.T. 2001, Environmental Encyclopedia, Jaico Publ. House, Mumabai, 1196p
- f) De A.K., Environmental Chemistry, Wiley Eastern Ltd.
- g) Down to Earth, Centre for Science and Environment (R)
- i) Hawkins R.E., Encyclopedia of Indian Natural History, Bombay Natural History Society, Bombay (R)
- .k) Jadhav, H & Bhosale, V.M. 1995. Environmental Protection and Laws. Himalaya Pub. House, Delhi 284 p.
- l) Mckinney, M.L. & School, R.M. 1996. Environmental Science systems & Solutions, Web enhanced edition. 639p.

English -II

Unit-I (Any Five)

1. Walt Whitman – O Captain! My Captain!
2. George Orwell – What is Science
3. J. Bronowski - The Dilemma of The Scientist
4. Will Durant – The Origin of Science
5. Somerset Maugham – The Luncheon
 - Henry The Last Leaf
6. Major Ancient Indian Scientist Adopted
7. C.P Snow- Ramanujan
8. Aldous Huxley – J.C.Bose
9. Human Rights
10. R.K Narayan – The Axe
11. Dr. C.V Raman - Water
12. Robert Frost – stopping by Woods on a Snow evening
13. Dr. Yashodhara Mishra – Understanding Gender issues.

Unit-II

Comprehension of an unseen passage question should be objective/Multiple - choice and should test (a) an understanding of the passage in question, and (b) a group of general language skills and issues with Reference Word and usage Within the passage.

Unit-III

Paragraph Writing: - Based on expansion word limit 100-150 words. Candidates to attempt any one of three alternative topics provided.

Unit-IV

Basic language Skill-Vocabulary Synonyms Antonyms one word Substitution of Phrases, Prefixes, Suffixes and word Derivation making Sentence With Idioms and Phrases Corrections of Sentence With Words Likely to be Confused Question Should not repeat the Examples Or exercises given in the text book

Unit-V

Basic language Skill- Grammar and Usage modals linking devices, tenses, and preposition verb forms Structures Gerunds Participles and infinitive, verbs followed by a preposition and phrasal verbs, articles and determines Countable and uncountable nouns adjectives, and adverbs. Questions Should not repeat the example exercise given in the text book

Hindi -II**भाग - दो, आधार पाठ्यक्रम
(हिन्दी भाषा)**

खण्ड-क निम्नलिखित 5 लेखकों के एक-एक निबंध पाठ्यक्रम में सम्मिलित होंगे -

1. महात्मा गांधी - सत्य और अहिंसा
2. विनोबा भावे - ग्राम सेवा
3. आचार्य नरेन्द्र देव - युवकों का समाज में स्थान
4. वासुदेव शरण अग्रवाल - मातृ-भूमि
5. भगवतशरण उपाध्याय - हिमालय की व्युत्पत्ति
6. हरि ठाकुर - डॉ. खूबचंद बघेल

खण्ड-ख हिन्दी भाषा और उसके विविध रूप

- कार्यालयीन भाषा
- मीडिया की भाषा
- वित्त एवं वाणिज्य की भाषा
- मशीनी भाषा

खण्ड-ग अनुवाद व्यवहार : अंग्रेजी से हिन्दी में अनुवाद

हिन्दी की व्यवहारिक कोटियाँ-

रचनागत प्रयोगगत उदाहरण, संज्ञा, सर्वनाम, विशेषण, क्रिया विशेषण, समास, संधि एवं संक्षिप्तियाँ, रचना एवं प्रयोगगत विवेचन ।

Year-3

History of English Literature (449-1789)

Unit-I

1. Old English Period
2. Middle English Period
3. Chaucer

Unit-II

4. The Renaissance: General Characteristics
5. Renaissance Poetry
6. Renaissance Drama
7. Renaissance Prose

Unit-III

8. Neoclassicism: General Characteristics
9. Neoclassical Poetry
10. Neoclassical Drama
11. Neoclassical Fiction
12. Neoclassical Prose

Recommended Books:

W.H. Hudson: An Outline History of English Literature

for Evans: A Short History of English Literature

Michael Alexander: A History of English Literature

Romantic and Victorian Poetry

1. William Wordsworth: Lines written in early Spring

I wandered Lonely as a Cloud
The Solitary Reaper
A slumber did my Spirit seal
The World is too much with us
Surprised by Joy
We are seven
Nutting
Tintern Abbey

2. John Keats: La Delle Dame Sans Merci

When I have Fears
On First Looking into Chapman's Homer
Bright Star
On Seeing Elgin Marbles
Endymion, ll.1-62
Ode to a Nightingale
To Autumn

3. Percy B. Shelley: To the Skylark

Ozymandias
Ode to the West Wind
Love
When the Lamp is Shattered
Stanzas Written in Dejection
The Cloud
Music When the Soft Voices Die

4. Alfred Tennyson: Tithonus

Mariana

The Lady of Shallot

Tear, Idle Tears

Prologue to 'In Memoriam'

Crossing the Bar

Songs from 'The Princess':

Sweet and Low

The Splendor Falls

Oh Swallow, Oh Swallow flying South

Ask me No More

Come down Oh Maid

Now Sleeps the Crimson Petal

5. Robert Browning: Evelyn Hope

Andrea Del Sarto

Love among the Ruins

My Last Duchess

Pippa's Song

The Lost Mistress

The Last Ride Together

Rabbi Ben Ezra

BAE303

External Marks: 70

Internal Marks: 30

Drama

Unit-I

Ten short answer questions based on the entire course including three passages for explanation

Unit-II

Tragedy and types

Comedy and types

Tragi-comedy

Expressionist Drama

Drama of Ideas

Poetic Drama

Closet Drama

The Problem Play

Theatre of the Absurd

Unit-III

Shakespeare: Macbeth

Oliver Goldsmith: She Stoops to Conquer – Macmillan Publisher India Ltd

Christopher Marlowe: Edward II – Macmillan Publishers India Ltd.

Unit-IV

Ben Jonson :Every Man in His Humor

Oscar Wilde: The importance of Being Earnest – Macmillan Publisher India Ltd

Unit-V

G B Shaw: Arms and the Man

J.M.Synge: Playboy of the Western World – Oxford University Press

BAE304

External Marks: 70

Internal Marks: 30

FICTION

Unit-I :

Ten short-answer questions based on the entire course.

Unit-II

Forms and Techniques, Elements of Novel, Elements of Short Story, Picaresque

Novel, Historical Novel, Gothic Novel, Epistolary Novel, Regional Novel, Dystopia,

Detective Novel, Campus, Fiction, Science Fiction, Space Fiction, Metafiction, 'Chic

lit', Junk Fiction, Plot, Characterization, Narrative Technique and Structure

Unit-III

- Jane Austen Pride and Prejudice

Emily Bronte: Wuthering Heights – Macmillan Publishers India Ltd.,

Unit-IV

- Charles Dickens David Copperfield

George Orwell: Animal Farm – Macmillan Publishers India Ltd.

Unit-V

- Thomas Hardy The Return of the Native

Classical Literature

Unit-1.

Homer The Illiad (Penguin)

Euripides Medea (Penguin)

Unit-2.

Aristophanes Lysistrata (Penguin)

Vyasa 1. 'The Dicing' and

'The Sequel to Dicing, 2. 'The Book of the

Assembly Hall' from The Mahabharata : tr. and

ed. J.A.B.van Buitenen (Chicago, 1975), pp. 106-69.

Unit-3.

Background Prose Readings:

Kalidasa Abhijnana Shakuntalam, tr. Chandra Rajan,

in Kalidas.: The Loom of Time (Penguin, 1989).

Readings

a. Aristotle, Poetics, chapter 6-17, 23, 24 and 26 (Penguin).

b. Plato, The Republic, Book X (Penguin).

c. Bharata, Natyashastra, tr. Manomohan Ghosh, chapter 6: 'Sentiments,' revd.

2nd edn. (Calcutta: Granthalaya, 1967), vol. I, pp 100-18. 13

d. Iravati Karve, 'Draupadi' in Yuganta : The End of an Epoch (Disha, 1991),

pp.79-105.

e. C. Rajagopalachari, The Mahabharata, 2nd edn. (Bombay : Bhartiya Vidya

Bhavan, 1972).

f. Topics :

Notions of the Epic; Comedy and Tragedy in Greek and Indian Drama;

Drama in the Athenian City State; Catharsis; Rasa; the Heroic and Dharma.

BAE306

English -III

Unit-1 Essay type answers in about 200 words. Four essay types question to be asked and two be attempted.

Unit-2 Writing skills for composition- Essay writing.

Unit-3 Précis writing.

Unit-4 (a) reading comprehension of an unseen passages.

(b) Vocabulary based on text.

Unit-5 Grammar: Advanced Exercises.

Note- Question on unit I and IV (b) shall be asked from the prescribed text. Which will comprise of popular creative writings and the following items.

Minimum needs: Housing and transport, Geo-economic profile of C.G. of education and culture, Women empowerment , Management of change (Physical quality of life) . War and human survival. The question of human social value, new Economic philosophy recent liberalization methods democratic decentralization (with reference to 73, 74 constitutional amendment.)

Hindi -III

हिन्दी भाषा

।। सम्प्रेषण कौशल, हिन्दी भाषा और सामान्य ज्ञान ।।

- इकाई - 1 (क) भारत माता : सुमित्रानंदन पंत, परशुराम की प्रतीज्ञा : रामधारी सिंह दिनकर, बहुत बड़ा सवाल : मोहन राकेश, संस्कृति और राष्ट्रीय एकीकरण : योगेश अटल ।
(ख) कथन की शैलियाँ : रचनागत उदाहरण और प्रयोग ।
- इकाई -2 (क) विकासशील देशों की समस्याएँ, विकासात्मक पुनर्विचार, और प्रौद्योगिकी एवं नगरीकरण ।
(ख) विभिन्न संरचनाएँ ।
- इकाई - 3 (क) आधुनिक तकनीकी सभ्यता, पर्यावरण प्रदूषण तथा धारणीय विकास ।
(ख) कार्यालयीन पत्र और आलेख ।
- इकाई - 4 (क) जनसंख्या : भारत के संदर्भ में और गरीबी तथा बेरोजगारी ।
(ख) अनुवाद ।
- इकाई - 5 (क) ऊर्जा और शक्तिमानता का अर्थशास्त्र ।
(ख) घटनाओं, समारोहों आदि का प्रतिवेदन और विभिन्न प्रकार के निमंत्रण-पत्र ।

