

Diploma in English Proficiency

Duration: One year

No. of semesters: Two

Method of teaching: Lecture- cum-discussion, Role-play, Presentations, Seminar

Semester-1

| S NO. | NAME OF THE SUBJECT | CREDITS |
|-------|-----------------------------------|----------|
| 1 | Paper-1: Conversational English-I | 2(1-0-0) |
| 2 | Paper- 2: Grammar-I | 1(1-0-0) |

Paper-1: Conversational English-1

Enhanced Communication Skills (Speaking and listening)

6. Text Comprehension and Analysis Skills

7. Written and Spoken English

8. Thematic Expressions

9. Computer Applications

10. Open Discussions

Paper-2: Grammar-I

Complete eight parts of speech (Nouns, Pronouns, adjectives, verbs, adverbs, prepositions, Conjunctions and Interjections)

Semester-2

| S NO. | NAME OF THE SUBJECT | CREDITS |
|-------|------------------------------------|----------|
| 1 | Paper-3: Conversational English-II | 2(1-0-0) |
| 2 | Paper-4: Grammar-II | 1(1-0-0) |

Paper-3: Conversational English-II

1. Business Communication

2. Advanced Writing Skills

3. Phonetics

Paper-4: Grammar-II

Concord (Agreement of the Subject and the verb), Usage of Prepositions, Modifiers and sentence patterns

Diploma in Portuguese

Duration: One year

No. of semesters: Two

Method of teaching: Lecture- cum-discussion, Role-play, Presentations, Seminar

Semester-1

| S NO. | NAME OF THE SUBJECT | CREDITS |
|-------|--------------------------------------|----------|
| 1 | Paper-1: Conversational Portuguese-I | 2(1-0-0) |
| 2 | Paper-2: Grammar-I | 1(1-0-0) |

Paper-1: Conversational Portuguese-1

1. How to ask and give personal information
2. Prepare, accept and decline invitations,
3. Order meals,
4. Buy goods in shops,
5. Ask for and give directions,
6. Talk about plans and future actions, etc.
7. Communication skills at everyday level

Paper-2: Grammar-I

Classroom activities include pair or small group work so that everyone has a chance to participate. A continuous assessment grade based on class work, homework and progress tests will be given to the students during the course. They will learn how to write grammatically correct simple sentences.

Semester-2

| S NO. | NAME OF THE SUBJECT | CREDITS |
|-------|---------------------------------------|----------|
| 1 | Paper-3: Conversational Portuguese-II | 2(1-0-0) |
| 2 | Paper-4: Grammar-II | 1(1-0-0) |

Paper-3: Conversational Portuguese-II

1. Communicative competence in Portuguese beyond predictable everyday use.
2. To achieve this goal extracts from television and radio programmes as well as short articles from newspapers and magazines will be used as a basis for discussion of current matters.
3. How to narrate a simple event
4. How to express opinions on various topics in a limited way or offer advice within a known area

Paper-4: Grammar-II

Tense and sentence patterns

Diploma in Japanese

Duration: One year

No. of semesters: Two

Semester-1

| S NO. | NAME OF THE SUBJECT | CREDITS |
|-------|------------------------------------|----------|
| 1 | Paper-1: Conversational Japanese-I | 2(1-0-0) |
| 2 | Paper-2: Grammar-I | 1(1-0-0) |

Paper-1: Conversational Japanese-I

1. A solid foundation in both spoken and written Japanese
2. Understanding Japanese culture
3. Basic communicative exchanges
4. A wide variety of communication tasks
5. Dialogues
6. Interviews

Paper-2: Grammar-I

Ask and answer simple questions, understand short, learned phrases and sentences, understand main ideas/facts from simple texts dealing with basic personal and social needs, and have a better understanding of Japanese culture and people.

Semester-2

| S NO. | NAME OF THE SUBJECT | CREDITS |
|-------|-------------------------------------|----------|
| 1 | Paper-3: Conversational Japanese-II | 2(1-0-0) |
| 2 | Paper-4: Grammar-II | 1(1-0-0) |

Paper-3: Conversational Japanese-II

1. To focus on developing students' overall Japanese language ability
2. To develop communicative competence in various situations through the use of written, audio and video materials
3. Express their ideas orally in various situations
4. Short lectures on familiar topics

Paper-4: Grammar-II

Conduct basic communicative exchanges, read authentic texts with help of a dictionary for information/pleasure, write short paragraphs to meet a number of practical writing needs.

Diploma in French

Duration: One year

No. of semesters: Two

Semester-1

| SNO. | NAME OF THE SUBJECT | CREDITS |
|------|----------------------------------|----------|
| 1 | Paper-1: Conversational French-I | 2(1-0-0) |
| 2 | Paper-2: Grammar-I | 1(1-0-0) |

Paper-1: Conversational French-I

1. Greetings
2. Presentation
3. Introduction
4. Numbers
5. Days of the week
6. Month of the Year
7. Nationalities
8. Colours
9. Interrogation relating to every situation
10. Replying to simple questions
11. Day to day life (Classroom, friends, family, school, vacations etc.)
12. Introduction to France Geography

Paper-2: Grammar-I

French alphabet, Indefinite and definite articles, verbs (regular and irregular), Nouns, Adjectives, Pronouns

Semester-2

| S NO. | NAME OF THE SUBJECT | CREDITS |
|-------|-----------------------------------|----------|
| 1 | Paper-3: Conversational French-II | 2(1-0-0) |
| 2 | Paper-4: Grammar-II | 1(1-0-0) |

Paper-3: Conversational French-II

1. Parts of the body
2. Professions
3. Seasons
4. Cardinal and Ordinal numbers
5. Home/Town
6. Meals
7. Clothes

8. Ordering food
9. Giving information about a person, profession, qualities
10. Describing a place/home /town

Paper-4: Grammar-II

Change into plural/feminine, Practice on nouns/adjective /pronoun /subject verb, write numbers in letters, Agreement of the adjectives, Prepositions.

Diploma in Arabic

Duration: One Year

No. of Semesters: Two

Semester-1

| S NO. | NAME OF THE SUBJECT | CREDITS |
|-------|----------------------------------|----------|
| 1 | Paper-1: Conversational Arabic-I | 2(1-0-0) |
| 2 | Paper-2: Grammar I | 1(1-0-0) |

Paper-1: Conversational Arabic-I

1. A solid foundation in both spoken and written Arabic
2. Understanding of Arabic culture
3. Basic communicative exchanges
4. A wide variety of communication tasks
5. Dialogues
6. Greetings
7. Presentation
8. Introduction
9. Numbers
10. Days of the week
11. Month of the year
12. Colours

Paper-2: Grammar-I

Ask and answer simple questions, understand short phrases and sentences, understand main ideas/facts from simple texts dealing with basic personal and social needs and have better understanding of Arabic culture and people.

Semester-2

| S NO. | NAME OF THE SUBJECT | CREDITS |
|-------|-----------------------------------|----------|
| 1 | Paper-3: Conversational Arabic-II | 2(1-0-0) |
| 2 | Paper-4: Grammar II | 1(1-0-0) |

Paper-3: Conversational Arabic-II

1. To focus on developing students overall Arabic language ability
2. To develop communicative competence in various situations through the use of written, audio and video materials
3. To express their ideas orally in various situations
4. Short lectures on familiar topics

Paper-4: Grammar-II

Conduct basic communicative exchanges, read authentic texts for information, write short paragraph to meet a number of practical writing needs.

Diploma in Urdu

Duration: One year

No, of semesters: Two

Semester-1

| S NO. | NAME OF THE SUBJECT | CREDITS |
|-------|--------------------------------|----------|
| 1 | Paper-1: Conversational Urdu-I | 2(1-0-0) |
| 2 | Paper-2: Grammar-I | 1(1-0-0) |

Paper-1: Conversational Urdu-I

1. Greetings
2. Presentation
3. Introduction
4. Numbers
5. Days of the week
6. Month of the year
7. Colours
8. Nationalities
9. Interrogation relating to every situation
10. Replying to simple questions
11. Day to day life (Classroom, friends, family, school, vacations etc.)

Paper-2: Grammar- I

Classroom activities include pair or small group work so that everyone has a chance to participate. A continuous assessment grade based on class work, homework and progress tests will be given to the students during the course. They will learn how to write grammatically correct simple sentences.

Semester-2

| S NO. | NAME OF THE SUBJECT | CREDITS |
|-------|---------------------------------|----------|
| 1 | Paper-1: Conversational Urdu-II | 2(1-0-0) |
| 2 | Paper-2: Grammar-II | 1(1-0-0) |

Paper-3: Conversational Urdu-II

1. To focus on developing students overall Arabic language ability
2. To develop communicative competence in various situations through the use of written, audio and video materials
3. To express their ideas orally in various situations
4. Short lectures on familiar topics

Paper-4: Grammar-II

Conduct basic communicative exchanges, read authentic texts for information, write short paragraph to meet a number of practical writing needs.

Diploma in German**Semester – I**

| S. No. | Course Code | Paper | Name of the Course | <u>Credit</u> |
|---------------|--------------------|--------------|---------------------------|----------------------|
| 1. | GRM – 251 | I | Theory and Oral – I | 2(2 – 0 – 0) |
| 2. | GRM – 252 | II | Grammar – I | 1(1 – 0 – 0) |

Semester – II

| S. No. | <u>Course Code</u> | <u>Paper</u> | <u>Name of the Course</u> | Credit |
|---------------|---------------------------|---------------------|----------------------------------|---------------|
| 1. | GRM – 253 | III | Theory and Oral – I | 2(2 – 0 – 0) |
| 2. | GRM – 254 | IV | Grammar - II | 1(1 – 0 – 0) |

Semester – I**Paper I (GRM 251)****Unit – 1: Theory**

1. Alphabets
2. Simple Sentences (To show the cultural differences and the differences in usages of the sentences between German and English).
3. Numbers
4. Direction
5. Study on different ways to tell the time
6. How to direct a person from one place to another?

7. How to do reservation?
8. Looking into a Road map
9. Discussing flight timings
10. Reading a script written in a post card
11. Looking into a receipt after purchase
12. Planning the day
13. Discussing about TV program

Unit – 2: Oral and Conversation

1. At the Airport
2. At the Railway Station
3. At the Bus Station
4. At the Stationery Shop
5. At the Restaurant
6. At the Umbrella Shop
7. At the Telephone Booth
8. At the Photoshop
9. At the Castle
10. How to ask for directions?
11. How to speak over the telephone?
12. How to speak to a taxi driver?
13. How to speak to a receptionist in a Hotel?
14. How to ask time?
15. How to ask for change? (Money)
16. Expressing flight delay
17. Planning for a picnic tomorrow
18. Planning to go for a movie tomorrow
19. What do you do during evenings?
20. What do you do on Sundays?
21. What do when you get caught in rain?

Paper II (GRM 252)

Unit – 1: Grammar

1. Haben (to have) be form of the verb
2. The article and gender of nouns
3. Usage of the question “Wo”(Where)
4. The imperative
5. The definite and indefinite article
6. Conjugation and declension
7. Verbs
8. Plural of Nouns
9. Declension of nouns
10. Adjective
11. Compound words
12. Adjectives after definite and indefinite articles
13. Usage of “es”(it)
14. Tenses
15. Model verbs and “Wissen” (To know)
16. Separable verbs

Unit – 2: Exercises

Exercises will be given according to each topic taught in Unit 1: Grammar.

Paper III (GRM 253)

Unit – 1: Theory

1. Story of a family – Father, Mother and Son.
2. Searching for an apartment through newspaper
3. Conversation between a stranger and German
4. Working of a Planner chart
5. Discussing about a Travel Brochure
6. Study on months and seasons
7. Study on points of compass (east, west, north, south)
8. Viewing a map
9. How to recognize symbols
10. An invitation letter
11. A refusal letter
12. Discussion among the old classmates when they get together
13. Autobiography of Thomas Schwarz
14. Story of Mr. Schmitz who wants to speak in the telephone to a company's chief.
15. Story of a company chief having only one worker
16. Autobiography on Franz Schubert the composer
17. Autobiography on Albert Einstein the Physician
18. Autobiography on Herman Hesse the Poet and writer
19. Autobiography on Henrich Schliemann the Archaeologist
20. How to write an application
21. Letter writing
22. Preparing Curriculum Vitae
23. How to frame a questionnaire

Unit – 2: Oral & Conversation

1. A news reporter interviewing at the street
2. A news reporter interviewing at the Discotheque
3. A news reporter interviewing at the Café
4. A news reporter interview at the Railway Station
5. Planning to go to hill station during summer
6. Asking about a state or city
7. Types of questions asked in the interview
8. Asking personal details
9. Asking questions using “Where” and “Do you know”

Paper IV (GRM 254)

Unit –1: Grammar

1. Usage of articles
2. Prepositions
3. Conjunctions
4. The imperative
5. How to express where you come from?
6. Usage of jemand – niemand (anyone – no one)
7. Usage of “Warum” (Why)
8. Dative plural
9. Model Verbs
10. Ordinal Numbers
11. Pronouns (Possessive, Interrogative, personal)
12. Usage of “Doch” (sure)
13. Regular verbs
14. Irregular verbs
15. The genitive
16. Reflexive verbs

Unit – 2: Exercises

Exercises will be given according to each topic taught in Unit 1: Grammar