
U.G.B.A. SEMESTER-III

UGBA
Semester III
English
Elective Course (EC) - II
Title: Short Stories and Language Work - I

Unit No.	Title/Author/Topic	Text
01	Short Stories: (i) A Cup of Tea (ii) The Open Window	<i>Popular Short Stories</i> Oxford Uni. Press
02	Short Stories: (i) A Work of Art (ii) The Apple	<i>Popular Short Stories</i> Oxford Uni. Press
03	Writing Skills: Application for job	No particular text prescribed
04	Vocabulary: (i) Prefix-Suffix (See the List -A below) (ii) One-Word Substitutes (See the List -B below)	No particular text prescribed

List – A For Prefix-Suffix:

LIST OF PREFIXES:

Sr. no	Prefix	Examples
1	post-	postpone, postmortem
2	semi-	semifinal, semicircle
3	un-	undone, unfinished
4	uni-	uniform, unilateral
5	anti-	antibiotic, antisocial
6	co-	co-pilot, co-worker
7	dis-	disagree, disapprove
8	non-	nonperforming, nonsense
9	im-, il-, ir-	impossible, illegal, irresponsible
10	ex-	ex-president, exterminate
11	homo-	homophone, homonym
12	tri-	triangle, tripod

LIST OF SUFFIXES:

Sr. No.	Suffix	Examples
1	-ist	Dentist, communist
2	-ment	Argument, movement
3	-ship	Friendship, hardship

4	-ness	Happiness, goodness
5	-tion	Condition, promotion
6	-fy	Justify, simplify
7	-er, -or	Reader, creator
8	-able	Comfortable, justifiable
9	-al	Herbal, colonial
10	-en	Strengthen, loosen
11	-ible	Incredible, audible
12	-tion	Promotion, position

List – B For One-Word Substitutes:

1	That which happens once a year	Annual
2	A word opposite in meaning to another	Antonym
3	Loss of memory	Amnesia
4	One who cannot pay debts	Bankrupt
5	A person who speaks two languages	Bilingual
6	The branch of biology dealing with plant life	Botany
7	The art of beautiful handwriting	Calligraphy
8	A place for burial of dead bodies	Cemetery
9	One hundred years	Century
10	A co-worker or a fellow-worker in the same institution	Colleague
11	Which can be cured	Curable
12	That which can be digested	Digestible
13	One who cannot speak	Dumb
14	A contagious disease which spreads over a huge area	Epidemic
15	One who is taking examination	Examinee
16	A shed of motor-car	Garage
17	The point where the earth and the sky meet	Horizon
18	One who feels sympathetic towards human beings	Humanitarian
19	That is prohibited by law	Illicit
20	A planned route or journey details	Itinerary
21	One who is new to a trade or profession	Novice
22	Having a lot of fat on one's body	Obesity
23	One who goes on foot	Pedestrian
24	One who speaks on behalf of others	Spokesperson
25	Two children born together	Twins

Recommended Reading:

- Burns, Marjorie. *How to Read a Short Story*. Scholastic Book Services, 1980.
- Hewings, Martin. *Advanced Grammar in Use*. Cambridge UP, 2005.
- Joshi, Manik. *Dictionary of One Word Substitution*. Createspace Pub, 2014.

EC - II

Examination Pattern for external exams:

Q. 1.	Write short notes (Any 2 out of 4) (From Unit - 1)	Marks 14
Q. 2.	Write short notes (Any 2 out of 4) (From Unit - 2)	Marks 14
Q. 3.	Write an application (1 out of 2) Note: Application seeking a job will be asked.	Marks 14
Q. 4.	Answers based on Unit -4 (a) Prefix – Suffix (7/7) (7 Marks) (b) Give one-word substitute for following group of words (7/7) (7 Marks)	Marks 14
Q. 5.	MCQs (1mark ×14) (From Unit 1 and 2)	Marks 14

Total Marks: 70

U.G.B.A. SEMESTER-IV

UGBA
Semester IV
English
Elective Course (EC) - II
Title: Short Stories and Language Work - II

Unit No.	Title/Author/Topic	Text
01	Short Stories: (i) The Dying Detective (ii) Living or Dead?	<i>Popular Short Stories</i> Oxford Uni. Press
02	Short Stories: (i) The Reaping Race (ii) Old Man at the Bridge	<i>Popular Short Stories</i> Oxford Uni. Press
03	Writing Skills: Develop a story from the given points	No particular text prescribed
04	Use of Dictionary: (i) Arrange the words in alphabetical order (ii) Abbreviations (See the List –A below)	No particular text prescribed

List – A: Abbreviations:

- | | |
|--------------|--------------------|
| 1) abbr | abbreviation |
| 2) adj | adjective |
| 3) adv | adverb |
| 4) n | noun |
| 5) v | verb |
| 6) conj | conjunction |
| 7) pref | prefix |
| 8) aux | auxiliary |
| 9) prep | preposition |
| 10) pt | past tense |
| 11) interj | interjection |
| 12) interrog | interrogative |
| 13) neg | negative |
| 14) pl | plural |
| 15) pres p | present participle |
| 16) pres t | present tense |
| 17) pron | pronoun |
| 18) suff | suffix |
| 19) superl | superlative |
| 20) idm | idiom |

Recommended Reading:

- Hewings, Martin. *Advanced Grammar in Use*. Cambridge UP, 2005.
- Knight, Damon. *Creating Short Fiction: The Classic Guide to Writing Short Fiction*. St. Martin's Griffin Pub; 1997
- Murphy, Raymond. *English Grammar in Use*. Cambridge UP, 2012.

EC - II

Examination Pattern for external exams:

Q. 1.	Write short notes (Any 2 out of 4) (From Unit - 1)	Marks 14
Q. 2.	Write short notes (Any 2 out of 4) (From Unit - 2)	Marks 14
Q. 3.	Develop a story from the following points	Marks 14
Q. 4.	Answers based on Unit -4	Marks 14
	(a) Arrange the words in alphabetical order (7 Marks)	
	(b) Give full form of the Abbreviations given (7/7) (7 Marks)	
Q. 5.	MCQs (1mark ×14) (From Unit 1 and 2)	Marks 14

Total Marks: 70
