



# **BHARATI VIDYAPEETH UNIVERSITY, PUNE**

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**‘A’ Grade Accreditation by NAAC**

*Social Transformation Through Dynamic Education...*

## **SCHOOL OF DISTANCE EDUCATION**

**PROGRAMME GUIDE**

**OF**

**DIPLOMA IN FOREIGN LANGUAGE**

**(FRENCH / GERMAN)**

**( DFL )**

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## **Course: Diploma in Foreign Language**

The Diploma in Foreign Language is of one year duration comprising of Semester –I & Semester-II.

### **1. Aims and objectives of the course: -**

The programme is designed to enable students to develop communication skills in the chosen language and to acquire a broad understanding of the society, history and culture within which these languages have developed and are used. Based on the conception of language as social and cultural practice, the programme integrates knowledge of social and political institutions, historical events, and literary and cultural movements into the acquisition of the four linguistic skills - reading, writing, speaking and listening.

The process of language learning has been defined in accordance with the stages defined by the Common European Framework of Reference for Languages (CEFF), which provides a basis for mutual recognition of language qualifications obtained in different learning contexts, thus facilitating educational and professional mobility.

The programme serves two purposes. It equips the students who wish to continue their studies in a postgraduate / graduate programme in language, literarily and cultural studies as well as those who choose to immediately enter professional life for a variety of employment opportunities (in translation, interpretation, tourism, foreign language teaching at the school and equivalent levels, publishing, print and electronic media, and in other emerging areas in the corporate world, where knowledge of a foreign language is either required or seen as an advantage).

### **2. Nomenclature of the course: - Annexure – I**

### **3. Abbreviation of the course: DFL**

### **4. Name of the faculty: - Faculty of Management study**

### **5. Academic year in which course has been initiated: - 2010-11**

## **6. Eligibility criteria for admission to the course:**

10+2 or its Equivalent and

Advance Certificate programme in Foreign Language from Bharati Vidyapeeth Deemed University/ Bharati Vidyapeeth Deemed University Institute of Management Research/ JNU/ Jamia Milia Islamia University/ A2 level from Max Mueller Bhavan (Start Deutsch 2) and Alliance Francaise (DELF)

The students pursuing graduate and post graduate programme from Bharati Vidyapeeth Deemed University can also take admission in the foreign language programme

**Note:** The following documents are required for eligibility compliance; **1.** Marks statement of 10+2, **2.** one year advanced certificate/ marks statement of foreign language programme OR equivalency certificate issued by the competent authority of Bharati Vidyapeeth Deemed University.

## **7. Teaching scheme of the course:**

The personal contact sessions and seminars will be conducted at the academic study centers during weekends (Sundays or Saturdays) and Public holidays. 50 hours will be devoted to these sessions for theory as well as practical work.

## **8. Structure of the course: - The programme is divided into 2 Semesters consisting of 8 courses.**

## **9. Standard of Passing: -**

**In order to pass the course, a candidate will have to obtain minimum 40% marks in each head of passing.**

**To pass the examination a student must obtain 50% of marks in aggregate for the entire examination consisting of Sem –I & Sem-II**

## **10. Rules pertaining to supplementary / reappearing in examinations, if not passed the examination as per rules of passing**

**If a student fails to secure 40 % marks in internal / external evaluation separately in each head of passing then he / she must appear in the subsequent Internal / External exam to pass in the examination**

**If a student fails to secure 50% marks in aggregate in the entire examinations then he / she must appear in the subsequent examination**

## **11. Rules of ATKT (Allow To Keep Term): -**

**A student is allowed to carry the backlog of courses prescribed for Semester-I to the next semester.**

## **12. Award of Classes: -**

**The award of class will be based on aggregate marks obtained by a student in Semester - I and Semester- II examination taken together**

<b>First class with Distinction</b>	<b>75% &amp; above</b>
<b>First Class</b>	<b>60% &amp; above but less than 70%</b>
<b>Second Class</b>	<b>50% &amp; above but less than 60%</b>
<b>Fail</b>	<b>Less than 50%</b>

### **13. Rules for conduct of examinations**

- a) **Students would be required to keep a track of the last dates to pay examination fees, which will be announced well in advance. Only those students who fulfill all the eligibility criteria shall be permitted to fill in the form.**
- b) **Students should procure their admit cards which will be given at the end of the semester before the examination to appear in examination**
- c) **A student is expected to adhere to high standards of honesty during examination.**
- d) **During the examinations, students should not indulge in any unfair practices. If so, he shall be debarred from taking the remaining papers and may have to lose one semester or year depending upon the gravity of the offence.**
- e) **The result / mark –sheets have to be obtained from academic study centre within 30 days of declaration of result.**

### **14. Basis for allocation of marks for**

- a) **Internal Assessment: - 40 marks**
- b) **Theory (External evaluation) 160 Marks**

### **15. Procedure for conduct of internal assessment**

**Each student will have to submit two assignments for internal assessment in each semester for each subject.**

### **16. Pattern of Evaluation and Examination & Procedure for the evaluation of conduct of viva**

The evaluation in each Subject shall consists of 200 marks (160 marks for Semester end examination and 40 marks for Internal Assessment)

A candidate will be evaluated in each course depending on learning objectives and requirements of the course contents.

The scheme of marks consists of 20% weight age to continuous internal evaluation by the Subject teacher and 80% to evaluation based on Semester –end Examination consisting of written papers.

The details of course – wise mode of evaluation and examination are as given below

Semester – end Examination	Name of Examination	Method of evaluation and Examination
Semester I	Linguistic Competencies - IX	Objective Type Paper of 3 hours duration with 160 marks at the end of the Semester on the basis of Paper No.101,102 and 103 conducted by the University
	Linguistic Competencies - X	Practical and oral exam based on the paper no. 101,102 and 103 and 104 carrying 200 Marks, Conducted by the Academic Study Center. The bifurcation 200 marks are as follows; Listening skills; 50 Marks Reading skills;50 Marks Writing; skills 50 Marks Speaking: skills; 50 Marks
Semester II	D103 Linguistic Competencies - XI	Objective Type Paper of 3 hours duration with 200 marks at the end of the Semester on the basis of Paper No.201,202 and 203 conducted by the University
	D104 Linguistic Competencies - XII	Practical and oral exam based on the paper no. 201,202 and 203 and 204 carrying 200 Marks, Conducted by the Academic Study Center. The bifurcation 200 marks are as follows; Listening skills; 50 Marks Reading skills;50 Marks Writing; skills 50 Marks Speaking: skills; 50 Marks

### 17. Pattern of question paper

The Objective Type question paper has 2 sections i.e. I & II

**Practical and oral exam:** carrying 200 Marks, Conducted by the Academic Study Center. The bifurcation 200 marks are as follows;

Listening skills; 50 Marks

Reading skills;50 Marks

Writing; skills 50 Marks

Speaking: skills; 50 Marks

**Annexure- I**

**18. Nomenclature of the Diploma in Foreign Language and Basis for allocation of marks.**

<b>Sr. No.</b>	<b>Course No.</b>	<b>Subject</b>	<b>Name of Examination</b>	<b>Objective Type Paper</b>	<b>IA</b>	<b>Practical and oral</b>
<b>Semester-I</b>						
<b>1</b>	<b>101</b>	<b>Advanced Grammar I</b>	<b>Linguistic Competencies - IX</b>	<b>160</b>	<b>40</b>	<b>-</b>
<b>2</b>	<b>102</b>	<b>Foreign language for Specific Purposes I (Tourism, Travel /Business Communication)</b>				
<b>3</b>	<b>103</b>	<b>Literature I</b>				
<b>4</b>	<b>104</b>	<b>Oral Expression I</b>	<b>Linguistic Competencies - X</b>			<b>200</b>
<b>Semester-II</b>						
<b>1.</b>	<b>201</b>	<b>Advanced Grammar II</b>	<b>Linguistic Competencies - XI</b>	<b>160</b>	<b>40</b>	
<b>2.</b>	<b>202</b>	<b>Foreign language for Specific Purposes II (Tourism, Travel /Business Communication)</b>				
<b>3.</b>	<b>203</b>	<b>Literature II</b>				
<b>4.</b>	<b>204</b>	<b>Oral Expression II</b>	<b>Linguistic Competencies - XII</b>			<b>200</b>

IA; Internal Assessment

## Semester-I

**Course : 101**

**Course Title : ADVANCE GRAMMAR I ( BASED ON PRESCRIBED TEXT)**

**Objectives : To impart students with the advanced grammatical concepts so that they can construct their own sentences of complex nature and make them able to express their point of view and their opinion.**

### **Course Contents :**

**Unit 1: Degrees of comparison: Three degrees of comparison, Positive, Comparative and Superlative. Sentences and expressions to practice the same.**

**Unit 2: Comprehensions: To make students understand, comprehend, analyse and explain unseen and seen passages to develop their expressional power.**

**Unit 3: Sentences in active and passive**

**Unit 4: Past Perfect Tense**

Suggested Readings :

French :

1. Jumelage , Niveau 2 and Niveau 3 Saraswati Publishing Pvt. Ltd.
2. Alter Ego , Niveau 2, Niveau 3 Saraswati Publishing Pvt. Ltd.
3. Connexions, Niveau 2, Niveau 3 (Didier)
4. 450 grammaire exercices – Avance (Langers)
5. Books on Tests/Certification/Evaluation A1 A2 B1 for DELF (Langers)  
(150 Activites, 200 Activites and 200 Activites). (Langers)
6. Advance Manual in French Comprehension.- Polygot House Publication
7. French Idioms and Proverbs. Polygot House Publication.
8. Class Practice in French Translation.- Polygot House Publication.

Dictionaries : Le Petit Robert, Mini Dictionary, Student Dictionary, Concise, General Dictionary, Webster French Grammar and Exercises. (Langers)

German :

1. Tangram aktuell , Part 2, Part 3 (Langers)
2. AusBlick (Hueber), Part 2 , Part 3 (Langers)
3. Sprachkurs DEUTSCH (Diesterweg), Part 2, Part 3 (Langers)
4. A practice grammar of german by Hueber (Langers)
5. Mit Erfolg zum ZD(Langers)
6. German Made Easy (Saraswati Publishing House)
7. Hueber Comprehensive German Thesaurus. (Langers)
8. Lagune 3 (Langers)
9. Studio D 3 (Langers)
10. Tipps und Übungen B1 (Langers)

Dictionaries : Langenscheidt, Collin.

**Course : 102**

**Course Title : FOREIGN LANGUAGE FOR SPECIFIC PURPOSES I**

**Objectives :**

- 1. To equip students with day to day vocabulary and expressions so that they can tackle situations pertaining to their daily activities**
- 2. To make students confident about situation based foreign language whether at work place or any foreign country.**

**Course Contents :**

**Unit 1: Tourism and Travel Trade : Situations related to Airport, Hotel, Restaurant, Cinema, Taxi, Railway Station, Travel Agency.**

**Suggested Readings :**

**French :**

1. Bon Voyage (Langers)
2. A Handbook of French for Tourism and Hotel Management Technology. (Langers)
3. Jumelage , Niveau 2, 3 Saraswati Publishing Pvt. Ltd.
4. Alter Ego, Niveau 2, 3 Saraswati Publishing Pvt. Ltd.

**German :**

1. Negotiating in German – Langenscheidt (Langers)
2. Jiffy Travel Pak \_ Langenscheidt (Langers)
3. Schritte International 2, 3 (Hueber) (Langers)
4. Tangram aktuell , part 2, 3 (Langers)
5. Sprachkurs DEUTSCH (Diesterweg) Part 2, 3 (Langers)
6. A Practice Book for German – Hueber (Langers)
7. 100 German Business letters (Langenscheidt) (Langers)

**Course : 103**

**Course Title : LITERATURE I**

**Objective : 1. To make the students sensitive towards the literature of the countries concerned, by giving them deep insights into the literary, art, culture and other aesthetics of the languages.**

**2. To make them explore different facets of writing styles and techniques adopted by the world famous writers and poets in these languages.**

**Course Contents :**

**Unit 1 :Literary Extracts from famous, renowned authors, poets, writers of repute.**

**Unit 2. Impact and significance of literature in the political, economic, religious and other aspects of life.**

**Unit 3: Project Work, in which students will assimilate the details pertaining to the writer of their choice and than give presentation.**

**Suggested Readings :**

**French :**

1. Selected writings from famous French authors (Polygot Publications/(Langers))
2. Prose readings from French Writers (olygot Publication) (Langers)
3. Modern Frenh Prose.(Polygot Publication) (Langers)
4. French short stories of yesterday and Today. (polygot Publication) (Langers)
5. A bouquet of French poems by Prof. T.P. Tamby. (Langers)
6. Jumelage , Niveau 3 (Langers)
7. Alter Ego, Niveau 3 (Langers)

**German :**

1. Universal phrase book (langenscheidt) (Langers)
2. Idiomatiche redewendungen von a-z by langenscheidt (Langers)
3. Sprachkurs Deutsh , part 3 (diesterweg) (Langers)
4. Tangram aktuell part 3 (Langers)
5. Aus blick , part 3. (Langers)
6. Themen Nueu (3) (Langers)

**Course : 104**

**Course Title : ORAL EXPRESSION I**

**Objective : To make students inculcate communicative attributes so as to speak upon issues of political, social, religious, trade and commercial importance and express their point of view and their opinion on issues and events of personal and professional importance.**

**Course Contents :**

**Unit1:Politics, national and international events**

**Unit2:Social issues (national and international) :Child marriage, pollution, corruption**

**Unit3:Trade and Commerce: Globalisation, economy, industrialization**

**Unit4: Business and Commerce : Important organizations, their role and significance**

**Unit5:Films, art, culture etc: Festivals, international events**

**Suggested Readings :**

French : Jumelage, Niveau 3, Alter Ego, Niveau 3. (Langers)

German : TANGRAM, Part 3, Sprachkurs DEUTSCH, Part 3, AusBlick. Themen Neu (3) (Langers)

There will be regular lab. activities to develop students' oral level expertise, and presentations and role plays so as to develop their articulation and confidence level to express their opinion and viewpoint.

## Semester II

Course : 201

Course Title : ADVANCE GRAMMAR II ( BASED ON PRESCRIBED TEXT)

**Objectives :**1. To impart students with the advanced grammatical concepts so that they can construct their own sentences of complex nature and make them able to express their point of view and their opinion.2. Students could write letters and reply to job advertisements.

**Course Contents :**

**Unit 1 : The subjunctive mood**

**Unit 2 :Present Participle , Past Participle, Conversation over concerts or films**

**Unit 3: Idioms and Proverbs**

**Unit 4 : Direct and Indirect speech**

**Suggested Readings :**

French :

- 1.Jumelage , Niveau 2 and Niveau 3 (Langers)
- 2.Alter Ego , Niveau 2, Niveau 3 (Hachette) (Langers)
- 3.Connexions, Niveau 2, Niveau 3 (Didier) (Langers)
- 4.450 grammaire exercices – Avance (Langers)
- 5.Books on Tests/Certification/Evaluation A1 A2 B1 for DELF (Langers)  
(150 Activites, 200 Activites and 200 Activites).
- 6.Advance Manual in French Comprehension.- Polygot House Publication (Langers)
- 7.French Idioms and Proverbs. Polygot House Publication. (Langers)
- 8.Class Practice in French Translation.- Polygot House Publication. (Langers)

Dictionaries : Le Petit Robert, Mini Dictionary, Student Dictionary, Concise, General Dictionary, Webster French Grammar and Exercises.

German :

- 1.Studio D 3 (Cornelson)
2. Lagune 3 (Langers)
3. Tangram Aktuell 3 (Langers)
4. Schritte International 5.6 (Langers)
5. Tipps und Übungen B1 (Langers)
6. Mit Erfolg zum Start Deutsch (Goyal Publishing)
- 7.Hueber Comprehensive German Thesaurus. (Langers)

Dictionaries : Langenscheidt, Collin.

**Course : 202**

**Course Title : FOREIGN LANGUAGE FOR SPECIFIC PURPOSES II**

**Objectives :**

- 1. To equip students with day to day vocabulary and expressions so that they can tackle situations pertaining to their daily activities.**
- 2. To make students confident about situation based foreign language at work place or any where in the world where the concerned language is used.**

**Course Contents :**

**Unit 1 : Writing Fax, email, messages based upon the concepts learnt in previous semester.**

**Unit 2 : Letter writing (technical ) : quotations, enquiries, complaints and related documents connected with business and commercial transactions.**

**Suggested Readings :**

**French :**

1. Bon Voyage (Langers)
2. A Handbook of French for Tourism and Hotel Management Technology. (Langers)
3. Jumelage , Niveau 2, 3 (Langers)
4. Alter Ego, Niveau 2, 3 (Hachette) (Langers)

**German :**

1. Negotiating in German – Langenscheidt (Langers)
2. Jiffy Travel Pak \_ Langenscheidt (Langers)
3. Schritte International 2, 3 (Hueber) (Langers)
4. TANGRAM AKTUELL , Part 2, 3 (Langers)
5. Sprachkurs DEUTSCH (Diesterweg) Part 2, 3 (Langers)
6. A Practice Book for German – Hueber (Langers)
7. 100 German Business letters (Langenscheidt) (Langers)

**Course : 203**

**Course Title : LITERATURE II**

**Objective : 1. To make the students sensitive towards the literature of the countries concerned, by giving them deep insights into the literary, art, culture and other aesthetics of the languages.**

**2. To make them explore different facets of writing styles and techniques adopted by the world famous writers and poets in these languages.**

**Course Contents :**

**Unit1: Impact and significance of literature in the political, economic, religious and other aspects of life.**

**Unit2 : Project Work: students will assimilate the details pertaining to the writer of their choice and than give presentation.**

**Suggested Readings :**

**French :**

- 1.Selected writings from famous French authors (Polygot Publications) (Langers)
- 2.Prose readings from French Writers (olygot Publication) (Langers)
- 3.Modern Frenh Prose.(Polygot Publication) (Langers)
- 4.French short stories of yesterday and Today. (polygot Publication) (Langers)
- 5.A bouquet of French poems by Prof. T.P. Tamby. (Langers)
- 6.Jumelage , Niveau 3 (Langers)
- 7.Alter Ego, Niveau 3 (Hachette) (Langers)

**German :**

- 1.Universal Phrase book (Langenscheidt) (Langers)
- 2.Idiomatische Redewendungen Von A-Z by Langenscheidt (Langers)
- 3.Sprachkurs DEUTSH , Part 3 (Diesterweg) (Langers)
- 4.TANGRAM AKTUELL Part 3 (Langers)
- 5.Aus Blick , part 3. (Langers)

**Course : 204**

**Course Title : ORAL EXPRESSION II**

**Objective : To make students inculcate communication attributes so as to speak upon issues of political, social, religious importance and express their point of view and their opinion.**

**Course Contents :**

**Unit1 :Trade and Commerce: Important organizations, their role and significance.**

**Unit 2 : Business: Important organizations, their role and significance.**

**Unit 3 : Films, art, culture : Important fairs and festivals (national and International).**

Suggested Readings :

French : Jumelage, Niveau 3, Alter Ego, Niveau 3. (Langers)

German : Studio D 3 (Langers)

Lagune 3 (Langers)

Tangram Aktuell 3 (Langers)

The material will also be provided by Department of foreign languages. There will be regular lab. activities to develop students' oral level expertise, and presentations and role plays so as to develop their articulation and confidence level to express their opinion and viewpoint.