

**Diploma in Communicative English**  
**101: REMEDIAL / FUNCTIONAL GRAMMAR AND VOCABULARY**

Unit - I	: Verb Forms; Time and Tense (Perfect and Stative Verbs)
Unit - II	: Concord; Common Errors
Unit - III	: Determiners and Adjectives; Articles; Prepositions
Unit - IV	: Phrasal Verbs and Idioms; Confusable Words
Unit - V	: Homonyms, Synonyms and Antonyms; One-word Substitutes

Suggested Reading:

1. *A Remedial Course in English for Colleges*, Book I, B.K. Das & Annie David - Oxford University Press, New Delhi, 1980.
2. *Strengthen Your English*, M. Bhaskaran & David Hasbrough - Oxford University Press, New Delhi, 1973.
3. *A Practical English Grammar*, A.J.Thomson, A.V.Martinet - Oxford University Press, New Delhi.

**102: LANGUAGE SKILLS (LSRW SKILLS)**

Unit - I	: Listening Skills: listening for stress, accent, rhythm and intonation, listening for the main idea, listening for specific information, listening for pleasure
Unit - II	: Speaking Skills: self introduction, greeting people, giving instructions / directions, making requests, asking permission and offering help, explaining or apologizing, Short Forms in speech and Question tags.
Unit - III	: Reading Skills: reading for comprehension, reading between the lines, types of reading, sub-skills of reading, skimming and scanning
Unit - IV	: Writing Skills: Summarizing, Note-making, Note-taking, Reference skills and Preparing outline.
Unit - V	: Essay writing, Dialogue Writing, Structuring and Organizing Ideas

Suggested Reading:

1. *Note Making and Composition Exercises*, ECT Cell, University of Bombay.
2. *Written Communication in English*, Sarah Freeman, Orient Longman, Bombay, 1977.
3. *Organized Writing*, V. Saraswathi, Orient Longman, Bombay, 1984.
4. *Developing Reading Skills - Book I*, Central University, Pondicherry, 1986.
5. *Developing Reading Skills - Book II*, Central University, Pondicherry, 1986
6. *Oral & Written Communication*, Peter Little, Longman Group, London, 1973.
7. *Art of Speaking Made Simple*, R.W. Gondin & E.W. Naman, W.H. Allen London.
8. *English Conversation Practice*, Grant Taylor, New Delhi, TMH.

### 103: PHONETICS / SPOKEN ENGLISH

- Unit - I : Transcription of Words and Sentences (dictionary reference skills)  
Unit - II : Word Stress, and Intonation, Vowels and Consonants  
Unit - III : Elements of Spoken Expression, Accent Neutralization  
Unit - IV : Varieties of English  
Unit - V : Viva Voce - for 20 marks - 10 marks for listening + 10 marks for speaking

Suggested Reading:

1. *English Phonetics & Phonology*, Peter Rosch, Cambridge.
2. *English Word Formation*, Laurie Bauer, Cambridge.
3. *English Syntax*, Lynn M. Berk, Oxford University Press.
4. *Language & Linguistics*, John Lyons, Cambridge.
5. *Phonetics and Spoken English*, V. Sethi and P.V. Dhamija, Orient Longman, 2004.

### 104: COMPOSITION WRITING

- Unit - I : Free Composition: Incident Description; Dialogue Writing  
Unit - II : Guided Composition: Paragraph Writing - (using clues); Direct Speech into Indirect Speech  
Unit - III : Converting Dialogues into Reported Speech; Rewriting Conversations into Direct Speech; Converting Paragraphs into Dialogues  
Unit - IV : Sentence Connectives, Jumbled Sentences, Picking Main Ideas  
Unit - V : Figures of speech

Suggested Reading:

1. *Modern English: A Book of Grammar Usage and Composition*, N. Krishnaswamy, Macmillan, 2007.
2. *The Oxford Guide to Writing and Speaking*, John Seely, Oxford University Press, 2004.
3. *English for All*, Nilanjana Gupta, Macmillan, 2007.
4. *Comprehend and Compose*, Dr. Geetha Nagaraj, Foundation Books, 2003.
5. *Writing Clear Paragraph*, Robert Donald, James Moore, Prentice Hall, New Jersey.