

## 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: COMMUNICATIVE ENGLISH WRITING

- Unit - I : E-Mail Skills; Memos  
Unit - II : Letters  
Unit - III : Notice, Agenda and Minutes  
Unit - IV : Job applications, C.V./Resume Writing  
Unit - V : Proposals; Report Writing

Suggested Reading:

1. *English & Commercial Correspondence*, H.L. Carrad, Castle London Publication, 1964.
2. *Commercial English & Correspondence*, P.C. Ghosh, World Press, Calcutta.
3. *English Grammar Composition and Effective Business Communication*, Pink and Thomas, S. Chand.

## 105: VERBAL & NON-VERBAL COMMUNICATION SKILLS

- Unit - I : Body Language: Posture, Gestures, Facial Expressions, Eye Contact  
Unit - II : Space and Time Management  
Unit - III : Face to Face Conversation; Situational Conversation  
Unit - IV : Telephone Etiquette, Taking and Leaving Messages  
Unit - V : Dress Code, Cross Cultural Communication

Suggested Reading:

1. *Verbal and Nonverbal Communication*, P. Bhatnagar, Rajat Publications, New Delhi.
2. *Verbal and Nonverbal Reasoning*, R. Prakash, Macmillan.
3. *Nonverbal Communication*, Robert A. Hindi, Oxford University Press.
4. *Nonverbal Communication*, H'Ellgning, Cambridge.
5. *The New Psychology of Body Language*, Geoffrey Deatting, Routledge, 2003.
6. *A Practical Guide for the Workplace*, Mary Reid, Routledge.

## 106: BUSINESS COMMUNICATION

- Unit - I : Presentation Skills (Oral/Written); Public Speaking  
Unit - II : Group Discussion  
Unit - III : Role Play  
Unit - IV : Leadership Principles; Negotiation Skills  
Unit - V : Organization and Management; Facilitating Meetings

Suggested Reading:

1. *Business Communication*, Meenakshi Raman & Sangeeta Sharma, Oxford.
2. *Effective Business English*, Alta Gwinn Saunders, Macmillan.
3. *English for Business and Commercial World*, J.A. Blundel & Miss. Middle, Career.
4. *Business Letter Writing*, S. Jasmine & J.S. Bright, Universal Publication, New Delhi.
5. *Modern English Business Letters - Commercial Correspondence for Students*, F.W. King & D. Ann Gee, Longman, 1962.

## 107: SOFT SKILLS

- Unit - I : Stress Management
- Unit - II : Politeness Strategies
- Unit - III : Conflict Resolution Strategies; Decision Making and Problem Solving Skills
- Unit - IV : Personality Development
- Unit - V : Organizing and Executing the Task; Multi - Task Management

### Suggested Reading:

1. *Executive English*, Phillip Binham, Longman Group London.
2. *Time Management for System Administrators*, Thomas A Limon Celli, Sage Publications.
3. *Coping with Difficult People*, Robert M., Bramson, Dell Publication.
4. *How to Disagree Without Being Disagreeable*, S.H. Elgin, John Wileyconsors Publications.
5. *Principles Centered Leadership*, Stephen R Covey, Simon Schuster.