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RGPV B.Tech – First Year Syllabus

BT-103: English for Communication

Unit I: Identifying Common Errors

- Subject-verb agreement
- Prepositions, active/passive voice
- Reported speech, sentence structure

Unit II: Vocabulary Building & Comprehension

- Prefixes and suffixes from foreign languages
- Synonyms and antonyms
- Reading comprehension techniques

Unit III: Communication Fundamentals

- Meaning, significance, and process of communication
- Oral and written communication
- 7Cs of communication, barriers and solutions
- Non-verbal communication

Unit IV: Developing Writing Skills

- Planning, drafting, editing
- Precise writing, technical definitions and descriptions
- Report writing: structure, types, and examples

Unit V: Business Correspondence

- Importance and layout of business letters
- Applications and résumé writing
- Quotations, orders, complaints, emails



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