

English and Communication Skills : ASE- 111
(Common to all branches) Semester -I / II

	Lecture	Tutorial	Practical
Teaching Hours	2	0	0
Exam. Scheme Marks			Internal Evaluation 50 End Sem. Exam 50

(A) THEORY:

1. Spoken English :

Following Communicative functions be discussed in meaningful natural dialogue forms: Greetings, Introductions, making request, Suggestions, Invitations, acceptance, refusal, seeking permission, giving a description, stating likes and dislikes, agreeing and disagreeing, stating performances, conversing on telephones, inquires, complains, compliments, encouragements, expressing thanks and apologies etc.(Audio Visual aids could be used for the above)

2. Written English :

Business letters, Structures of business letters, essential of good business letters, letters of enquiries, Complaints, Request etc. Report writing on general as well as scientific topics. Writing formal speeches for occasions like inauguration, introduction of guest speakers farewell etc, recording and drafting of minutes of meetings.

(B) PRACTICALS / DRAWINGS+TUTORIALS ASSIGNMENTS: NIL

REFERENCES :

1. Krishna Mohan and Meera Banerji, "Developing Communication Skills" McMillan Co., 1990
2. N.Krishnaswami and T.Shariram, "Creative English Communication", McMillan Co., 1992
3. King and Cree " Modern Business Letters" Orient Longman, 1990
4. M.I.Joshi, "Let's Talk English" Gujar Prakashan, Ahmedabad., 1995