

English (L: 2; T: 0; P: 2; Credit: 3)

1. Vocabulary Building: - The concept of word formation - Root words from foreign languages and their use in English - Prefixes and suffixes from foreign languages in English to form derivatives - Synonyms, antonyms, and standard abbreviations - Affixes, acronyms

2. Basic Writing Skills: - Sentence structures - Use of phrases and clauses in sentences - Importance of proper punctuation - Kinds of sentences - Use of tense, context, and coherence of tense in writing - Use of voice (active/passive) in sentences - Use of speech (direct and indirect) - Framing questions (direct, using modal verbs)

3. Identifying Common Errors in Writing: - Subject-verb agreement - Noun-pronoun agreement - Misplaced modifiers - Articles - Prepositions - Redundancies - Cliches - Common English errors

4. Nature and Style of Sensible Writing: - Describing - Defining - Classifying - Providing examples or evidence - Writing introduction and conclusion - Organizing paragraphs in documents - Argument, describing/narrating/planning, defining, classifying - Lexical resources, using suitable language register - Coherence, writing introduction, body, and conclusion, techniques for writing precisely, grammar and accuracy

5. Writing Practices: - Comprehension - Formal letter writing, application, report writing, writing minutes of meetings - Essay writing - Formal email writing - Resume/CV writing, cover letter - Statement of purpose

6. Oral Communication: - Interactive practice sessions in language lab - Listening comprehension - Pronunciation, intonation, stress, and rhythm - Common everyday situations: conversations and dialogues - Communication at workplace - Interviews - Formal presentations - Acquainting students with IPA symbols - Phonetics (basic) - Sounds - vowels, consonants - Clearing mother tongue influence - Clearing redundancies and common errors related to Indianisms - Group discussion - Expressing opinions - Coherence and fluency in speech

7. Reading Skills: - Reading comprehension - Paragraph reading based on phonetic sounds/intonation

8. Professional Skills: - Team building - Soft skills and etiquettes

9. Acquaintance with Technology-Aided Language Learning: - Use of computer software (Grammarly, Ginger, etc.) - Use of smartphone applications (Duolingo, Busuu, etc.)

10. Activities: - Narrative chain - Describing/narrating - Writing essays in relay - Peer/group activities - Brainstorming vocabulary - Cue/flash cards for vocabulary - Debates

Suggested Readings:

- Practical English Usage. Michael Swan. OUP. 1995.
- Remedial English Grammar. F.T. Wood. Macmillan. 2007.
- On Writing Well. William Zinsser. Harper Resource Book. 2001.
- Study Writing. Liz Hamp-Lyons and Ben Heasley. Cambridge University Press. 2006.
- Communication Skills. Sanjay Kumar and Pushplata. Oxford University Press. 2011.
- Exercises in Spoken English. Parts I-III. CIEFL, Hyderabad. Oxford University Press.

Feel free to ask if you need any more information or specific details on any of these topics!