

SYLLABUS

SEMESTER - I

PS 1105 COMMUNICATIVE ENGLISH

1. Basic Grammar: Structural pattern, single word substitution: Editing tenses of Verbs.
2. Common errors, comparison, Syntax.
3. Antonyms, Homonyms, Comprehension based on topics of Science & Technology
4. Precise, Paragraph Writing, Technical description.
5. Expansion (worked & phrase)
6. Official Correspondence, Memorandum, Circular letter.
7. Applying for a job, Resume
8. Business Correspondence, Report Writing, E-mail.
9. Phonetics (Symbol and Transcription), Pronunciation.
10. Reading –developing Reading skill.
11. Group Discussion.

Recommended Books:

1. English grammar and Effective Business Communication by M.A. Pink & S.E. Thomas – S.Chand & Company Ltd.
2. English grammar by Dr. D .Thakur
3. Comprehensive English grammar by C.J.Joseph & EG Myall – Inter Univ. Press.
4. Technical English by Sharon j Garson and Steve M Garson.
5. Gartside's Model Business Letters by Shirley Taylor – Pitman Publishing.
6. Communication in English for Technical Student by Orient Longman.
7. Business Correspondence and Report Writing by R. C. Sharma and Krishna Mohan - Tata McGraw Hill.
8. A Student's Grammar of the English Language by Sidney Greendaum & Randolph Quirk (Pearson Education)