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| <b>Subject Code: HS1L007</b>  | <b>Name: English for learning and Communications</b> | <b>L-T-P-C: 2-0-2-3</b> |
| <b>Prerequisite:</b> None   |  |                         |
| <p><b>Theory</b></p> <p>Vocabulary (Synonyms, Antonyms, Homonyms, Homophones); Grammar (Articles, Preposition, Conjunctions, Verb, Adverbs, Adjectives, Nouns and Pronouns, Tenses, Singular/Plural); Punctuation; Common Errors; Paragraph and Essay writing, Email writing, Phonetics, Just a Minute, Notice, Agenda and Minutes of Meeting Basics of Communication (Definition, Models, Types); Nonverbal Communication; Barriers of Communication Select Prose and Poetry texts: 3 Poems, 2 short stories and 1 essay</p> |  |                         |

**Text Books:**

1. Oxford Practical English Usage by Michael Swan , 2016
2. Effective Technical Communication by M. Ashraf Rizvi, 2018
3. Developing Communication Skills by Krishna Mohan and Meera Banerji , 2019

**Reference Books:**

1. Author Name, "Title", Publisher Name, Edition, Year