

Objective - Students will understand the significance of English for their career progression

UNIT – 1 Introduction to English language: a) Role and significance of English language in the present scenario, b) English language: its relevance for the Indian industry. c) Introduction to listening, speaking, reading, writing and bench marking of the class.

UNIT - 2 Grammars and usage: Verbs, Determiners, Tenses, Active Voice and Passive Voice

UNIT - 3 Letter writing & Notice Writing, Report writing Personality Development-I, a) First impression: Dressing sense, good manners, speaking well and respectably, b) Positive Attitude: Being happy and alert, a good listener and a good friend, c) Consultation among peers: Soliciting advice and giving advice d) Goal setting, confidence building & handling rejection

UNIT - 4 English communication Concept: a) About myself, my family and my friends, b) Let's talk, making conversation, meeting and greeting, c) My opinions, my likes and dislikes, d) Life at collage, hostel and workplace: Conversation test

Recommended Books:

- ILFS Bi-lingual Course in Basic English, ILFS Skill Development Corporation
- English Grammar Composition & Usage by J.C. Nesfield, Macmillan Publishers
- The Business letters by Madan Sood, Goodwill Publishing House, New Delhi
- Communication Skills by Sanjay Kumar & Pushp Lata, Oxford University Press