

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