

Sem I

English Communication Skills(1st half of total students)
BEG-C 101/201 (for all BA &B.Sc Students)

Credits 04

Unit I.

Verbal and Non-verbal
(Spoken and Written)
Phonetic symbols (consonants, diphthongs, vowels)
Accent
Intonation

Unit II.

Parts of Speech
Subject Verb agreement
Tense
Direct-indirect narration

Unit III

Article
Preposition
Phrasal verb
Antonyms/synonyms

Unit IV

Letter Writing
Report Writing
Job application and preparing CV

Unit V

Group Discussion
Interview
Effective communication
Barriers to communication

Recommended Readings:

1. *Fluency in English* - Part II, Oxford University Press, 2006.
2. *Business English*, Pearson, 2008.
3. *Language, Literature and Creativity*, Orient Blackswan, 2013.
4. *Language through Literature* (forthcoming) ed. Dr. Gauri Mishra, Dr RanjanaKaul, Dr Brati Biswas
5. Norman Lewis. *Word Power Made Easy*