

DETAILED SYLLABUS

Unit-1

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

Unit-2

Parts of Speech
Subject Verb agreement
Tense
Direct-indirect narration

Unit-3

Article
Preposition
Phrasal verb
Antonyms/synonyms

Unit-4

Letter Writing
Report Writing
Job application and preparing CV

Unit-5

Group Discussion
Interview
Effective communication
Barriers to communication

SUGGESTED READINGS

Fluency in English – Part II, Oxford University Press, 2006
Business English, Pearson, 2008
Language, Literature and Creativity, Orient Blackswan, 2013.
Language through Literature (forthcoming) ed. Dr. Gauri Mishra, Dr. Ranjana Kaul, Dr Brati Biswas
Norman Lewis, Word Power Made Easy