

SYLLABUS

1.1 ENGLISH LANGUAGE

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DETAILED CONTENTS

1. Basics of Communication (06

Hrs)

- 1.1. Definition and process of communication
- 1.2. Types of communication – Verbal (Listening, Speaking, Reading and Writing) and Non-verbal communication

2. Functional Grammar (22 Hrs)

- 2.1. Noun and Pronoun
- 2.2. Punctuation
- 2.3. Preposition
- 2.4. Conjunction
- 2.5. Verb –Main verb and Auxiliary verb)
- 2.6. Tenses

3. Reading Skills (12 Hrs)

- 3.1. Unseen passage for comprehension (Based upon the passage, following aspects may be covered
 - Questions from the passage
 - One-word substitution
 - Prefixes and Suffixes
 - Antonyms and Synonyms etc.

4. Writing Skills (30 Hrs)

- 4.1. Correspondence – Business and Official
- 4.2. Notice, including Press Releases
- 4.3. Memos
- 4.4. Circular

- 4.5. Basics of Report Writing
- 4.6. Resume Writing
- 4.7. Writing E-mail
- 4.8. Paragraph Writing
- 4.9. Picture Composition

List of Practicals

- 1. Listening Exercises
- 2. Self and Peer Introduction
- 3. Debate
- 4. Situational Conversations: Offering - Responding to offers; Requesting – Responding to requests; Congratulating; Expressing sympathy and condolence; Apologizing and Forgiving; Complaining; Warning; Asking and giving information; Getting and giving permission; Asking for and giving opinions; Talking about likes and dislikes
- 5. Just a Minute Sessions – Extempore
- 6. Group Discussion
- 7. Newspaper Reading
- 8. Mock Interviews: Telephonic and Personal

DISTRIBUTION OF SYLLABUS FOR ASSESSMENTS AND DISTRIBUTION OF MARKS

Section	Assessment	Units to be covered		Distribution of Marks
A	1 st Internal (20 marks)	Unit 1.1	Definition and process of communication	5
		Unit 2.1	Noun and Pronoun	5
		Unit 4.1	Correspondence – Business and Official	10
B	2 nd Internal (20 marks)	Unit 2.2	Punctuation	5
		Unit 4.2	Notice, including Press Releases	5
		Unit 4.3	Memos	10
C	Final (60 marks)	Unit 1.2	Types of communication – Verbal (Listening, Speaking, Reading and Writing) and Non-verbal communication	5
		Unit 2.3	Preposition	5
		Unit 2.4	Conjunction	5
		Unit 2.5	Tenses (Verb –Main verb and Auxiliary verb)	5
		Unit 3	Unseen passage for comprehension (Based upon the passage, following aspects may be covered) <ul style="list-style-type: none"> • Questions from the passage • One-word substitution • Prefixes and Suffixes • Antonyms and Synonyms etc. 	10
		Unit 4.4	Circular	5
		Unit 4.5	Basics of Report Writing	5
		Unit 4.6	Resume Writing	5
		Unit 4.7	Writing E-mail	5
		Unit 4.8	Paragraph Writing	5
Unit 4.9	Picture Composition	5		