

Communicative English – I

ENG/AEC/103

Credits: 3

Objectives: This course is designed to enable students to enhance their spoken and written skills and use English effectively for communication. It will develop the language skills of students and enhance their ability to read and understand the use of language and express themselves meaningfully. The course will equip students with different language skills necessary for competitive examinations as the course has been structured in tandem with the course content of various competitive examinations.

Course Outcomes: At the end of the course, students are expected to acquire basic understanding of English and see language as a major source of transmitting culture.

Unit 1 Parts of Speech. Tense and Voice. Speech (Direct and indirect). Concept of Concord.

Unit 1 Reading Comprehension. Precis Writing.

Unit 3 Job Application Letter. Resume Writing. Essay Writing.

Suggested Readings:

1. *English Grammar and Composition*. Wren & Martin. S.Chand & Company.
2. *Professional Communication*. Koneru, Aruna. McGraw-Hill Education.