

Programme/Class: Bachelor's Degree (with Research)/M.A. I		Year: B.A. IV	Semester: VII or VIII
Subject: ENGLISH Minor/ Elective			
Students will be required to opt this course as a minor paper (04 - credits) from other faculty/subject in addition to major papers either in VII or VIII Semester.			
Course Code: -A040701M		Course Title: Communicative English and Writing Skills	
Credits: 04/60 Contact hours		Paper: Minor/Elective	
Max. Marks: 25+75		Min. Pass Marks:	
Total No. of Lectures-Tutorials-Practical (in hours per week): 4-0-0.			
Course Outcomes: After completing this course, students will be able to: - Identify various text types, and comprehend, them write correct and plain English. - Apply reading techniques like skimming and scanning. - Use and comprehend a reasonable vocabulary and reinforce their language proficiency. - Use the knowledge to work on multidisciplinary terms. - Use the knowledge to mediate between technology/business and a common audience. - Create e-mails and navigate browsers. - Get acquainted with the art of online writing. - Extend their knowledge of contemporary issues. - Will be able to learn the usage of English Language. - Will be able to overcome the fallacies in speaking and writing English. - Will be able to understand the correct ways of pronouncing English.			
Unit	Topic		No. of Lectures
I	Reading / Listening How to Read, Practical Reading with comprehension of a Play, Story, Essay, Poem and reading on Internet. How to Listen to Practical Listening-related audios-visual materials, Listening to Pre-recorded audios on interviews and conversation.		15
II	Skills of Writing Remedial Grammar – Parts of speech with emphasis on Article, Preposition, Verb, Verb Agreement, Adverb, Phrase, Clause and Sentence, Punctuation, Idioms and Phrases. Correcting errors in a Sentence, Transformation of Sentences. Writing – Paragraph Writing, Letter Writing (Types/Formats, Official Correspondence) Essay Writing, Precis Writing, Report Writing, Short Proposal Writing, Question Forms, Question Tags, Comprehension of an Unseen Passage.		15

III	Speaking/Understanding Communication Process. Skills of Spoken English Pronunciation, Accent and Vocabulary Building etc. With a Person – Language in a situation, in a group, in a meeting. Introducing the Guest, Welcome Speech, Vote of Thanks.	15
IV	Technical Writing Technical Writing and Presentation (use of internet, power point presentation, Preparing Resumes/CVs using Microsoft word, Project Report Writing/Online Writing (Blogging, Content Writing, Effective E-mail Writing), Technology Based Communication Tools,	15
Recommended Book: Eastwood John, Oxford Guide to English Grammar New Delhi: Oxford University Press, 1994		