

UNIT - 01

Chapter I

Languages as skill of communication - linguistic techniques - modern usage and style - idioms - phrases.

Chapter II

Comprehension skills - scanning - skimming - comprehension of a prose passage - comprehension of a poem.

UNIT - 02

Chapter III

English phonetic symbols - vowels - consonants - diphthongs.

Chapter IV

Report writing - business report - daily life report - travel report - health report - report about a company - laboratory report - project report.

UNIT - 03

Chapter V

Letter writing - drafting applications - asking for price list - tenders - orders - cancellation of orders complaints.

Chapter VI

Précis writing - précis of a phrase - précis of a clause - précis of a sentence - précis of a passage.

UNIT - 04

Chapter VII

Note writing - note writing of a lecture - note writing of a speech - note writing of a passage.

Chapter VIII

Writing advertisements - slogan writing - writing comments - speech advertising - advertisement through: radio - television - billboard - direct mail.

UNIT - 05

Chapter IX

Correspondence inside a bank notices - agenda - minutes - agency - correspondences

Chapter X

Graphic aids - a dependent table - an independent table pie graph - organization chart - flow chart.

UNIT - 06

Chapter XI

Dialogue writing - in a train - bus - with a shop - keeper - with a doctor - in a post office - bank - dialogue with a stranger

Chapter XII

Grammar - parts of speech - active voice and passive voice - degrees of comparison - simple - compound and complex sentences - direct and indirect speech.

Reference books:

- 1.Krishna mohan and meera banerji - developing communication skills.
- 2.Radhakrishna pillai - spoken english for you.
- 3.M.s.ramesh and c.c.pattanshetti - effective business english and correspondence.
- 4.Wren and martin - english grammar and composition.
- 5.Homai pradhan, d.s.bhande and viji thakur - business communication.