

ENGLISH SKILLS – B

English is extensively used in business, industry, government, research and education for day-to-day transactions. It is also an instrument of intellectual discussion and social interaction among the members of the educated class. To achieve success in one's career, it is, therefore, essential to acquire an ability to speak, read and write correct English. The course is designed to meet the requirements and interests of learners who want to perform effectively in both personal and professional life through a practical, learner-centered, activity-oriented, skill-based and functional approach to English in the oral as well as the written modes. The objectives are to:

- a) Develop communicative skills of learners in a professional context and there by enable them to compete for a professional career and perform effectively in it.
- b) Build learners' confidence and fluency in the use of English leading to the development of the ability to communicate spontaneously and creatively.
- c) Develop the skills of writing in different specific communicative situations (both personal/social and professional).
- d) Develop skills of reading for the purpose of effective communication.
- e) Help learners use grammar for effective communication and link grammatical structures to meanings, use and situations.

1. EXPOSITION

2. ARGUMENT

3. PERSUASION

4. THE PRECIS

5. THE REPORT

6. THE RESEARCH PAPER

7. COMMUNICATION WITHIN THE OFFICE

8. WRITING FOR PUBLICITY

9. DEAR AS THE MOON

10. SCIENTIFIC RESEARCH FOR AMATEURS

11. BRITISH GOVERNMENT IN INDIA

12. MODERN IMPROVEMENTS

13. RECONSTRUCTION OF PASSAGES

14. PHRASAL VERBS

15. UNDERSTANDING COMMUNICATION (THEORY OF COMMUNICATION, BASIC ELEMENTS OF COMMUNICATION, BARRIERS TO EFFECTIVE COMMUNICATION)

REFERENCES:

1. English For All - Ed. Nilanjana Gupta
2. Communicative With Confidence - Ed. Nilanjana Gupta
3. English For Competitive Examinations – R. P. Bhatnagar, Rajul Bhargava
4. Macmillan Foundation English – R. K. Dwivedi, A. Kumar
5. Developing Communication Skills – Krishna Mohan, Meera Banerji
6. Speaking English Effectively – Krishna Mohan, N. P. Singh
7. Effective English Communication – Krishna Mohan, Meenakshi Raman
8. English Conversation Practice – Grant Taylor