

Sem I/II : BEG-A 101/201

English Communication

Unit I.

Verbal and Non-verbal

(Spoken and Written)

Phonetic symbols (consonants, diphthongs, vowels)

Accent

Intonation

Unit II.

Parts of Speech

Subject Verb agreement

Tense

Direct-indirect narration

Unit III

Article

Preposition

Phrasal verb

Antonyms/synonyms

Unit IV

Letter Writing

Report Writing

Job application and preparing CV

Unit V

Group Discussion

Interview

Effective communication

Barriers to communication

Recommended Readings:

1. *Fluency in English - Part II*, Oxford University Press, 2006.

2. *Business English*, Pearson, 2008.

3. *Language, Literature and Creativity*, Orient Blackswan, 2013.

4. *Language through Literature* (forthcoming) ed. Dr. Gauri Mishra, Dr Ranjana Kaul, Dr Brati Biswas

5. Norman Lewis. *Word Power Made Easy*



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