

**Sem I**  
**English Communication Skills(1<sup>st</sup> half of total students)**  
**BEG-C 101/201 (for all BA &B.Sc Students)**

**Credits 04**

**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 RanjanaKaul, Dr Brati Biswas
5. Norman Lewis. *Word Power Made Easy*