

## **DETAILED SYLLABUS**

### **Unit-1**

Verbal and Non-verbal  
(Spoken and Written)  
Phonetic symbols (consonants, diphthongs, vowels)  
Accent  
Intonation

### **Unit-2**

Parts of Speech  
Subject Verb agreement  
Tense  
Direct-indirect narration

### **Unit-3**

Article  
Preposition  
Phrasal verb  
Antonyms/synonyms

### **Unit-4**

Letter Writing  
Report Writing  
Job application and preparing CV

### **Unit-5**

Group Discussion  
Interview  
Effective communication  
Barriers to communication

### **SUGGESTED READINGS**

Fluency in English – Part II, Oxford University Press, 2006  
Business English, Pearson, 2008  
Language, Literature and Creativity, Orient Blackswan, 2013.  
Language through Literature (forthcoming) ed. Dr. Gauri Mishra, Dr. Ranjana Kaul, Dr Brati Biswas  
Norman Lewis, Word Power Made Easy