COMMUNICATIVE ENGLISH

1. Ruskin Bond, Time Stops at Shamli and Other Stories, Penguin Books India Pvt Ltd, 1989
2. Syamala, V. Speak English in Four Easy Steps, Improve English Foundation Trivandrum: 2006
5. Online sources
References:

8. Murphy, Raymond, Murphy’s English Grammar, CUP, 2004
9. Online sources

AMRITA VISHWA VIDYAPEETHAM

Arts & Sciences Undergraduate Programmes

Second Semester (2018 admission onwards)

18ENG121 Professional Communication 1-0-2-2

Objectives:

To convey and document information in a formal environment; to acquire the skill of self projection in professional circles; to inculcate critical and analytical thinking.

Unit I

Vocabulary Building: Prefixes and Suffixes; One word substitutes, Modal auxiliaries, Error Analysis: Position of Adverbs, Redundancy, misplaced modifiers, Dangling modifiers – Reported Speech

Unit II

Instruction, Suggestion & Recommendation - Sounds of English: Stress, Intonation
- Essay writing: Analytical and Argumentative

Unit III

Circulars, Memos – Business Letters - e-mails

Unit IV

Reports: Trip report, incident report, event report - Situational Dialogue - Group Discussion

Unit V

Listening and Reading Practice - Book Review

References

1. Felixa Eskey. Tech Talk, University of Michigan. 2005