

**Communicative English**  
**(Certificate Course: Duration- Six Months)**

The course shall consist of three papers of 100 marks each.

**Paper I** (Basic Grammar)

1. Parts of Speech: Parts of Speech in English and conversion of one part into another, i.e., from Noun to Adjective and Verb, etc.
2. Sentence: Types and Structures
3. Verb: Main, Auxiliary and Modals
4. Tense: Types and Structures
5. Subject-Verb Agreement

**Paper II** (Sounds of English)

1. Phonemes: Vowels and Consonants
2. Phonetic Symbols
3. Syllable and Accent
4. Phonetic Transcription
5. Intonation

**Paper III**

**A (Composition and Translation) 80 marks**

1. Translation
2. Comprehension
3. Informal Letters
4. Job Applications

**B (Viva voce test) 20 marks**

1. Listening skill
2. Speaking skill

**Recommended Books**

Agarwal, Malti. Professional Communication. Krishna Prakashan Media Ltd., Meerut.

Mohan, Krishna & Banerji, Meera. Developing Communication Skill. Macmillan India Ltd.

Sharma, S.D. Business Communication: A Practical Approach. Natraj Publishing House, Karnal.

Balasubramaniam, T.A Text Book of English Phonetics for Indian Students. Macmillan India Ltd.

Balasubramaniam, T. Work Book of English Phonetics for Indian Student. Macmillan India Ltd.

Green, David. Contemporary English Grammar, Structure and Composition. Macmillan India Ltd.

Wren & Martin. English Grammar & Composition. S. Chand & Company Ltd.

### **Dictionaries**

Oxford Advanced Learners' Dictionary. Oxford University Press.

Longman's Dictionary of Contemporary English.