

**Indus University**  
**Department of Computer Science**

**Dual Degree M.Sc - CA & IT**

**Teaching Scheme**

Subject Code	Subject Name	Teaching Learning				Credit
		Theory Session (Hours)	Tutorial Session (Hours)	Laboratory Session (Hours)	Total (Hours)	
IMSC0106	Logic Building Techniques	03	00	02	05	04
IMSC0107	Fundamentals of Database Management System	04	00	04	08	06
IMSC0108	Computer Organization	04	00	00	04	04
IMSC0109	Matrix Algebra and Graph Theory	04	00	00	04	04
IMSC0110	Communication & Presentation Skills	03	00	00	03	03
	Open Elective - I	02	00	00	02	02
<b>Total</b>		<b>20</b>	<b>00</b>	<b>06</b>	<b>26</b>	<b>23</b>

Subject: <b>Communication and Presentation Skills</b>								
Program: <b>Dual Degree M.Sc - CA &amp; IT</b>				Subject Code: <b>IMSC0110</b>			Semester: <b>I</b>	
Teaching Scheme				Examination Evaluation Scheme				
Lecture	Tutorial	Practical	Credits	University Theory Examination	University Practical Examination	Continuous Internal Evaluation (CIE)- Theory	Continuous Internal Evaluation (CIE)- Practical	Total
3	0	0	3	24/60	00	16/40	00	100

### Course Objectives

- Learn technical written format & practice writing
- Learn professional Etiquette in Group Communication

### CONTENT

#### UNIT-I

[12 Hours]

Perspective of Technical Communication: Communicate well in the work place.

Basics of Technical Communication, Barrier to communication, Technology in Communication

#### UNIT-II

[12 Hours]

Effective listening, presentation strategies, Interviews, Group Communication

#### UNIT-III

[12 Hours]

Constitutes of Effective writing, written forms, Writing emails, letters, and memos

#### UNIT-IV

[12 Hours]

Writing resumes and covering letters, Job interviewing techniques.

### Course Outcome

- Student will learn role of communication to achieve professional success.

### Text Books

Meenaksh Raman Sangeeta Sharma, “*Technical Communication-Principles & Practices*”-  
Oxford higher Education

### Ref. Books

1. Herta A Murphy, Herbert W. Hilderbrandt, Jane P Thomas, “*Effective Business Communication*” 7th Edition, Tata McGraw Hill Publication
2. Hedwig Lewis, “*Body Language*”, Response Books
3. Ashraf Rizvi, “*Effective Technical Communication*”, TMGH Publication
4. Paul V. Anderson, “*Technical Communication – A Reader Centred Approach*”, 6th Edition, Thomson Publication

**Indus University**  
**Department of Computer Science**

**Dual Degree MCA**  
**Teaching Scheme**

Subject Code	Subject Name	Teaching Learning				Credit (Hours)
		Theory	Tutorial	Laboratory	Total	
		Session	Session	Session	(Hours)	
		(Hours)	(Hours)	(Hours)		
IMCA0106	Logic Building Techniques	03	00	02	05	04
IMCA0107	Fundamentals Database Management System	04	00	04	08	06
IMCA0108	Computer Organization	04	00	00	04	04
IMCA0109	Matrix Algebra and Graph Theory	04	00	00	04	04
IMCA0110	Communication & Presentation Skills	03	00	00	03	03
	Open Elective - I	02	00	00	02	02
<b>Total</b>		<b>20</b>	<b>00</b>	<b>06</b>	<b>26</b>	<b>23</b>

Subject: <b>Communication &amp; Presentation Skills</b>								
Program: <b>Dual Degree MCA</b>				Subject Code: <b>IMCA0105</b>			Semester: <b>I</b>	
Teaching Scheme				Examination Evaluation Scheme				
Lecture	Tutorial	Practical	Credits	University Theory Examination	University Practical Examination	Continuous Internal Evaluation (CIE)- Theory	Continuous Internal Evaluation (CIE)- Practical	Total
03	00	00	03	24/60	00	16/40	00	100

**Course Objectives:**

1. Students will learn to write and present the documents
2. It will help to learn communicate with people.

**Detail Content**

**UNIT-I**

**[12 Hours]**

**Introduction to Written Communication:**

Types and Planning of Written Communication, Essentials of a business letter, Parts and forms of business letter, Types of business letter format

**UNIT-II**

**[12 Hours]**

**Business Letters:**

Enquiry and reply letter ; Quotation, Order – placing, execution and cancellation, Complain and adjustment letter, Informal communication letters (Condolence, greeting, email)

**UNIT-III**

**[12 Hours]**

**Report writing:**

Report- writing, Notice Writing; Circulars; Memo writing, Note –making, E-mail writing

**UNIT-IV**

**[12 Hours]**

**Non-Verbal Communication:**

Introductions, Types, Characteristics, Meta Communications

**Course Outcomes:**

1. Help students to learn communication and presentation skills.

**Text Books:**

1. Chaturvedi & Chaturvedi “*Fundamentals of Business Communication*”
2. V.K.Jain and Omprakash Biyani , “*Business Communication*”

**Reference Books:**

1. Meeta Ghosh, “*Business Communication Skills*”
2. Wren & Martin, “*English Grammar*”

**Subject: Introduction to Indian Society and Culture**

**Program: BBA**

**Subject Code: BB0105**

**Semester : I**

Teaching Scheme				Examination Evaluation Scheme				
Lecture	Tutorial	Practical	Credits	University Theory Examination	University Practical Examination	Continuous Internal Evaluation (CIE)- Theory	Continuous Internal Evaluation (CIE)- Practical	Total
3	0	0	3	40	-	60	-	100

**Course Objective:**

- To acquaint the students with the concept and relevance Social Science..

**Course Content:**

**Unit-I**

- Introduction to Indian Society,
- Family System in India,
- Indian Caste System,
- Untouchability

**Unit-II**

- Education in India,
- The Problem and the Magnitude of illiteracy in India,
- Social Problems in India-I,
- Social Problems in India-II

**Unit-III**

- Rural Life In India,
- Urban Life In India,
- Political System in India,
- Demographic Dynamics in India

**Unit-IV**

- Economic Culture & History of India {Trade & Industrial Organization,
- Traders & Shopkeepers,
- Exports & Imports,
- Production centers & Specialization,
- Credit & Banking, Barter & Medium of exchange.

**Course Outcome:**

To develop in the students an understanding of the Indian Society through comprehensive and integrated learning.

**Text Books:**

- Sociology of Indian Society by C N Shankar Rao, S Chand Publication

**Web resources:**

**MOOCs:**

## **Course Outcomes of Introduction to Indian Society and Culture (BB0105)**

1. Students will be able to recognize their national culture and will have a deeper understanding of the Indian Society.
2. Students will develop critical thinking ability to view Indian-ness, decode stereotypes and help them to stand against social bias and evils of Indian Society.
3. Students will be able to analyze various levels of social functioning associating multiplicity of Socio- Political aspects.
4. Students will be acquiring the knowledge of Economic development, Nation Development and Individual development.
5. Students will be able to examine and interpret multiculturalism and appreciate diversity of Indian society while promoting idea of National Integration.
6. Students will be able to gain empathy for all genders, class and castes and help them to become an understanding human of Indian Society.

## M.Tech Civil: English for RP Syllabus

Subject: English for Research Paper Writing								
Program: M.Tech Civil (CPM & Structure)				Subject Code: ST0151			Semester: I	
Teaching Scheme				Examination Evaluation Scheme				
Lecture	Tutorial	Practical	Credits	University Theory Examination	University Practical Examination	Continuous Internal Evaluation (CIE)- Theory	Continuous Internal Evaluation (CIE)- Practical	Total
2	0	0	2	40	0	60	0	100

### Course Objectives:

- To orient students to various types of writing
- To enhance the ability to master academic writing.
- To enable writing process, including pre-writing, writing and re-writing.
- To build an ability to write for an academic audience.
- To understand and apply the principles of effective paragraph structure.

### Course Content:

**Unit 1 Writing Process and Strategy:** Mind-Mapping, Research, Planning, Summarizing, Organizing. Building of Paragraph – How to Build Cohesion & Coherence.

**Unit 2 Elements of writing:** Basic rhetorical modes (narration, description, exposition), Argument and discussion, cause and effect, definitions, style, Writing Vocabulary and language, Precision, clarity, conciseness, Stylistics- Academic vocabulary, word choice, Grammar & mechanics as needed, Reading and responding to assigned readings.

**Unit 3 Structure of Scientific Paper:** Organizing the document, Data implementation and display, Format of Paper, Plagiarism norms, Employ correct MLA or APA citation style, including parenthetical, in-text citation and works-cited pages, Evaluate sources for relevance and reliability.

**Unit 4 Academic Writing:** Basics of Academic Writing, Academic Document as a Story, Writing for Journal publication, Peer-revision, Assigned readings, Publication for Journals

### Reference books:

1. Fred Luthans, Organizational Behaviour, McGraw Hill
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2. Lesikar and petit, Report writing for Business
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## M.Tech Civil: English for RP Syllabus

3. M. Ashraf Rizvi, Effective Technical Communication, McGraw Hill
7. Farhathullah, T. M. Communication skills for Technical Students
8. Michael Muckian, John Woods, The Business letters Handbook
9. Herta A. Murphy, Effective Business Communication
10. Lehman, Dufrene, Sinha BCOM, Cengage Learning
11. MLA Handbook for Writers of Research Papers
12. Academic Writing by Mahtukutty Monipally

### Web resources/ MOOCs:

<https://www.youtube.com/watch?v=Cq4J8bPBcck>

<https://www.youtube.com/watch?v=oLX7oyZB5Ng>

<https://www.youtube.com/watch?v=5nTuScU70As&t=417s>

<https://www.youtube.com/watch?v=eryQEZImm6Y>

<https://www.youtube.com/watch?v=cqHPhH2bFWM>

B.Tech Semester-I Tech Communication Syllabus, IITE, Indus  
University

# SEMESTER-I

**Indus University**

**Institute of Sciences, Humanities and Liberal Studies**

Department of Languages

# B.Tech Semester-I Tech Communication Syllabus, IITE, Indus University

## Teaching Scheme: Technical Communication

Subject: <b>Technical Communication</b>								
Program: <b>B.Tech. All Branches</b>				Subject Code: <b>EN0111</b>			Semester: <b>I</b>	
Teaching Scheme				Examination Evaluation Scheme				
Lecture	Tutorial	Practical	Credits	University Theory Examination	University Practical Examination	Continuous Internal Evaluation (CIE)- Theory	Continuous Internal Evaluation (CIE)- Practical	Total
1	2	0	3	40	0	60	0	100

### Course Objectives:

- To help students develop comprehension and soft skills
- To increase student's ability to improve and utilize the technical skills necessary for reading and writing.
- To improve students' communication skills in both technical and professional contexts.

# B.Tech Semester-I Tech Communication Syllabus, IITE, Indus University

## **Course Content:**

### **Unit 1: Listening**

- Diagnostic Test(Stratification)
- Icebreaking - Switch Introduction
- Icebreaking - Past, Present and Future
- Listening/ Cloze Test 1
- Listening/ Ted Talk
- Listening/ Josh Talk
- Listening/Celebrity Interviews
- Listening/ News Hour debates

### **Unit 2: Speaking**

- Introduction and Polite Conversations
- Situational Dialogues
- Role Play
- Body Language
- Group Discussion
- JAM Sessions

### **Unit 3: Language Focus**

- Teaching Remedial Grammar through Poem
- Vocabulary Building/Describing Words
- Movie Viewing and Discussion
- Book and Movie Adaptation
- Match Commentary and Review

# B.Tech Semester-I Tech Communication Syllabus, IITE, Indus University

## Unit 4: Reading Skills

- Reading/Reading with Vocalic
- Read and Tweet
- Skimming/Scanning the Newspapers
- Reading/Play Enactment
- Reading/Short Stories

## Reference Books:

English for Engineers and Technologists, Volumes 1 and 2, Department of Humanities and Social Sciences, Anna University, Chennai, Orient Longmans Publication, 2008.

Balasubramanyam, M and Anbalagan, G., Perform in English, Anuradha Publications, Kumbakonam, 2010.

Meenakshi Raman and Sangeetha Sharma, Technical Communication: Principles and Practice, Oxford University Press, New Delhi, 2004.

KiranmaiDutt, P. et al., A Course on Communication Skills, Edition Foundation Books, New Delhi, 2007.

Ashraf Rizvi, M., Effective Technical Communication, Tata McGraw Hill Publication, New Delhi, 2008.

Geoffrey Leech, Jan Swartvik, 'A Communicative Grammar of English', ELBS – Longman.

Norman and Lewis, 'English Made Easy', Oxford Publication.

E- Writing: 21st –Century Tools for Effective Communication, Dianna Booher, Macmillan India Ltd., 2007, ISBN – 1403-93202-6

# B.Tech Semester-I Tech Communication Syllabus, IITE, Indus University

R. K Bansal, spoken English for India (Orient Longman, Madras, 1972).

## **Web resources/ MOOCs:**

Grammar Clauses: <https://www.khanacademy.org/humanities/grammar/syntax-sentences-and-clauses>

Parts of Speech Conjunctions & Prepositions:  
<https://www.khanacademy.org/humanities/grammar/parts-of-speech-the-preposition-and-the-conjunction>

Nouns: <https://www.khanacademy.org/humanities/grammar/parts-of-speech-the-noun>

Verbs: <https://www.khanacademy.org/humanities/grammar/parts-of-speech-the-verb>

Pronouns: <https://www.khanacademy.org/humanities/grammar/parts-of-speech-the-pronoun>

Adjectives & Adverbs: <https://www.khanacademy.org/humanities/grammar/parts-of-speech-the-modifier>

Syntax: Conventions of Standard English:  
<https://www.khanacademy.org/humanities/grammar/syntax-conventions-of-standard-english>



**Institute of Science, Humanities & Liberal Studies**

**Department of Languages**

**M.Sc (Chemistry/Physics/Maths)**

**Syllabi for Compulsory English Subjects**

In view of the growing importance of English as a tool for global communication and the consequent emphasis on training students to acquire communicative competence, the syllabus has been designed to develop linguistic and communicative competence of science students. Focus will be on augmenting language skills or reading, writing, listening and speaking which will be paralleled with the text prescribed for the study. Emphasis would be to develop communication skills and employability skills through practice of language skills.

**Subject: Communicative English**

**Semester-1**

**Course objectives**

- To help students develop comprehension and soft skills.
- To increase student’s ability to improve and utilize the skills necessary to be a competent Interpersonal communicator.
- To analyze and respond to assigned readings with an understanding of structure and mechanics.
- To improve students’ communication skills in both social and professional contexts.

Subject: Communicative English								
Program: M.Sc.(MPC)				Subject Code: MEN0101			Semester: I	
Teaching Scheme				Examination Evaluation Scheme				
Lecture	Tutorial	Practical	Credits	University Theory Examination	University Practical Examination	Continuous Internal Evaluation	Continuous Internal Evaluation	Total

						(CIE)- Theory	(CIE)- Practical	
2	0	0	2	40	0	60	0	100

**Unit 1: Communication in English-** Age of Globalization and the Need for Communicating in English, English as the First or Second language, Uses of English in academic and non-academic situations in India, Meaning, Nature, Importance and Purpose of Communication, Verbal and Non-Verbal Communication, Barriers to Communication, Essentials of Good Communication

**Unit 2: Oral and Listening/Aural Skills-** Active Listening-an Effective Listening Skill, Barriers to Listening, Listening to Announcements- (railway/ bus stations/ airport /sports announcement/commentaries, etc.) , Academic Listening (Listening to Lectures), Listening to Talks and Presentations, Note Taking Tips, Oral Communication Skills – Role of Non-verbal Communication, Communication in Context-Asking for and giving information, Offering and responding to offers, Extempore, Role play, Dialogue

**Unit 3: Reading and Comprehension Skills-** Reading published material such as articles, blog posts, extracts from literary texts etc. for the purpose of discussion, generating language and improving comprehension and understanding of texts, Understanding and Applying Vocabulary, Words Often Confused-Pairs of words, One Word Substitutes, Synonyms and Antonyms, Word Formation: Prefixes, Bases and Suffixes (Derivational & Inflectional).

**Unit 4: Employability Skills for Career Building** -Preparing Cover letters, preparing a CV/Resume and Effective Profiling, Presentation Skills, Structuring and signposting a talk, preparing a PowerPoint Presentation, presenting a Paper, Group Discussions, preparing for and Facing a Job Interview, Leadership and Team Management Skills, Intrapersonal Skills, Interpersonal Skills, Critical thinking, Negotiation skills

**Text/Reference Books:**

1. English for Engineers and Technologists, Volumes 1 and 2, Department of Humanities and Social Sciences, Anna University, Chennai, Orient Longmans Publication, 2008.
2. Balasubramanyam, M and Anbalagan, G., Perform in English, Anuradha Publications, Kumbakonam, 2010.
3. Meenakshi Raman and Sangeetha Sharma, Technical Communication: Principles and Practice, Oxford University Press, New Delhi, 2004.
4. Kiranmai Dutt, P. et al., A Course on Communication Skills, Edition Foundation Books, New Delhi, 2007.



5. Ashraf Rizvi, M., Effective Technical Communication, Tata McGraw Hill Publication, New Delhi, 2008.
6. Geoffrey Leech, Jan Swartvik, 'A Communicative Grammar of English', ELBS – Longman.
7. Norman and Lewis, 'English Made Easy', Oxford Publication
8. R. K Bansal, spoken English for India (Orient Longman, Madras, 1972)

**Web Resources:**

1. Business Conversation Rule 1 : <a href="https://www.youtube.com/watch?v=wB8mr4iViy0">https://www.youtube.com/watch?v=wB8mr4iViy0</a>
2. Business English Conversations Rule 2: <a href="https://www.youtube.com/watch?v=wB8mr4iViy0">https://www.youtube.com/watch?v=wB8mr4iViy0</a>
3. Business English Conversations 3: <a href="https://www.youtube.com/watch?v=wB8mr4iViy0">https://www.youtube.com/watch?v=wB8mr4iViy0</a>
4. Business English Conversations Rule 4: <a href="https://www.youtube.com/watch?v=wB8mr4iViy0">https://www.youtube.com/watch?v=wB8mr4iViy0</a>
5. Business English Conversations Rule 5: <a href="https://www.youtube.com/watch?v=wB8mr4iViy0">https://www.youtube.com/watch?v=wB8mr4iViy0</a>
6. English Presentation Video: <a href="https://www.youtube.com/watch?v=wB8mr4iViy0">https://www.youtube.com/watch?v=wB8mr4iViy0</a>
7. Powerful Presentation Skills: Body Language: <a href="https://www.youtube.com/watch?v=wB8mr4iViy0">https://www.youtube.com/watch?v=wB8mr4iViy0</a>
8. Make Body Language Your Superpower: <a href="https://www.youtube.com/watch?v=wB8mr4iViy0">https://www.youtube.com/watch?v=wB8mr4iViy0</a>
9. Make a Presentation Like Steve Jobs: <a href="https://www.youtube.com/watch?v=wB8mr4iViy0">https://www.youtube.com/watch?v=wB8mr4iViy0</a>

## **B. Sc. Honours (Aircraft Maintenance)**

**Subject: English Communication**

**Credits - (Credit: 04)**

**Subject Code: AM0115**

**Theory Lecture 60 Hours**

### **Preamble**

The purpose of this course is to introduce students to the theory, fundamentals and tools of communication and to develop in them vital communication skills which should be integral to personal, social and professional interactions. One of the critical links among human beings and an important thread that binds society together is the ability to share thoughts, emotions and ideas through various means of communication: both verbal and non-verbal. In the context of rapid globalization and increasing recognition of social and cultural pluralities, the significance of clear and effective communication has substantially enhanced. The present course hopes to address some of these aspects through an interactive mode of teaching-learning process and by focusing on various dimensions of communication skills. Some of these are: Language of communication, various speaking skills such as personal communication, social interactions and communication in professional situations such as interviews, group discussions and office environments, important reading skills as well as writing skills such as report writing, notetaking etc. While, to an extent, the art of communication is natural to all living beings, in today's world of complexities, it has also acquired some elements of science. It is hoped that after studying this course, students will find a difference in their personal and professional interactions. The recommended readings given at the end are only suggestive; the students and teachers have the freedom to consult other materials on various units/topics given below. Similarly, the questions in the examination will be aimed towards assessing the skills learnt by the students rather than the textual content of the recommended books.

### **1.1 Introduction 5**

Theory of Communication, Types and modes of Communication

### **1.2 Language of Communication 15**

Verbal and Non-verbal (Spoken and Written), Personal, Social and Business Barriers and Strategies  
Intra-personal, Inter personal and Group communication

### **1.3 Speaking Skills 10**

Monologue, Dialogue, Group Discussion, Effective Communication/ Mis- Communication, Interview, Public Speech

### **1.4 Reading and Understanding 15**

Close Reading, Comprehension, Summary Paraphrasing, Analysis and Interpretation, Translation (from Indian language to English and vice-versa), Literary/Knowledge Texts

### **1.5 Writing Skills 15**

Documenting, Report Writing, Making notes, Letter writing

## Reference Books

Fluency in English - Part II, Oxford University Press, 2006

V.R. Narayanaswami, Strengthen Your Writing, 3rd Edition, Orient Longman, 2005.

Andrea J. Rutherford, Basic Communication Skills for Technology, 1st Edition, Pearson

Business English, Pearson, 2008

Language, Literature and Creativity, Orient Blackswan, 2013

Page | 96

Education Asia (Singapore) Pvt. Ltd., Bangalore, 2001.

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

Nell Ann Pickett, Ann A. Laster, Katherine E. Staples, Technical English (Writing, Reading and Speaking), 8th Edition, Pearson Education, USA, Addison Wesley Longman Inc., 2001



Institute of Sciences, Humanities & Liberal Studies

Syllabus for Spoken English (Sem. 1)

**Ability Enhancement Elective: B. Sc - Clinical Research and Healthcare Management**

**Subject: Spoken English**

**Subject Code: UR0101**

**Credits: Theory - 02**

**Theory : Lecture - 24 Hours**

**Learning Objectives:**

- To enable the students to understand the principles of management thought .
- Applying the principles of management in practice.

**Course Contents :**

**Unit –I**

Tenses, Dialogue Writing, Newspaper Reading, Tongue Twisters, Story Making and Reading

**Unit –II**

Parts of speech, Sentence Making, Homonyms/Synonyms/Antonyms, Articles, Common grammatical ,mistakes and there correction/Singular/Plural, Skit in English, Punctuations

**Unit – III**

Modals, Translations-Hindi to English, Active and Passive voice, Use of It and There/Use of it and ,there, Reported Speech, Three forms of verbs

**UNIT IV:**

Speaking: Public Speaking; Seminars and Presentations; Group Discussions; Interviews

Personality Development: Self-assessment; SWOT Analysis; Emotional, Quotient; Body Language; Leadership Qualities; Time and Stress Management; Professional Ethics

**Learning Outcome:**

Upon successful completion of the course a student will be able to:

- ☐ Understand the basic normative theories of management.
- ☐ Be able to apply theories and course concepts to properly analyze and diagnose management problems.
- ☐ Be able to recognize the linkages among management topics as they related to organizational problems.
- ☐ Be able to develop a systematic/structured approach to diagnosing management problems.

-

**References:**

1. Chaudhary, Shreesh (1992/2004) Better Spoken English, New Delhi: Vikas Publishing.
2. A PRACTICAL COURSE IN SPOKEN ENGLISH (J. K. GANGAL) PHI.
3. Exploring spoken English Ronald Carter (Cambridge University Press)
4. Advanced Spoken English , Madan Sood
5. Advanced Spoken English and Phonetics (with 4 mp3 CDs) (Mind Power English) Prof Sharad Srivastava and Mrs Nidhi Srivastava
6. Practical Everyday English, Steven Collins

**Institute of Sciences Humanities & Liberal Studies**

**Department of Languages**

**Bachelor of Science (B.Sc MPC)**

**Semester – I**

**Teaching Scheme: General English**

Subject: <b>General English</b>								
Program: <b>B.Sc in MPC</b>				Subject Code: <b>BEG0101</b>			Semester: <b>I</b>	
Teaching Scheme				Examination Evaluation Scheme				
Lecture	Tutorial	Practical	Credits	University Theory Examination	University Practical Examination	Continuous Internal Evaluation (CIE)- Theory	Continuous Internal Evaluation (CIE)- Practical	Total
2	0	0	2	40	0	60	0	100

**Course Objectives:**

- To understand sentences and frequently used expressions related to areas of most immediate relevance (e.g. very basic personal and family information, shopping, local geography, employment).
- To communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar and routine matters.
- To understand the main ideas of complex text on both concrete and abstract topics, including technical discussions in their field of specialization.
- To express themselves spontaneously, fluently and precisely, differentiating finer shades of meaning even in the most complex situations.

**Course Content:**

**Unit – I Prose Section**

- Prescribed Text Title: Beautiful Minds (Macmillan Publication) Prose – 1 to 3

### **Unit – II Poetry Section**

- Prescribed Text – Beautiful Minds (Macmillan Publication) Poetry – 1 to 3

### **Unit – III Grammar & Vocabulary**

- Parts of Speech
- Synthesis
- Homophones/Idioms & Phrases
- Common Errors in English Sentences

### **Unit – IV Comprehension & Composition**

- Basics of Reading & Writing Skills
- Topic Sentences, Subordinating Sentences, Concluding Sentences
- Paragraph Development on Abstract & Current Topics

### **Textbooks**

1. Beautiful Minds (Published by Macmillan) ( A Collection of Prose & Poetry)
2. Contemporary English Grammar Structure and Usage by David Green (Published by Laxmi Publications Pvt.Ltd )
3. Wren and Martin – High School English Grammar and Composition by S. Chand (Latest Print)

### **Reference Books:**

- Raymond Murphy – Intermediate English Grammar, Cambridge Press, Latest Edition
- Martinet and Thomson – A Practical English Grammar, Oxford.
- M L Tickoo and Subramanian: Intermediate Grammar, Usage and Composition, Published by Orient Blackswan.

**Web resources/ MOOCs:**

Grammar Clauses: <https://www.khanacademy.org/humanities/grammar/syntax-sentences-and-clauses>

Parts of Speech Conjunctions & Prepositions:  
<https://www.khanacademy.org/humanities/grammar/parts-of-speech-the-preposition-and-the-conjunction>

Nouns: <https://www.khanacademy.org/humanities/grammar/parts-of-speech-the-noun>

Verbs: <https://www.khanacademy.org/humanities/grammar/parts-of-speech-the-verb>

Pronouns: <https://www.khanacademy.org/humanities/grammar/parts-of-speech-the-pronoun>

Adjectives & Adverbs: <https://www.khanacademy.org/humanities/grammar/parts-of-speech-the-modifier>

Syntax: Conventions of Standard English:  
<https://www.khanacademy.org/humanities/grammar/syntax-conventions-of-standard-english>