

S.No	Subject Code	Subject Name	Hours per Week			Total Hrs	Total Credits
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1	EN2HS02	COMMUNICATION SKILLS -II	2	0	2	4	3

Unit I

Advanced Grammar: Modals: voices, Active and passive voice, Narration, reported speech, Modals; Phrases.

Unit II

Advanced Vocabulary: Synonyms, Antonyms, Analogies, Sentence Completion, Correctly Spelt Words, Idioms, Proverbs, Common Errors.

Unit III

Developing Reading - Reading comprehension, Speed Strategies and SQ3R reading technique.

Unit IV

Developing Writing Skills –Business Correspondence – Business Letters, Parts & Layouts of Business Letters, Writing Resume, e-mails. Note taking note making.

Unit V

Group Discussion and Presentation techniques. Voice modulation, speaking techniques, importance of audio-visual aids and non verbal communication in Oral Presentation.

Reference Books:

1. Wren P.C, N.D.V. Prasada Rao. High School English Grammar & Composition. S Chand and Co Pvt Ltd.
2. Kumar Sanjay, Pushpa Lata. English for Effective Communication. Oxford UP. New Delhi.
3. Thompson A.J, A. V. Martinet. A Practical English Grammar. Oxford UP. New Delhi.
4. Rai U S, Rai SM. Effective Communication. Himalaya Publishing House.
5. Korlahalli J.S. , Rajendra Pal. Essentials of Business Communication All Courses.Sultan Chand & Sons