

**AMRITA VISHWA VIDYAPEETHAM**  
**Arts & Sciences Undergraduate Programmes**  
**First Semester (2018 admission onwards)**

18ENG101

Communicative English

2-0-2-3

**Objectives:**

To help students obtain an ability to communicate fluently in English; to enable and enhance the students skills in reading, writing, listening and speaking; to impart an aesthetic sense and enhance creativity

**Course Contents:****Unit I**

Kinds of sentences, usage of preposition, use of adjectives, adverbs for description, Tenses, Determiners- Agreement (Subject – Verb, Pronoun- Antecedent) collocation, Phrasal Verbs, Modifiers, Linkers/ Discourse Markers, Question Tags

**Unit II**

Paragraph writing – Cohesion - Development: definition, comparison, classification, contrast, cause and effect - Essay writing: Descriptive and Narrative

**Unit III**

Letter Writing - Personal (congratulation, invitation, felicitation, gratitude, condolence etc.) Official (Principal / Head of the department/ College authorities, Bank Manager, Editors of newspapers and magazines)

**Unit IV**

Reading Comprehension – Skimming and scanning- inference and deduction – Reading different kinds of material –Speaking: Narration of incidents / stories/ anecdotes- Current News Awareness

**Unit V**

Prose: John Halt’s ‘Three Kinds of Discipline’ [**Detailed**]

Max Beerbohm’s ‘The Golden Drugget’ [**Detailed**]

Poems: Ogden Nash- ‘This is Going to Hurt Just a Little Bit’ [**Detailed**]

Robert Kroetsch– ‘I am Getting Old Now’, Langston Hughes- ‘I, Too’ [**Detailed**]

Wole Soyinka- ‘Telephone Conversation’ [**Non- Detailed**]

Kamala Das- ‘The Dance of the Eunuchs’ [**Non-Detailed**]

Short Stories: Edgar Allan Poe’s ‘The Black Cat’, Ruskin Bond’s ‘The Time Stops at Shamili’ [**Non-Detailed**]

**CORE READING:**

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*
3. *Berbohm, Max, The Prince of Minor Writers: The Selected Essays of Max Beerbohm (NYRB Classics), Phillip Lopate (Introduction, Editor), The New York Review of Book Publishers.*
4. *Edger Allan Poe. The Selected Works of Edger Allan Poe. A Running Press, 2014.*
5. *Online sources*

## References:

6. *Ruskin Bond, Time Stops at Shamli and Other Stories, Penguin Books India Pvt Ltd, 1989*
7. *Martinet, Thomson, A Practical English Grammar, IV Ed. OUP, 1986.*
8. *Murphy, Raymond, Murphy's English Grammar, CUP, 2004*
9. *Online sources*

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## 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*
2. *Michael Swan. Practical English Usage, Oxford University Press. 2005*
3. *Anderson, Paul. Technical Communication: A Reader Centered Approach, V Edition, Hercourt, 2003.*
4. *Raymond V. Lesikar and Marie E. Flatley. Basic Business Communication, Tata Mc Graw Hill Pub. Co. New Delhi. 2005. Tenth Edition.*
5. *Thampi, G. Balamohan. Meeting the World: Writings on Contemporary Issues. Pearson, 2013.*
6. *Lynch, Tony. Study Listening. New Delhi: CUP, 2008.*
7. *Kenneth, Anderson, Tony Lynch, Joan Mac Lean. Study Speaking. New Delhi: CUP, 2008.*
8. *Marks, Jonathan. English Pronunciation in Use. New Delhi: CUP, 2007.*
9. *Syamala, V. Effective English Communication For You (Functional Grammar, Oral and Written Communication): Emerald, 2002.*