

Speaking on personal topics like present & past experiences, future plans- Participating in debates, presentations,- Reading comprehension- Note making- Precise Writing- Summarizing- Sentence completion (Technical and General interest).

UNIT IV

VOCABULARY

6 HOURS

Vocabulary development- Idioms and Phrasal Verbs-One Word substitutes- ‘Wh’- questions adverb and adjectives.

UNIT V

EFFECTIVE WRITING

12 HOURS

Essay Writing- Paragraph Writing-Descriptive Writing- Formal Letter- Informal Letter inviting your friend to function, congratulating someone for his/her success, thanking one’s friend and relative - resume preparation- vision –mission and goals of the candidates –Report Writing-Formal & Informal Report-Accidental Report-Survey Report- Industrial Report.

TEXT BOOKS:

1. Norman Whitby. Business Benchmark: Pre-Intermediate to Intermediate – BEC Preliminary. New Delhi: Cambridge University Press, 2008 (Latest South Asian edition).
2. Mahalakshmi.N. English workbook – 1 for Engineers. Chennai, VK Publications, 2013.

Reference:

1. Norman Whitby. Business Benchmark: Pre-Intermediate to Intermediate – Preliminary—Personal Study Book. New Delhi: Cambridge University Press, 2008 (Latest South Asian edition).
2. Cambridge BEC Preliminary: Self-study Edition – Practice Tests. New Delhi: Cambridge University Press, 2008 or latest South Asian edition.
3. Devaki Reddy & Shreesh Chaudhary. Technical English. New Delhi: Macmillan, 2009.
4. Rutherford, Andrea J. Basic Communication Skills for Technology. 2nd edition. New Delhi: Pearson Education, 2006.
5. Muralikrishna C., Sunita Mishra “Communication Skills for Engineers” 2nd edition, Pearson, New Delhi 2010
6. Vyas Manish A., Yogesh L. Patel, “Tasks for the English Classroom”, MacMillan, New Delhi, 2012.
7. Achar Deeptha, Charul Jian and et al, English for Academic Purposes, Book-1&2 University Granthnirman Board, Gujarat, 2011.