

BA COMMUNICATIVE ENGLISH

SEMESTER-II

PAPER- II

REMEDIAL GRAMMAR

U nit-I

Meanings of Articles, Number and Gender, Prepositions

U nit-II

Linking Verbs, Transitive and Intransitive Verbs, Tense and Aspect, Question Tags

U nit-III

Adjectives and Adverbs

U nit-IV

Subject-Verb Agreement, Active Voice and Passive Voice, Direct Speech and Indirect Speech

U nit-V

Degrees of Comparison, Simple, Complex and Compound Sentences

Reference

Michael Swan, *Basic English Usage*

F. T. Wood, *Remedial English Grammar*

Geoffrey Leech and Jan Svartvik, *A Communicative Grammar of English*

A.J. Thomson and A.V. Martinet, *A Practical English Grammar*

**BA COMMUNICATIVE ENGLISH
SEMESTER-III**

PAPER- III

Writing Skills

U nit-I

Letter Writing: Formal and Informal

U nit-II

Precis

Expansion of an Idea

U nit-III

Essays: Expository, Persuasive, Descriptive, Analytical

U nit-IV

Report Writing

Writing for the Media

U nit-V

CV and Resume

Reference

Tricia Hedge, *Writing*, Resource Books for Teachers Series

Jean Withrow, *Effective Writing: Writing Skills for Intermediate Students of American English*

Nageshwar Rao and Rajendra P. Das, *Communication Skills*

John Seely, *Oxford Guide to Effective Writing and Speaking*