

**UNIT I**

War Minus Shooting- The sporting Spirit. A Dilemma- A layman looks at science Raymond B. Fosdick. You and Your English – Spoken English and broken English G.B. Shaw Reading Comprehension, Vocabulary- Antonym, Synonym, Homophones, Homonyms, often confused words.

**UNIT II**

Exercises to Help the students in the enrichment of vocabulary based on TOEFL and other competitive examinations. Functional grammar: Articles, Prepositions, Verb, Subject verb Agreement, Transformation, Synthesis, Direct and Indirect Narration.

**UNIT III**

Written Skills: Paragraph writing, Precise writing, Report writing and Proposal writing. The Style: Importance of professional writing. Preparation of Curriculum Vitae and Job applications. Synopsis Writing. Interviews: kinds, Importance and process.

**Practical(s)**

Listening Comprehension: Listening to short talks lectures, speeches (scientific, commercial and general in nature). Oral Communication: Phonetics, stress and intonation, Conversation practice. Conversation: rate of speech, clarity of voice, speaking and Listening, politeness & Reading skills: reading dialogues, rapid reading, intensive reading, improving reading skills. Mock Interviews: testing initiative, team spirit, leadership, intellectual ability. Group Discussions.