

UNIT I**Listening**

Principles – Active and Passive Listening – Process of Active Listening- Interactive Listening, Listening cloze – Barriers to Listening-Listening to the audio and video CD's of TOEFL and IELTS and audio video CD's of B.B.C and audio CD's of BEC.

UNIT II**Speaking**

Influence of L₁ on L₂ – Conversation practice – Dialogue – Principles and Practice.

UNIT III**Reading**

Reading with fluency and accuracy – Critical reading (analysis, evaluation and synthesis) – SQ3R - Skimming and Scanning – Reading Cloze.

UNIT IV**Writing**

Personal writing (Personal letters and E-mail) – Public writing (Complaints) – Social writing (Conveying congratulations, Condolence, Notice, Circulars) – Creative writing (Popular articles) and Institutional writing (Assignments and Scientific article writing) - Essay Writing.

Practical

1. Listening – Principles, Kinds and Process - Barriers to Listening – Study
2. Interactive listening – Listening to IELTS and TOEFL CD's – Discussion and Exercises
3. Listening cloze – Task from Cambridge BEC
4. Speaking – Influence of L₁ on L₂ – Problems and Analysis
5. Dialogue – Study of Principles and Practice
6. Critical Reading and SQ3R – Discussion
7. Reading cloze – Tasks from Cambridge IELTS
8. Skimming and Scanning – Tasks from Barron's TOEFL
9. Personal Writing and Public Writing – Personal letters, E-mail, Complaints and Fan mail
10. Social and Creative writing – Conveying congratulations, Condolence, Notices, Circulars and assignments
11. Institutional writing – Report writing, Note taking, Rejoinders and Scientific Article Writing
12. Essay Writing – Study of definition and kinds