

**COURSE TITLE: ENGLISH LANGUAGE SKILLS - I**  
**COURSE CODE: 11BC11K0**

**LTP: 2-0-2**

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**Unit I: Lexis:** Word origins- Root words - Suffixes and Prefixes - Synonyms& Antonyms.

**Unit II: Remedial Grammar:** Concord - Subject-Verb agreement – Tenses – Voice - Degrees of Comparison - Transformation sentences.

**Unit III: Business Communication:** Letter writing –Business Letters - Job Applications Enquiries and response to enquiries - Placement Orders - E-mail etiquette

**Unit IV: Reading Skills:** Skimming, scanning and sequencing - Understanding coherence, Identifying gist - speed reading, Read and recall - Reading Comprehensions.

**Unit V: Conversation practice:**Meeting strangers in train/airplane/bus - .Introducing oneself informally - .Parting with friends/relatives/family - .Introducing one's friend to strangers - .Description of your daily activities - .Asking for directions to the airport railway station/hotel - Travel plans during vacation.

**Recommended Text Book(s):**

1. Essentials of English Grammar-Raymond Murphy
2. Business Letters-Monepalli.

**Recommended Reference Books:**

1. How to Read Better and Faster – Norman Lewis
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