

COURSE TITLE: ENGLISH LANGUAGE SKILLS – II
COURSE TITLE: 11BC12K0

LTP:2-0-2

Unit I: Advanced Writing Skills: Memo Writing, Note Making, Note Making, Paraphrasing, AD-Writing.

Unit II: Appreciation: Short Story, Poem, Drama.

Unit III: Business Reports: Types of Reports, Structure of Reports, Proposals, Typical Business Reports.

Unit IV: Business Ethics: Corporate Dressing, First Impression, Grooming Checklist, Dos and Don'ts of Clothing, Telephone Etiquette.

Unit V: Conversation Practice: Explain your favorite dish, Conversation at a dinner, making enquiries over telephone, Description of your garden at home, Ordering food at a hotel, talking about weather, Office Conversations.

Learning Support:

A) Recommended Text Book(s):

1. English Conversation Practice – Grand Taylor.

B) Recommended Reference Books:

1. Essentials of English Grammar – Raymond Murphy.
2. The Definitive Book of Body Language – Allan & Barbara Pease.