

**SYLLABUS**

**Kinesics**

Body language--Postures –Gestures---Eye Contact

How they work in social context

Kinesics -- The Psychological aspect

Personality traits

Self-awareness---Self-confidence-----Self-esteem---Self-image---Hubris

Evaluation Components : i) Case Studies involving application of concepts

ii) Quiz questions

**LEXIS & LANGUAGE PROFICIENCY**

**GRE word list**

**800 words and 200 foreign expressions**

Synonyms

Analogies

Antonyms

One word substitutes

Idioms and Phrases

**English Usage and Mechanics.**

Correction of sentences

**Sentence completion ( GRE model : each blank should be filled with two synonyms out of six choices)**

Jumbled sentences

**Office communication**

Letter writing

Formats of letter writing – full block and semi block models----Types of letters – formal and informal letters----Personal, business, Sales, collection, regret letters.

**ROUTINE FORMS OF COMMUNICATION**

Writing Circulars ----- Writing product and process descriptions ----- Brochures and handouts ----- Writing/ designing User manuals

Memo writing----- Office memos----Routing slips

Note making and note taking

**Reading skills**

Reading comprehension

☐ Reading for information

☐ Reading for specifics

☐ Skimming and scanning.

Reading speed – Practice and tests

Reading recall

**TEXT BOOKS:**

1.ENGLISH : an ESP curriculum 2013-14

2.Business Communication : Lesikar

**REFERENCE:**

1. Common Mistakes in English : T J Fitikides Longman Group Ltd. 1986

2.Harrap's Dictionary of English Idioms : John O.E.Clark Harrap, London 1990

3. How to read faster and better: Norman Lewis