

COMMUNICATION SKILLS II

UNIT I: Prose

- | | | |
|-----------------|---|-------------------------|
| 1. Ellis Peters | - | A Grain of Mustard Seed |
| 2. Jim Corbett | - | Lalajee |
| 3. Tayeb Salih | - | A Handful of Dates |

UNIT II: Poetry

- | | | |
|---------------|---|---------------------------------|
| 1. Tagore | - | Where the Mind is Without Fear |
| 2. W.B. Yeats | - | An Irish Airman Fore sees Death |
| 3. A.D. Hope | - | Australia |

UNIT III

1. Tenses
2. Concord
3. Combine the Sentences (using the conjunctions given)

UNIT IV

1. Writing Circular and Minutes
2. Sentence Pattern (SV/ SVO/ SVA/ SVOC/ SVIODO/ SVC)
3. Framing Questions
4. Question Tag

UNIT V

1. Introducing a Person (self and others)
2. Dialogue – Writing

COMMUNICATION SKILLS III

UNIT I: Poetry

- | | | |
|--------------------|---|-----------------------------|
| 1. Margaret Atwood | - | The Land Lady |
| 2. Sarojini Naidu | - | The Soul's Prayer |
| 3. Robert Browning | - | Incident of the French Camp |

UNIT II

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|--------------------------|---|---------------------------|
| 1. Mark Twain (Abridged) | - | The Prince and the Pauper |
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UNIT III

1. Degrees of Comparison
2. Voice

UNIT IV

1. Debate – Support or Deny a Statement
2. Expansion of Proverbs (List to be attached)

UNIT V

1. Comprehension
2. Report Writing

COMMUNICATION SKILLS IV

UNIT I: Poetry

- | | | |
|-------------------|---|--------------------------|
| 1. Shiv. K. Kumar | - | Indian Women |
| 2. Robert Frost | - | Mending Wall |
| 3. W.B. Yeats | - | A Prayer for My Daughter |

UNIT II: Drama

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|----------------------|---|----------------------------|
| 1. Norman Mac Kinrel | - | The Bishop's Candle Sticks |
| 2. Ella Atkinson | - | The Unexpected |
| 3. G.B. Shaw | - | A Meeting in a Forest |

UNIT III

1. Transformation of Sentences (simple, complex, compound)
2. Idioms and Phrases (From O'Bhatnagar)

UNIT IV

1. Writing Advertisement
2. Writing Invitation

UNIT V

1. General Essay
2. Précis Writing

Books Recommended

English for Competitive Examination – O'Bhatnagar

PROVERBS

1. A drop of ink may make a million think
2. A good beginning makes a good ending
3. A man is judged by his deeds, not by his words
4. A penny saved is a penny earned
5. Appearances are Deceptive
6. An apple a day keeps the Doctor away
7. Better an open enemy, than a false friend
8. Charity begins at home
9. Experience is the best teacher
10. Health is better than wealth
11. Never put off till tomorrow what you can do today
12. Opportunity seldom knocks twice
13. Prevention is better than cure
14. To err is human, to forgive is divine
15. Think before you speak

Part - 3

All UG – I year & II Year – Part II English

COMMUNICATION SKILLS I

UNIT I: Prose

- | | | |
|-----------------|---|------------------------|
| 1. A.J. Cronin | - | When You Dread Failure |
| 2. O' Henry | - | After Twenty Years |
| 3. R.K. Narayan | - | Image |

UNIT II: Poetry

- | | | |
|-------------------|---|-------------------------|
| 1. Wole Soyinka | - | Telephonic Conversation |
| 2. Nissim Ezekiel | - | Night of the Scorpion |
| 3. Shelley | - | Ozymandias |

UNIT III

1. One Word Substitution (List to be attached)
2. Synonyms and Antonyms (From the texts prescribed for prose and poetry)

UNIT IV

1. Parts of Speech
2. Direct and Indirect Speech

UNIT V

1. Developing the Hints
2. Letter Writing