

BSW111
COMPULSORY ENGLISH
(Written and Spoken Communication in English)

Objectives:

- 1) To equip students with the communication skill.
- 2) To help students to learn and use English more effectively.
- 3) To develop students' abilities to communicate in business organizations.
- 4) To introduce students with the written, spoken and non-verbal forms of communication.

SEMESTER –I

Unit Title	Content	Suggest No. of hours
1 Basic Grammar	1) Articles	
	2) Prepositions	
	3) Degrees of Comparison	
	4) Verbs-Kinds and Uses	
	5) Tenses –Kinds and Uses	
	6) Subject –Verb Agreement	
	7) Active and Passive Voice	
	8) Phrases, Clauses and Sentences	
	9) Kinds of Sentences	
	10) Reported Speech	
	15	
2 Basic Composition		
	1) Paragraph Writing	
	2) Essay Writing	
	3) Letters – Personal and Official	
	4) Note-making and Note-taking	
	5) Report Writing (Official)	
	15	
Books Prescribed		
	Written and Spoken Communication in English by Board of Editors	
	University's Press (India Private Ltd)	
	2007 Hyderabad	
	Price- Rs.55/-	