

101 COMMUNICATION SKILLS

OBJECTIVES :

- (1) To develop communication skills of speaking, reading and Writing.
- (2) To create awareness for correct usage and to carry out remedial Language work.
- (3) To expand vocabulary and correct pronunciation.

I - ORAL COMMUNICATION

[20] MARKS

- (1) At the college
- (2) On the campus
- (3) Outside the campus
- (4) At the post office
- (5) For Business and pleasure
- (6) Review.

II - GRAMMER AND USAGE

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[25] MARKS

- (1) The Articles
- (2) Nouns & Pronouns
- (3) Tenses
- (4) Auxiliary verbs (Model auxiliaries)
- (5) Questions and negatives
- (6) Prepositions attached to verbs
- (7) Vocabulary words often confused, Abbreviations and Numerals
- (8) Active-Passive
- (9) Conjunctions
- (10) Reported speech
- (11) Translation

III - BUSINESS COMMUNICATION

[25] MARKS

- (1) Enquiries and Replies
- (2) Quotations
- (3) Voluntary offers
- (4) Placing of orders
- (5) Cancellations of orders
- (6) Complaints and