

Unit : 1	[20%]
Aspects of communication skills	
Unit : 2	[20%]
Writing Skills:	
1. Revision of Grammar	
2. Writing Essays	
3. Comprehension or Precis Writing	
Unit : 3	[20%]
Business Communication [Written Communication]	
1. Minutes 2. Memo	
3. Bio-data 4. Memorandum	
5. Notice 6. E-mail writing	
7. Agenda 8. Proposal etc.	
Unit : 4	[20%]
Aptitude Test preparation	
Unit : 5	[20%]
[Practical Aspects of the course]	
Mock Interview, Group discussion, class-room teaching (Junior Classes), attitude building, team leadership and development of emotional and social intelligence etc.	
Reference Books:	
1. Developing Communication Skills Krishna Mohan & Meena Banerji (Mac Millan)	
2. A Practical English Grammar A.J. Thomsen & A.V. Martinet (Oxford India)	
3. Comprehension, Precis and Paragraph Writing By Dr. Shakti Batra (M B D International)	
4. A Communicative Grammar of English Geoffrey Leech & Jan Svartvik (Pearson Education)	
5. English Conversation Practice Grant Taylor (Tata McGraw-Hill)	
6. Handbook of Practical Communication Skills Chrissie Wright (Jaico Publishing House)	
7. Communicating for Results Fruehling R.R. & Lacombe J. M. (AITBS Publishers : New Delhi)	
8. Advanced Business Communication J.M. Penrose, R.W. Rossberry & R.J. Myers (Ed. Thomson, South-Western:Singapore)	
9. Business Ethics and Managerial Values S.K. Bhatiya (Deep & Deep Publication : New Delhi)	
10. Living English Structure Standard Allen (Longman)	
11. A Comprehensive English Language Course Chandak Chattarji (Orient Longman Ltd)	
12. A Modern Approach To Verbal & Non-Verbal Reasoning R.S. Aggarwal (S.Chand & Company Ltd.)	
13. Your Interview K.L. Kumar(S.Chand & Company Ltd.)	