

	Extensive reading: At least two books of different genres to be read during the year. The books to be selected by the students in consultation with the teacher.	
	<p>Writing</p> <p>Remedial work in sequence of tenses, reported speech, concord and passivization.</p> <p>Vocabulary : Word-formation and affixation, antonyms and synonyms, phrasal verbs, structural words and common idioms.</p> <p>Writing a paragraph/ Short essays/ Short notes of about 150 words from a given topic.</p> <p>Précis writing</p> <p>Business Letters:</p> <p>Format, Layout, essentials of good business letters and</p> <p>Kinds of business letters: enquiries and replies, quotations, voluntary offers, letters of orders, execution of orders, letters of complaints and adjustments, collection letters, circular letters.</p> <p>Close acquaintance with the text prescribed for intensive reading.</p>	

Basic Text & Reference Books:-

- Practical English Grammar, A. J. Thomas & A.V. Martinet
- Living English Structure, Standard Allen, Longman
- A Comprehensive English Language Course, Chandak Chattarji, Orient Longman
- Modern Business Letters, L. Gartside, ELBS
- Principles and practice of Business Communication, Phoda A. Doctor & Aspi H. Doctor, A. R. Shetha & co., Bombay
- Business Communications, U. S. Rai & M. S. Rai, Himalaya Publishing House, Bombay
- Essentials of Business Communications, Rajendra Pal & J. S. Korlahalli, Sultan Chand & Sons, New Delhi
- A Hand-book of Commercial Correspondence, A. Ashley, O.U.P.
- Effective Business Communication, H. Murphy and Peck, Tata McGraw Hill
- Secretarial Drafting and Business Correspondence, Jain and Dugger, Orient Longman, Mumbai.
- Developing Communication Skills, K. Mohan and M. Banerji, McMillan, Chennai
- Office Procedure and Drafting, O.P. Verma, Verma Publications, New Delhi.

Scheme of Examination

- There will be Written and Oral-aural examination carrying equal weightage in Internal as well as External examination in the ratio of 50:50.
- Aural-Oral test will comprise of :
 - (A) listening comprehension, note-taking and dictation in groups.
 - (B) reading aloud and answering questions on books read, assignments done and on general everyday experiences.
- The division of marks:

a.	Written Examination:	50 marks
	Prescribed Text	15 marks
	Grammar. Vocabulary Building	15 marks
	Paragraph writing	10 marks
	Business Letters	10 marks
b.	Aural-Oral (Practical) Examination:	100 marks



Listening Comprehension	20 marks
Dictation	10 marks
Note taking	20 marks
Reading	10 marks
Speaking (a) Individual speaking	15 marks
(b) Group discussion	15 marks
Review Writing	10 marks

[NOTE: The total number of marks obtained by the candidate in Oral-Aural Examination out of 100 shall be divided by two so as to get the marks out of 50 at External examination.]

