

Semester 2

COMMON COURSE (CC) : AEC 2 LANGUAGE AND COMMUNICATION SKILLS (LCS) Essentials of English Grammar and Composition

Credits: 2 F.M. : 50 P.M. : 20 Lecture Hours: 30

Course Level Learning Outcomes: Some of the course learning outcomes that students of this course are required to demonstrate run thus:

- Acquire the basic understanding of English grammar
- Acquire the official and business writing skills
- Acquire skills to present one's ideas in English

UNIT-I Grammar

20 Marks

[Credit- 0.8 Lecture Hours- 12]

Grammar – Part of speech & their types – Noun, Pronoun, Verb, Adjective, Adverb, Conjunction, Determiners.
Type of sentences: Simple, Compound & Complex.

UNIT II: Composition

30 Marks

[Credit- 1.2 Lecture Hours- 18]

Composition: Factual Description, Paragraph Writing, Office Memo, Notices, Circulars, Agenda, Email, Blog Writing, Resume, Formal Letter, Letters of Complaint, Letters of Editor, Job Application, Inquiry Letter, Letter of Appreciation, Recommendation Letter.

Semester Examination and distribution of marks:-

End Semester Examination (ESE) : 50 Marks

Group A Grammar

1. ***Ten objective questions based on grammatical exercises of the components prescribed (2 x10 = 20)***

Group B Composition

Three questions based on the components prescribed in Unit II Composition (10 x 3 = 30)
(Three questions to be answered out of a choice of Six.)

Note: There may be subdivisions in each question asked in the examination.

Source Book:

Wren & Martin, High School English Grammar and Composition, S Chand Publication, New Delhi

Nesfield J C, English Grammar, Composition and Usage,

Sanjay Kumar & PushpLata, *Communication Skills*, Oxford University Press