

## GENERAL FOUNDATION COURSE: UG

(to be implemented from July 2017)

Code and No	Courses	Credits	Marks
HUR-UG-F107	Communication English	4	100

### ENG-UG-F107: Communication English

#### UNIT I.

Tense and Concord

Basic Transformations: Positive and Negative Sentences

Simple, Complex and Compound Sentences

Change of Voice

#### UNIT II.

Change of Narration

Question Tag and Short Responses

Preposition and Determiners

Some Common Errors in English

#### UNIT III.

Reading Comprehension and Writing Skill

Reading Comprehension (Practice of Unseen Passages)

Essay on Literal, Cultural and Legal Topics

Formal and Informal Correspondence

#### UNIT IV.

Précis Writing

Report Writing: Status and Policy Reports

Writing Proposals

#### Reading List:

1. Bolton, David and Noel Goodey (2005) *English Grammar in Steps*. Orient Blackswan; New Delhi.
2. Eastwood, John. (1999) *Oxford Practice Grammar*. Oxford University Press; New Delhi.
3. Hewings, Martin. (2007) *Advanced Grammar in Use*. Cambridge University Press; New Delhi.
4. Murphy, Raymond. (2000) *Essential Grammar in Use*. Cambridge University Press; New Delhi.
5. Quirk, Randolph and Greenbaum, (1985) *A University Grammar of English*. Essex; ELBS. Longman.
6. Swan, Michael and Walter, Catherine. (2006) *The Good English Grammar Book*. Oxford University Press; New Delhi.
7. Swan, Michael. (1997) *Basic English Usage*. Oxford University Press; Kolkata.

8. Ashley, A. (1995) *The Oxford Handbook of Commercial Correspondence*. Oxford University Press; New Delhi.
9. Folens, (1991) *Core Skills in English: Grammar Comprehension, Creative Writing*. Folens Limited.
10. Seely, John. (1998) *The Oxford Guide to Writing and Speaking*. Oxford University Press; New Delhi.