

Department of English Languages
Shri Agrasen Kanya P. G. College, Varanasi

Minor Course
B.A. I Course Code: - M.E.N.22202 Semester - I ✓ II

Subject : Communicative English

Paper Title :- Phonetics and Remedial Grammar

Credit - 04

Max. Marks :- Theory - 75

Practical/Viva Voce- 25

Unit	Topic	No. of Lectures
I	Theory : Phonetics and Phonology The Organs of Speech Speech Sounds : Vowels and Consonants Consonants clusters in English	15
II	Phonetic Symbols Phonology Word-accent Intonation	15
III	Articles, Parts of Speech, Linking Verbs, Negative Sentences, Interrogative Tenses and their use Transformation	15
IV	Imaginative use of Parts of Speech How to change the direct into indirect speech and vice-versa Idioms and phrases	15

Books Recommended :

- A. C. Gimson : *An Introduction to the Pronunciation of English* (ELBS)
- T. Balasubramaniam : *A Text Book of English Phonetics for Indian Students* (Mac-millan India)
- F. I. Wood : *A Remedial English Grammar for Foreign Students*
- A. S. Hornby : *The Advanced Learner's Dictionary of Current English*

Department of English Languages
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Minor Course
B.A. I Course code: - MJN2204
Semester - III & IV

Subject : Communicative English

Paper Title :- Writing Skills and Conversational English

Credit - 04

Max. Marks :- Theory - 75

Practical/Viva Voce- 25

Unit	Topic	No. of Lectures
I	How to plan paragraph writing Precis - writing Comprehension Paraphrasing	15
II	Descriptive Writing Letter Writing Report Writing Script writing for announcement	15
III	Language and Society Styles, Registers	15
IV	English in Situations (a) Greetings (b) Asking to Pay (c) In the Post Office (d) Catching a train (e) Buying a dress (f) Booking a room at a hotel (g) At the Bank (h) Making a Telephone call	15

Books Recommended :

- Quirk and Greenbaum : *A Student Grammar of the English Language*
- A.S. Hornby : *A Guide to Patterns : Usage in English*
- R.D. Neil : *English in Situation (OUP)*