

Skill Enhancement Course-I(Special) English for 3rd Semester Arts/Science/Commerce to be taught under Skill Enhancement Compulsory Course

UNIT-I- BUSINESS COMMUNICATION AND GRAMMAR

1. Why English Communication is Essential and How to Improve the Skill?

2. Introduction to Voice and Accent

Why do we have such different accents?

Accent Training-Consequences

Voice and accent in the Enterprise Industry

Globally Comprehensible Accent

Introduction to Phonetics

International Phonetic Alphabet

3. Consonant Sounds

4. Vowels

5. Diphthongs

6. A Few Phonic Rules

7. Word Stress: Syllables

8. Intonation

Intonation and Stress

9. Pacing and Chunking

Common Patterns of Pacing

Importance of Chunking

10. Fluency

11. Indianisms

Errors relating to Grammar

Vocabulary

UNIT-II: GRAMMAR

1. English: Spoken Versus Written Communication

2. Nouns

2.1 Kinds of Nouns

2.2 Activity 3: Noun Ping-pong

2.3 Nouns-Number

2.4 Noun-Gender

2.5 Countable and Uncountable Nouns

3. Pronouns

3.1 Reflexive Pronouns

3.2 Relative Pronouns

3.3 Demonstrative Pronouns

3.4 Interrogative Pronouns

3.5 Indefinite pronouns

3.6 Activity 4: Sentence Auction

4. Adjectives

4.1 Activity 5 : Picture perfect

4.2 Positioning of adjectives

4.3 Comparative Degrees of Adjectives

4.4 Order of Adjectives

5. Adverbs

5.1 Kinds of Adverb.

5.2 Degree of Comparison
5.3 Word Order with Adverbs
5.4 Activity 6: Relay Race
6. Prepositions
6.2 Activity 7: Treasure Hunt
6.3 Activity 8: Route Map
6.4 Prepositions with Adjectives, Nouns and Verbs
7. Conjunctions
7.1 Coordinating conjunctions
7.2 Subordinating Conjunctions
7.3 Correlative Conjunctions
7.4 Connecting Adverbs
7.5 Activity 9: The Socks Story
8. Verbs
8.1 Verb Classification.
8.2 List of irregular verbs
8.3 Activity 10: Word Search
9. Subject and verb agreement
9.1 Activity 11: Tossed Word Salad
9.2 Activity 12: The Sentence Pageant
10. Determiners and Modifiers
10.1 Kinds of determiners
10.2 The Definite and the Indefinite Article
10.3 Definite Article: The
Activity 13: Proof Reading
11. Tenses
11.1 Reference Table
11.2 Present Tense
11.3 Activity 14: Instruction Manual
11.4 Activity 15: Commentary
11.5 Past Tense
11.6 Activity 16: The Chain List
11.7 Activity 17: Transcription
11.8 Future Tense
11.9 Activity 18: This Week for You
11.10 Activity 19: Verb Grand Prix
12. Punctuation

Forms of Punctuation

UNIT-III: READING COMPREHENSION

Reading – A 7 Step Process

Techniques to enhance students' reading skills

Types of reading skills

Skimming

Scanning

Extensive reading

Intensive reading

Three levels of Reading

Improving your reading speed

Reading Comprehension Practice Exercises

Skill Enhancement Course-II(Special) Quantitative and Logical Thinking for 4th Semester Arts/Science/Commerce to be taught under Skill Enhancement Compulsory Course

1. Quantitative Aptitude & Data Interpretation

Unit-1.: Whole numbers, Integers, Rational and irrational numbers, Fractions, Square roots and Cube roots, Surds and Indices, Problems on Numbers, Divisibility
Steps of Long Division Method for Finding Square Roots

Unit-2: Basic concepts, Different formulae of Percentage, Profit and Loss, Discount, Simple interest, Ratio and Proportion, Mixture

Unit-3: Time and Work, Pipes and Cisterns, Basic concepts of Time, Distance and Speed; relationship among them

Unit-4: Concept of Angles, Different Polygons like triangles, rectangle, square, right angled triangle, Pythagorean Theorem, Perimeter and Area of Triangles, Rectangles, Circles

Unit-5: Raw and Grouped Data, Bar Graphs, Pie charts, Mean, Median and Mode, Events and Sample Space, Probability

2. Logical Reasoning

Unit-1.: Analogy basing on kinds of relationships, Simple Analogy; Pattern and Series of Numbers, Letters, Figures, Coding-Decoding of Numbers, Letters, Symbols(Figures), Blood relations

Unit-2 :Logical Statements-Two premise argument, More than two premise argument using connectives

Unit-3 : Venn Diagrams, Mirror Images, Problems on Cubes and Dices