



Department of English
Mahatma Gandhi University
ADD ON PAPER

(The from the academic year 2023-24)
Scheme of Instructions and Examinations

COMMUNICATIVE ENGLISH & SOFT SKILLS

SYLLABUS


2 Credits/ 2 hrs. of Instructions

Unit I

1. Interpersonal Communication-Verbal and Nonverbal etiquette.
2. Etiquette- types of Etiquette (Social, Telephone, Eating, Bathroom Etiquette)
3. Sentence Writing and Paragraph writing; use of linkers and appropriate vocabulary
4. Letter Writing – Basics of Letter writing, Formal and Informal Letter writing, E-Mail writing)
5. Resume or CV Writing.
6. Interview Skills-Types of Interviews, Do's and Don'ts in an Interview.

Unit II

1. Presentation skills –kinesis
2. Stress management
3. Time Management.
4. Problem Solving Mechanism.
5. Critical thinking
6. Teamwork.


HEAD
Department of English
University College of Arts & Social Sciences
MAHATMA GANDHI UNIVERSITY
NAIKONDA 508254



Department of English

Mahatma Gandhi University

Semester-III

(To be implemented from 2023-24 Batch onwards)

Open Elective Paper: English for Competitive Exams (ID)

Syllabus 2 Credits/ 2 hrs. of Instructions

Unit-I

1. Synonyms and Antonyms
2. Homographs, Homonyms and Homophones
3. Voice
4. Reported Speech
5. Subject-Verb agreement (Concord)
6. Question Tags
7. One Word substations/Idioms & Phrases (Phrasal Verbs)
8. Correct use of Articles & Prepositions

Unit-II

1. Verbal Ability
2. Error corrections
3. Verbal Analogies
4. Contractions
5. Reading Comprehension/Precise Writing
6. Simple/Complex/Compound Sentences
7. Degrees of Comparison
8. Be forms/Do forms/ Have Forms/Number/Gender

Reference Books:

1. Aarts, Bas (2011). *Oxford Modern English Grammar*. Oxford University Press. p. 410.
2. Adams, Valerie. (1973). *An introduction to modern English word-formation*. London: Longman.
3. *Merriam-Webster's Dictionary of English Usage*. Springfield, MA: Merriam-Webster, 1994.


HEAD
Department of English
Mahatma Gandhi University
Nalgonda 508254