

R.C. Bhatia. *Business Communication*, Delhi: Ane Books Pvt Ltd., 2nd edition, 2008

Shirley Taylor and V. Chandra. *Communication for Business – A Practical Approach*, Pearson India, 2011

Shirley Taylor. *Model Business Letters, E-mails and other Business*, Pearson, 2010

Asha Kaul. *Effective Business Communication*, Delhi: PHI Learning Pvt Ltd., 2nd edition, 2015

ABILITY ENHANCEMENT COURSE (AEC)

Semester II

Paper Code: ENG2102AE

Title of the Paper - Communicative English: Grammar and Composition

Credits: 2 Credits

Course Objectives:

- To enable the students to steer themselves clear of the common grammatical mistakes and errors in English writing.
- To equip the students with knowledge which may further their expertise in developing creative writing skills.
- To provide opportunity to the students to sharpen their English communication skills in the sphere of personal, social and business interactions by engaging them in writing assignment exercises.

Course Outcome:

- Students would feel encouraged to write of their own in English in their correspondences to other parties.
- Students would feel empowered to go for other courses of study or to sit for various competitive examinations.
- They would be in a position to teach others the norms of writing good English

Section I:

(1 Credit)

- Use of phrases and clauses in sentences
- Verbal phrases and idioms
- Subject-verb agreement
- Punctuation; Use of capital letters; Tag question; Inverted commas; Articles; Omission of 'the'; Use of determiners
- Combining sentences

Section II:

(1 Credit)

- Note making
- Summary writing
- Process/Procedure writing
- Report writing

Suggested Readings:

A.J. Thomson and A. V. Martinet. *A Practical English Grammar*, OUP, 4th edition, 1986

Michael McCarthy and Felicity O'Dell. *English Phrasal Verbs in Use*, CUP, 2004