Sno	Programme	Semester	Credits	Course Title	Course code
1	B. Tech, BBA, BCA, BFA	II	2	ENGLISH PROFICIENCY	18UC1202

SYLLABUS

Competency I - **Writing Skills**:**Advanced Grammar Skills**

Transformation of Sentences, Phrases, Clauses, Sentences—Simple, Compound, Complex Sentences, Concord, **Lexis 1:** Synonyms**,** Antonyms, Analogies, Sentence Equivalence-One-Word Substitutes.

How to Write a Definition, Product and Process Description.

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Competency–II **Language Laboratory Interactive:**

Role Play

Debate

Build an Island nation

Situation Reaction Test

Blind-fold,

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Competency – III **Quantitative Aptitude**:

Data Interpretation, Data Sufficiency

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Competency – IV**Reasoning**:

Symbols and Notations, Clocks and Calendars, Analytical Reasoning-II

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Text Books –

1. Douglas Stone, Bruce Patton, Sheila Heen, and Roger Fisher: *Difficult Conversations: How to have Conversations that Matter the Most*. Paperback November 2, 2010.

2. Lynn Stafford-Yilmaz Lawrence J. Zwier, *400 Must Have words for TOFEL*: Tata Mc-Graw-Hill publications, 2005

3. Sue Gilbert, *The Grammar Tree: 8 Essentials of Grammar and Composition*, Oxford University Press.

4. Brian Galvin, Chris Kane, *Text Completion & Sentence Equivalence*: Veritas Prep, LLC, Second edition, 2016

5. R.S. Aggarwal, *Quantitative Aptitude:* S. Chand publication, Third edition

6. Abhijit Guha, *Quantitative Aptitude:* Tata Mc-Graw Hill co. Third edition

7. R.S. Aggarwal,*Verbal and Non-verbal Reasoning:* Tata Mc-Graw Hill co. Third edition

8. B.S. Sijwali and InduSijwali,*Reasoning: Verbal, Non-verbal and Analytical:* Third edition

Reference Books:

1. Kerry Patterson, JosephGrennySwitzler, Ron McMillan: *Crucial Conversation: Tools for Talking When Stakes Are High*.: Paperback- Animated, September 9, 2011.

2. R.K.Bansal, J.B.Harrison: *Spoken English*. Orient Black Swan. Delhi:2009

3. ----------, *501 Sentence Completion Questions*, 2004 LearningExpress, LLC, New York

4. Arun Sharma,*Logical Reasoning* by,Tata Mc-Graw-Hill publications, Fourth edition

5. Gautam Puri, *Data interpretation for CAT*; GK publishers, third edition

6. Arun Sharma, *Quantitative Aptitude for CAT*;Tata Mc-Graw-Hill publications, Sixth edition

7. ----------, *501 Word Analogy Questions*, 2002 LearningExpress, LLC, New York

8. ---------, *1001 Vocabulary & Spelling Questions*, 2003 LearningExpress, LLC, New York

9. Language Laboratory Teacher Manual: KLEFU

Web References/Moocs:
1. www.indiabix.com

2. www.sawaal.com

3. https://www.ieltsbuddy.com

4. https://www.espressoenglish.net

5. http://www.uefap.com/speaking/function/process.htm

6. https://www.test-preparation.ca/analogies-practice-questions

7. http://www.englishforeveryone.org/Topics/Sentence-Completion.html

8. https://www.youtube.com/watch?v=urr55rAreWc