

**Course No-101- Communications Skills**

Maximum Marks 100  
Term End 80  
Cont. Assessment 20

**Course Objective**

The aim of this course is to enable students to express different meanings with the help of appropriate structures and to enable them to write coherently.

**Unit 1**

- Define and indefinite meaning: the, a/an, zero articles (in context only)
- Expressing PAST, PRESENT and FUTURE time, tense and aspect (in context only)
- The passive (in contexts)
- Business correspondence: Business letters, layout, the date, opening/closing a letter, subject heading etc.

**Unit 2**

- Doing things: requests, obligations, permission, ability, advice, suggestions etc. (in contexts and situations)
- Reported speech: statements; questions and requests (in contexts).
- Relative clauses.
- Formal & informal business letters, personal business letters; structure & presentation.

**Unit 3**

- Coordination & subordination
- Cohesive devices: although, even, though, however, in short, in spite of, etc. (in contexts)
- Contracted forms
- Fax; E-mail, telephone, telex as means of communication: structure and presentation.

**Unit 4**

- Paragraph writing: Parallel writing based on given text and clues
- Reordering scrambled paragraphs
- Developing a paragraph from given topic sentences.

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