Syllabus of “Communication and Personal Skills” for B.Sc. I

MM-80

Special Chance for Improvement of Division (2008-2012)

Q.1. Essay writing (about words)---------------------------------------------------------------20 marks
Q.2. Letter Writing (Formal/Personal Letters)---------------------------------------------------10 marks
Q.3. Comprehension---------------------------------------------------------------------------10 marks
Q.4. Précis writing-----------------------------------------------------------------------------10 marks
Q.5. Translation from Hindi to English of a simple passage of about 100 words = 10 marks
Q.6. Do as directed-----------------------------------------------------------------------------20 marks
   (a) Fill in the blanks with prepositions-------------------------------------------------------4 marks
   (b) Voice and narration (3 to be attempted out of 5)------------------------------------------6 marks
   (c) Correct the given sentences/complete the given sentences/fill in the blanks-- to test the
       students’ knowledge of the use of articles, conjunctions, tenses, agreement of subject and
       verb etc-----------------------------------------------------------------------------------------------10 marks

Recommended Books:

1. A Practical English Grammar by Thomson and Martinet; Oxford University Press
2. A Remedial English Grammar for Foreign Students by F.T. Wood; Macmillan
3. Practical English Usage by Michael Swan; Oxford University Press
4. Intermediate English Grammar: With Answers by Raymond Murphy; Cambridge University Press
5. How to Write English by Jarrett, Collins/Fontana; rpt Oxford University Press