

## **ENGLISH-1:**

### **English Communication (Compulsory)**

**Unit-I:** Types and modes of Communication.

**Unit-II:** Language of Communication:

- Verbal and Non-Verbal (Spoken and Written)
- Personal, Social and Business
- Barriers and Strategies
- Intra Personal, Inter Personal and Group Communication.

**Unit-III:** Speaking Skills:

- Monologue
- Dialogue
- Group Discussion
- Effective Communication/Mis-communication
- Interview
- Public Speech

**Unit-IV:** Reading and Understanding

- Close Reading
- Comprehension
- Summary Paraphrasing

-Analysis and Interpretation

-Translation(from Indian Language to English and Vice Versa)

-Literary/Knowledge Texts.

**Unit-V:Writing Skills**

-Documenting

-Report Writing

-Making Notes

-Letter Writing

**Suggested Reading:**

1. Editorial Board. *Prosaic Musings-Nagaland University Anthology of Prose, Short Stories and Writing Skills*. Trinity,2012
2. *Language through Literature*. Gauri Mishra, et al.
3. *Fluency in English*, Part-II, Oxford University Press, 2006
4. *Business English*, Pearson, 2008.