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Cluster University Srinagar

Syllabus

2<sup>nd</sup> Semester CBCS

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(old Course)

For batch-2017

Course: AECC

Credits: 2

Unit I

- Fundamentals of Writing Skills ; Punctuation
- Paragraph writing
- Formal Letter Writing : Format, Types; Email writing
- James Kirkup: "No Men are Foreign" (Vibrant English)

Unit:II

- Report writing
- Oral communication : Intonation, word stress, sentence stress, pitch variation
- Presentation and Group Discussions
- O' Henry: "The Romance of a Busy Broker" (Vibrant English)

Suggested Reading:

- RL Trask. Language: The Basics. Routledge.
- A G Gimson. An Introduction to the Pronunciation of English.
- O'Connor. Better English Pronunciation. CUP.
- Peter Roach. English Phonetics and Phonology.CUP.
- Wren and Martin. English Grammar. Latest Edition
- Martin Hewings. English Grammar
- Geoffrey Leech and Ian Svartik. Communicative Grammar of English
- Meenakshi Raman and Sangeeta Sharma, Technical Communication: Principles and Practice, Second Edition. Oxford Publications.
- An Introduction to Professional English and Soft Skills. B.K.Das

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