UNIT CONTENTS %age

I VOCABULARY
Word Formation:-roots and affixes, affixation, derivation
Compounding.
Noun to Adjectives, Noun to Verb 20

II GRAMMAR
Verb/Tense/Articles/Prepositions. Phrase Structure/Clause Structure
Sentences: Basic Sentence Pattern: Simple, complex, compound,
affirmative, negative, interrogative and exclamatory. Transformations. 20

III READING
Local & Global Comprehension, Unseen passages/General Texts etc.
Book reading. 20

IV WRITING
(a) Factual description-Objects/Places
(b) Report Writing.
(c) Paragraph writing
(d) Letter/Application / C.V.Tips regarding interview 20

V COMMUNICATIONS
Dialogues:- Introducing a Guest-A Speaker, An Event
- Meeting a Stranger
- Asking the way
- At the post office
- At the Bank Counter etc.
Group discussion & debate, Communication: Its Importance, types of
communication, barriers to communication. 20

REFERENCE BOOKS:
1. Short Stores for creative language classrooms.
   Joanne Collie & Stephen Slater (Cambridge Univ.Press)
2. Five minute activities. A resource book for language
   Penny Ur & Andrew Wright (Cambridge Univ.Press)
3. Crossing the line and other stories.
5. Indlish: The Book for Every English speaking Indian
   Jyoti Sanyal. Ed by Martin Cutts.