

Maa Vindhyavasini University
Department of English
BA Minor Syllabus

Objectives:

- To develop advanced communicative competence in English through systematic learning of phonetics, grammar, writing, and conversational skills.
- To strengthen grammatical proficiency and enhance learners' academic and professional writing skills through paragraph writing, précis writing, report writing, and resume preparation.
- To cultivate effective interpersonal communication skills and functional English usage for everyday communication in social, institutional, and professional environments.
- To prepare learners for higher academic pursuits, competitive examinations, and employment opportunities requiring proficiency in English communication skills.

Swindi



Sanjiv Kumar

Rajendra

MAA VINDHYAVASINI UNIVERSITY MIRZAPUR

Department of English

MINOR SYLLABUS

UG Semester-II

Subject: Communicative English

Paper Title: Phonetics and Remedial Grammar

Credit-06

Max. Marks-

Theory 75

Practical/Viva voce 25

Units	Topic	No. of Lectures
I	Phonetics and Phonology, The Organs of Speech, Speech Sounds: Vowels and Consonants	15
II	Word-accent, Intonation	15
III	Parts of Speech, Determiners: Articles, Demonstratives, Possessives, Quantifiers	15
IV	Tenses and their Use, Types of Sentences: Declarative, Imperative, Interrogative, Exclamatory	15
V	Noun Phrase, Verb Phrase, Adjective Phrase; Clause: Subordinate and Coordinate	15
VI	Transformation, Direct into Indirect Speech and Vice-versa; Vocabulary: Antonym, Synonym, Homophones, Homonyms	15
	Books recommended: - Balasubramaniam, T. <i>A Text Book of English Phonetics for Indian Students</i>. Macmillan India, 1981. - Gimson, A.C. <i>An Introduction to the Pronunciation of English</i>. Edward Arnold Publishers Ltd., 1962. - Hornby, A.S. <i>A Guide to Patterns and Usage in English</i>. Oxford Univ. Press, 1970. - Wood, F.T. <i>A Remedial English Grammar for Foreign Students</i>. Macmillan, 1965.	

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MAA VINDHYAVASINI UNIVERSITY MIRZAPUR

Department of English

MINOR SYLLABUS

UG Semester – IV

Subject: Communicative English

Paper Title: Writing Skills and Conversational English

Credit-06

Max. Marks-

Theory 75

Practical/Viva voce 25

Units	Topic	No. of Lectures
I	Paragraph Writing, Precis-writing Comprehension, Paraphrasing	15
II	Job Application, Resume Writing, Preparation of Curriculum Vitae, Script Writing for Announcement	15
III	Note Making and Note Taking, Synopsis Writing, Report Writing, Proposal Writing	15
IV	Language and Society, Styles, Registers, Regional and Social Dialects, Body Language	15
V	Oral Communication, Interview: Kinds, Importance & Process Presentation skills, PowerPoint Presentation: Techniques and Application	15
VI	Conversations of Everyday Life, Formal and Informal Discussion, Debate, Group Discussion	15

Sunil

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Deva Kumar

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	Books recommended: • Hornby, A.S. <i>A Guide to Patterns and Usage in English</i>. OUP, 1970. • Mohan, Krishna & Meera Banerjee. <i>Developing Communicative Skills</i>. Macmillan, 2009. • Neil, R.O. <i>English in Situation</i>. OUP, 1970. • Quirk and Greenbaum. <i>A Student's Grammar of the English Language</i>. Pearson Education, 1990. • Taylor, Grant. <i>English Conversation Practice</i>. Tata McGraw Hill, 1967.	
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