

Syllabus

UNIT I

Grammar	Parts of Speech
Vocabulary	Word Formation (Prefix and Suffix)
Writing	Letter Writing-Permission Letters (Leave taking, Industrial visit)
Listening	Being a PA, Email address
Reading	Job swapping at work, The power of word of mouse: Article
Speaking	Self-Introduction

UNIT II

Grammar	Concord- Subject verb Agreement
Vocabulary	Compound Nouns
Writing	Letter Writing-Business Letter (Calling for Quotations, Reply for Quotations, Placing Order, Complaint)
Listening	An Interview with a Business woman, Conversation over a telephone
Reading	Haier-An article, Good Business ideas
Speaking	Dialogue

UNIT III

Grammar	Tenses
Vocabulary	Technical Vocabulary
Writing	Transcoding and Transformation of Information (Bar chart/Pie chart/Flow chart)
Listening	Conversation with Colleagues, An interview about a production process
Reading	Problem with an equipment, Wrath: An Article
Speaking	Picture Interpretation

UNIT IV

Grammar	Modal verbs
Vocabulary	General Vocabulary- Synonyms & Antonyms
Writing	Precis Writing
Listening	Telephone Conversation, Advertisement
Reading	Selling product, Workplace signs & notices
Speaking	Group Discussion

UNIT V

Grammar	If conditionals
Vocabulary	Connectives/Conjunction/Coherence/Cohesion
Writing	Paragraph writing
Listening	Making and changing appointments, A Travel Anecdote
Reading	Travel arrangements: Notices and Short Messages
Speaking	Role play

