

1.4 10004 COMMUNICATION SKILL

UNIT 1: WRITING

- To write an essay on an argumentative or discursive topic of about 150-200 words
- To write a formal letter and informal letter of about 150-200 words. Writing letters of any of the following types based on given verbal/visual input
- Official letters for making inquiries, suggesting changes-registering complaints asking for and giving information, placing orders and sending replies
- Letters to the editor on various social, national and international issues
- To write a notice of about 150-200 words
- To write a CV of about 1-2 page

UNIT 2: APPLIED GRAMMAR

At the primary level, knowledge of grammar is to be seen mainly as a process of discovering uses and functions of items through exposure to spoken and written inputs. Variety of questions, as listed below may be asked, involving the application of grammar items in context. However, for material writers, teachers and evaluators, the following items may provide a framework of reference.

- nouns,
- pronouns,
- verbs
- adjectives,
- adverbs
- tense forms (simple present and present continuous, simple past and past continuous)
- articles
- punctuation marks (full stop, comma, question mark and inverted commas)

Editing and error correction of words and sentences

UNIT 3: TEXT FOR DETAILED STUDY; READING AN UNSEEN PASSAGE AND A POEM

In this, questions will be asked to test comprehension at different levels and of different kind's local, global, interpretative, inferential, evaluative and extrapolators.

- Passages or extracts followed by short answer type questions for comprehension, interpretation, drawing inferences
- One literary or discursive passage of about 500-600 words followed by short questions

Reference Book:

1. Communication Skills – I by Dr. Sheema Miglani
2. Communication Skills I by J.S. Malik