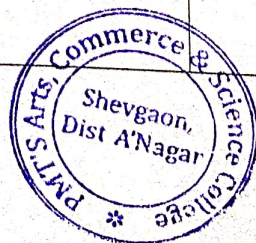


Syllabus

Unit No	Topic	Content
Unit -1 Introduction to English Proficiency (Duration- 05 Hours)	A Introduction	
	B Importance	
	C] Overview	
Unit – 2 Grammar Basics (3 Hours)	A Parts Of Speech	<ul style="list-style-type: none"> ➤ Noun ➤ Pronoun ➤ Adjective ➤ Verb ➤ Adverb ➤ Preposition ➤ Conjunction ➤ Interjection
	B] Sentence Structure and Formation	-
	C] Basic Punctuation Rules	-
Unit – 3 Vocabulary Building (1 Hours)	Morphology and Semantics	<ul style="list-style-type: none"> ➤ Synonyms andAntonyms ➤ One Word Substitution ➤ Idioms ➤ Phrases ➤ Prefixes ➤ Suffixes ➤ Root Words
Unit- 4 Speaking and Listening Skills (4 Hours)	Reading Skill and Listening Skill	<ul style="list-style-type: none"> ➤ Role Play ➤ Discussion ➤ News Paper Reading ➤ Magazines ➤ Articles ➤ Books
Unit- 5 Reading Comprehension (2 Hours)	Listening Skill	<ul style="list-style-type: none"> ➤ Essays ➤ Non Fiction ➤ Articles
Unit- 6 Improving Writing Skills (4 Hours)	Writing Skill	<ul style="list-style-type: none"> ➤ Emails ➤ Reports ➤ Letter Writing ➤ Resume Writing ➤ Paragraph Writing ➤ Grammar and Vocabulary
Unit- 7 Business English (3 Hours)	Communication Skills	<ul style="list-style-type: none"> ➤ Business Vocabulary ➤ Professional Communication ➤ Professional Email ➤ Reports
Unit- 8 Cultural Aspects of English	Public Speaking	<ul style="list-style-type: none"> ➤ Cross Cultural Communication ➤ Cultural Sensitivity and



(3 Hours)		Diversity
Unit- 9 Presentation (5 Hours)	Presentation Skill	<ul style="list-style-type: none"> ➤ Delivering A Speech ➤ Power Point Presentation ➤ Group Discussion

Reference Books:

- ✓ A Dictionary of Advanced English by Martin H. Manser
- ✓ High School English Grammar and Composition - Regular Edition by Wren & Martin
- ✓ English Grammar in Use by Raymond Murphy
- ✓ World Power Made Easy by Norman Lewis

(Sachin R.P)
Subject Expert
 (Mr. Sachin R. Purane)

(Agasha)
Subject Expert
 (Mr. Anool Agasha)

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