

LN 101

Basic Professional Communication

w.e.f Session 2015-2016

UNIT I: Professional Communication

Professional Communication: Its meaning & importance, Essentials of Effective Communication, Barriers to Effective Communication

UNIT II: Language through Literature

A. Essays

“The Effect of the Scientific Temper on Man” by Bertrand Russell

“The Aims of Science and Humanities” by Moody E. Prior

B. Short Stories

“The Meeting Pool” by Ruskin Bond

“The Portrait of a Lady” by Khushwant Singh

UNIT III: Basic Vocabulary

Euphemism , One-word Substitution, Synonyms, Antonyms, Homophones, Idioms and Phrases, Common mistakes, Confusable words and expressions.

UNIT IV: Basic Grammar

Articles, Prepositions, Tenses, Concord (Subject-Verb agreement), Modal Auxiliaries, Verbs: its Kind & Uses, Degrees of Comparison.

UNIT V: Basic Composition

Report writing: What is a report? Kinds and objectives of reports, writing reports.

Business Letter writing: Introduction to business letters, types of business letters, Layout of business letters, Letter of Enquiry / Complaint.