

**ENGL 101**  
**COMPREHENSION AND DEVELOPING COMMUNICATION SKILLS IN**  
**ENGLISH (1+1)**

1. Comprehension - Textual Grammar
2. Comprehension: Reading Comprehension
3. Synonyms, List of synonyms, Antonyms
4. Verbal Ability
5. Vocabulary and Reading Comprehension
6. Reading Comprehension and answering the questions
7. Homonyms
8. Homophones
9. Vocabulary and Reading Comprehension
10. Reading Comprehension and answering the questions
11. Functional Grammar, Tenses, Active voice and Passive voice
12. Functional Grammar, Articles, Prepositions, Parts of Speech
13. Business and Personal Correspondence
14. The Style & Importance
15. Precis Writing, Summarizing
16. Interviews & Group Discussions

**References**

Jean Naterop, B. and Rod Revell 1997. Telephoning in English Cambridge University Press, Cambridge.

Krishnaswamy,. N and Sriraman, T. 1995. Current English for Colleges, Macmillan India Ltd. Chennai.

Balasubramanian T. 1989. A Text book of Phonetics for Indian Students, Orient Longman , New Delhi.

Balasubramanyam M. 1985. Business Communication, Vani Educational Books, New Delhi.

Krishna Mohan and Meera Banerjee 1990. Developing Communication Skills, Macmillan India Ltd. New Delhi.

Sharma R C and Krishna Mohan 1978. Business Correspondence, Tata Mc Graw Hill publishing Company, New Delhi.