SYLLABI OF COURSES FOR DIPLOMA PROGRAMME IN MODERN OFFICE PRACTICES LEVEL I-V, FOR BTE GOA 1

			1601 - EN	GLISH	<u> </u>	kaminati	on Sch	edule	Marks			
Teaching Schedule Per Week			Progressive		Theory			ical E		Total		
Lectures	Practical	Credits	35	3H	3Hrs 100					125		
4	-	4	1 1	Theory	Test	Total	TW	PR	Gr To		++	
Pre-requisite		Source	Semester	75	a5	100	25]		
٢	VIL ·	MOP in objective	of this course riting and speaki	is to imp	prove	the stud	ent's F	orofici	ency in	Englis	h by	
Alloun	the size obtille in	n reading, wi	ning and speare	-0					_	Hrs	M	

1. READING COMPREHENSION Passage from George Orwell's Animal Farm	15	20
2. GRAMMER & USAGE Comprehension of given passage, Concord of number and person, 'be, 'do, nave, and Comprehension of given passage, Concord of number and person, 'be, 'do, nave, and	14	15
3. VOCABULARY: Distinction between words having the same sound, Distinction between and the same word, Suffixes.	20	25
4. COMPOSITION: Essays on business/management interest, Letter writing on personal issues	64	10
Essays on ousness and Total		

REFERENCE BOOKS
1. Stannard Allan, Living English structure, Horsy A.S., Teaching of structure, words and patterns, Thoma & Martinet,
2. Practical English Grammar, William Raymond,
3. Communication, Foundation Course in English I & II by IGNOU-New Delhi, Turner & Turner, College
4. Grammar and Composition, Hill L.A., Outline of Composition Book.

