

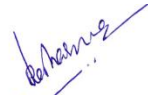
**Syllabus of “Communication and Personal Skills” for B.Sc. I MM-80**

**Special Chance for Improvement of Division (2008-2012)**

- Q 1. Essay writing (about words)-----20 marks
- Q.2. Letter Writing (Formal/Personal Letters)-----10 marks
- Q.3. Comprehension-----10 marks
- Q.4. Précis writing----- 10 marks
- Q.5. Translation from Hindi to English of a simple passage of about 100 words = 10 marks
- Q.6. Do as directed-----20 marks
- (a) Fill in the blanks with prepositions-----4 marks
- (b) Voice and narration (3 to be attempted out of 5) -----6 marks
- (c) Correct the given sentences/complete the given sentences/fill in the blanks-- to test the students’ knowledge of the use of articles, conjunctions, tenses, agreement of subject and verb etc-----10 marks

**Recommended Books:**

1. A Practical English Grammar by Thomson and Martinet; Oxford University Press
2. A Remedial English Grammar for Foreign Students by F.T. Wood; Macmillan
3. Practical English Usage by Michael Swan; Oxford University Press
4. Intermediate English Grammar: With Answers by Raymond Murphy; Cambridge University Press
5. How to Write English by Jarrett, Collins/Fontana; rpt Oxford University Press
6. A Guide to Précis Writing by F.J. Fielden; University Tutorial Press Ltd., Clifton House, Euton Road, London, N.W.

  
विभागाध्यक्ष  
अंग्रेजी विभाग  
किसी विद्यालय, दिल्ली-5