

<b>Functional English</b>		
Introduction	Importance of Languages	
Grammar	Parts of Speech, Usage of	
	Preposition and Article, Punctuation	5 Hours
Tenses & Degrees of Comparison		3 Hours
Transformation of Sentences	Active-Passive, Affirmative- Negative, Exclamatory-Assertive, Interrogative-Assertive, Kinds of sentences	5 Hours
Direct-Indirect Speech		5 Hours
Vocabulary Usage	Homonyms, Correcting Spelling, One-word equivalents	7 Hours
Precis Writing		3 Hours
Essay/Report Writing		5 Hours
Letter Writing	Personal, Official, Applications	5 Hours
Idioms & Phrases		5 Hours
Comprehension	Meaning & Usage in sentences Of an unseen passage	2 Hours
Elaboration	Expansion of ideas, proverbs	2 Hours
Presentation	Preparation of materials and presentation - step	3 Hours

**Suggested Text Books:**

- 1) SLN Sharma & K Shankaranarayana "Basic Grammar", Navakarnataka Publications.
- 2) Jones "New International Business English", published by Cambridge University Press.

**Reference Books:**

- 1) G. Sankaran, "English Rank Scorer", Addone Publishing group, Thiruvananthapuram, Kerala
- 2) Wren & Martin "English Grammar".
- 3) John Seely, "Oxford Guide to Speaking and Writing", 2000

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