

**Mahatma Gandhi Kashi Vidyapith, Varanasi**  
**Department of English and Other Foreign Languages**  
**Minor Course**

**B.A. I**

**Semester – I**

**Subject : Communicative English**

**Paper Title :- Phonetics and Remedial Grammar**

**Credit – 04**

**Max. Marks :- Theory – 75**

**Practical/Viva Voce- 25**

Unit	Topic	No. of Lectures
I	<b>Theory :</b> Phonetics and Phonology The Organs of Speech Speech Sounds : Vowels and Consonants Consonants clusters in English	15
II	Phonetic Symbols Phonology Word-accent Intonation	15
III	Articles, Parts of Speech, Linking Verbs, Negative Sentences, Interrogative Tenses and their use Transformation	15
IV	Imaginative use of Parts of Speech How to change the direct into indirect speech and vice-versa Idioms and phrases	15

**Books Recommended :**

- A.C. Gimson : *An Introduction to the Pronunciation of English* (ELBS)
- T. Balasubramaniam : *A Text Book of English Phonetics for Indian Students* (Mac-millan India)
- F.T. Wood : *A Remedial English Grammar for Foreign Students*
- A.S. Hornby : *The Advanced Learner's Dictionary of Current English*

*Nskaid*  
*26/7/2021*  
HEAD  
DEPARTMENT OF ENGLISH AND  
OTHER FOREIGN LANGUAGES  
M.G. KASHI VIDYAPITH, VARANASI



**Mahatma Gandhi Kashi Vidyapith, Varanasi**  
**Department of English and Other Foreign Languages**  
**Minor Course**

**B.A. I**

**Semester – II**

**Subject : Communicative English**

**Paper Title :- Writing Skills and Conversational English**

**Credit – 04**

**Max. Marks :- Theory – 75**

**Practical/Viva Voce- 25**

Unit	Topic	No. of Lectures
<b>I</b>	How to plan paragraph writing Precis – writing Comprehension Paraphrasing	<b>15</b>
<b>II</b>	Descriptive Writing Letter Writing Report Writing Script writing for announcement	<b>15</b>
<b>III</b>	Language and Society Styles, Registers	<b>15</b>
<b>IV</b>	English in Situations (a) Greetings (b) Asking to Pay (c) In the Post Office (d) Catching a train (e) Buying a dress (f) Booking a room at a hotel (g) At the Bank (h) Making a Telephone call	<b>15</b>

**Books Recommended :**

- Quirk and Greenbaum : *A Student Grammar of the English Language*
- A.S. Hornby : *A Guide to Patterns : Usage in English*
- R.O. Neil : *English in Situation (OUP)*