

**Course syllabus:**

**Unit I:** Advanced Writing Skills: Memo Writing, Note Making, Note Making, Paraphrasing, AD-Writing.

**Unit II:** Appreciation: Short Story, Poem, Drama.

**Unit III:** Business Reports: Types of Reports, Structure of Reports, Proposals, Typical Business Reports.

**Unit IV:** Business Ethics: Corporate Dressing, First Impression, Grooming Checklist, Dos and Don'ts of Clothing, Telephone Etiquette.

**Unit V:** Conversation Practice: Explain your favorite dish, Conversation at a dinner, making enquiries over telephone, Description of your garden at home, Ordering food at a hotel, talking about weather, Office Conversations.

**Learning Support:**

**A) Recommended Text Book(s):**

1. English Conversation Practice – Grand Taylor.

**B) Recommended Reference Books:**

1. Essentials of English Grammar – Raymond Murphy.
2. The Definitive Book of Body Language – Allan & Barbara Pease.

