

**NIRMA UNIVERSITY**  
**Institute of Management**  
**Integrated Bachelor of Business Administration-Master of Business**  
**Administration Programme**  
**Term - I**

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<b>Course Code</b>	<b>BBA1CCOB02</b>
<b>Course Title</b>	<b>Language Skills in English</b>

**Course Learning Outcomes (CLO):**

At the end of the course, the students will be able to:

1. Develop their vocabulary.
2. Determine the use of correct spellings.
3. Assess, review and recompose different pieces of writing.
4. Construct grammatically correct English.

**Syllabus**

**Teaching Hours**

<b>Unit I: Grammar</b> <ul style="list-style-type: none"> <li>• Overview of English Grammar.</li> <li>• Tenses and Verb Structure</li> <li>• Articles</li> <li>• Prepositions</li> <li>• Voices (Passive and Active)</li> <li>• Direct and Indirect Speech</li> <li>• Punctuations and Capitalization</li> <li>• Typical Mistakes by Non-English Speaking Individuals.</li> </ul>	<b>18</b>
<b>Unit II: Vocabulary and Orthography</b> <ul style="list-style-type: none"> <li>• Confusable Words</li> <li>• One Word Substitutes</li> <li>• Synonyms &amp; Antonyms</li> <li>• Homophones</li> <li>• Idioms &amp; Phrases</li> <li>• Plurals</li> <li>• Prefix &amp; Suffix</li> </ul>	<b>07</b>
<b>Unit III: Comprehension and Usage</b> <ul style="list-style-type: none"> <li>• Unseen Passages</li> <li>• Precis &amp; Summarizing</li> <li>• Expansion of Ideas</li> </ul>	<b>05</b>

**Suggested Readings**

1. Bear, D., Invernizzi, M., Templeton, S. & Johnston, F. *Words Their Way: Word Study for Phonics, Vocabulary, And Spelling*. New Jersey: Merrill/Prentice-Hall.
2. Beck, I.L., McKeown, M.G. & Kucan, L. *Bringing Words to Life: Robust Vocabulary Instruction*. New York: Guilford Press.
3. Brieger, N., Pohl, A. *Technical English. Vocabulary and Grammar*.
4. Eastwood, J. *Oxford Guide to English Grammar*. Oxford University Press.
5. Ibbotson, M. *Cambridge English for Engineering*. Cambridge: Cambridge University Press.

6. McCarthy. M. &O'Dell, F. *Academic Vocabulary in Use*. Cambridge: CambridgeUniversity Press.
7. Mohan, K & Raman, M. *Effective English Communication*. New Delhi: Tata Mcgraw Hill.
8. Nick, K. &Luque-Mortimer, L. *Practice Tests*. Harlow: Pearson Longman.
9. Osborne, C. *Practice Tests*. London: Heinle Cengage Learning.
10. Seely. J. *The Oxford Guide to Effective Writing & Speaking*. Oxford University Press.
11. Sethi, J. &Dhamija, P. V. *A Course in Phonetics and Spoken English*. New Delhi:Prentice Hall of India Pvt. Ltd.
12. Swan, M. *Practical English Usage*. Oxford: Oxford University Press.
13. Wren P. C. &. Martin, M.*High School English Grammar & Composition*. Delhi: Sultan Chand.

w.e.f. Academic Year 2019-20 and onwards