



# English



for

## Basic Communication I

All B.A. / B.Sc Courses, Semester I

PRESCRIBED FOR STUDY AT

**Sacred Heart College (Autonomous), Tirupattur**

OXFORD  
**BELL** BOOKS  
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Maria Arokiaraj K.A. SDB

Leo Maria Francis

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# English for Communication 1

B.A/B.Sc. Courses, Semester I

Prescribed for study at

**Sacred Heart College (Autonomous),**

Tirupattur Dt., TN.

**Rev. Dr. K.A. Maria Arokiaraj SDB**

**Leo Maria Francis**

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Author/Secretary

Sacred Heart College (Autonomous)

Tirupattur, TN

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- B. Writing : Using the Nouns and Idioms Taught in the Unit
- C. Grammar : Prepositions
- V Short Story : *The Verger* by W. Somerset Maugham

# English for Basic Communication I

English for Basic Communication I is a custom-designed coursebook for students at the undergraduate level at Sacred Heart College, Tirupattur. This course has been designed keeping in mind the pressing need of English for the rural students from Tamil medium backgrounds. A child learns a language, by learning about things, which are near and around it. Ability to communicate in a language gives a sense of control over oneself and the world around. It builds one's self confidence and it in turn aids learning. The same logic is employed in designing this coursebook. The lessons are so arranged to move from the known to the unknown; near to far, building confidence. The four components of a language viz, Listening, Speaking, Reading and Writing are given their due importance. It is exercise-driven. It is a unique venture. It is time-tested.

This custom-designed coursebook

- provides an opportunity of listening to the native language speaker
- presents dialogues from real life situations and aids in speaking
- helps in improving loud reading by presenting graded reading materials
- facilitates vocabulary acquisition
- engages students in a variety of writing activities
- introduces classical and contemporary literature.



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## English – I: Basic Communication

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**Semester - I**

**Hour: 5**

**Sub. Code:**

**Credits: 3**

### **Aims and Objectives**

To introduce students learn the basics of communication in English

To learn a list of vocabularies like nouns that is used commonly

To introduce students to basic grammar

To be able to frame correct sentences both in spoken and written forms

To prepare the students to interact with others in English with apt body language

To enable students to appreciate literary pieces

### **Unit - I**

- Listening** : Introduction and Lesson 1 – The Airport  
**Speaking** : Greeting People and Dialogues at Home from Dawn to Dusk  
**Reading** : EFL Reading Cards – Level I  
**Writing** :  
**A. Vocabulary** : **Nouns** – Various Parts of a House/Room,  
Various Parts of the Body  
**Verbs**– From Dawn to Dusk  
**B. Writing** : Using the Nouns and Verbs Taught in the Unit  
**C. Grammar** : An Introduction to Parts of Speech  
**Short Story:** **The Land Where There Were No Old Men by Jean Ure**

### **Unit - II**

- Listening** : Lesson 2 – Football  
**Speaking** : Introducing Oneself and Others – Dialogues at Play  
**Reading** : EFL Reading Cards – Level II  
**Writing** :  
**A. Vocabulary** : **Nouns**–Games and Sports  
**Verbs**– At Play  
**B. Writing** : Using the Nouns and Verbs Taught in the Unit  
**C. Grammar** : Word Order  
**Short Story** : **My Lost Dollar by Stephen Leacock**

### **Unit - III**

- Listening** : Lesson 3 – Our Rooms  
**Speaking** : Inviting, Requesting – Dialogues at College  
**Reading** : EFL Reading Cards – Level II  
**Writing** :  
**A. Vocabulary** : **Nouns** –College/Classroom  
**Verbs**– At Study  
**B. Writing** : Using the Nouns and Verbs Taught in the Unit  
**C. Grammar** : Nouns, Pronouns, Determiners and Adjectives  
**Prose** : **A Fellow Traveller by A.G. Gardener**

### **Unit - IV**

- Listening** : Lesson 4 – Food  
**Speaking** : Offering Help, Accepting it and Declining it – Dialogues Related to  
Cooking and Eating  
**Reading** : EFL Reading Cards – Level III

- Writing** :
- A. Vocabulary** : **Nouns**– Kitchen, Spices, Pulses, Grains and Vegetables  
**Verbs**– Related to Cooking and Eating
- B. Writing** : Using the Nouns and Verbs Taught in the Unit
- C. Grammar** : Verb, Verb Tenses and Adverbs
- D.**
- Poems** : **Mending Wall** by **Robert Frost**  
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- Listening** : Lesson 5 – The Newsagent’s
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- Reading** : EFL Reading Cards – Level III
- Writing** :
- A. Vocabulary** : **Nouns** – Dressing room, Bedroom, Bathroom  
**Idioms**– of Daily Chores and Household Activities
- B. Writing** : Using the Nouns and Idioms Taught in the Unit
- C. Grammar** : Prepositions, Conjunctions and Interjections
- Short story** : **The Verger** by **Somerset Maugham**



# COMMUNICATIVE ENGLISH



**Department of English**

**Sacred Heart College (Autonomous)**

**Tirupattur - 635601, Tirupattur Dt.**



## **About the booklet...**

The lexical approach to second language teaching has received interest in recent years. The lexical approach concentrates on developing learners' proficiency with lexis, or words and word combinations.

In this booklet, are 6000 most commonly used words in English, ranked in frequency order. The first 25 words make up about a third of all printed and spoken material. The first 100 make up about half of all written and spoken material, and the first 300 make up about 65 per cent of all written and spoken material. With 2,500 to 3,000 words, you can understand 90 per cent of everyday English conversations, English newspaper and magazine articles, and English used in workplaces. The remaining 10 per cent you will be able to learn from context, or ask questions about. Is it any wonder that all students must learn to recognize these words instantly and to spell them correctly? Originally, the verbs given in this book formed part of the list of the 6000 frequently used words. In order to present all the verb forms, the verbs have been grouped and presented separately.

The above list is based on an analysis of the Oxford English Corpus of over a billion words, and represents a study done by Oxford Online, associated with the Oxford English Dictionary. This source includes writings of all sorts from "literary novels and specialist journals to everyday newspapers and magazines and from Hansard to the language of chatrooms, emails, and weblogs".

After the list of vocabularies, a list of frequently used sentences, are presented. Instruction focuses on relatively fixed words and expressions that occur frequently in spoken and written language, such as, "I'm sorry," "I love you" or "That will never happen again," rather than on originally created sentences.

Few graded reading texts are given to practice and to check one's comfort level of (loud) reading and comprehension ability.

Reading and listening to authentic English material would greatly enhance word power and knowledge of collocations. A constant reading and practice would enhance proficiency in English.

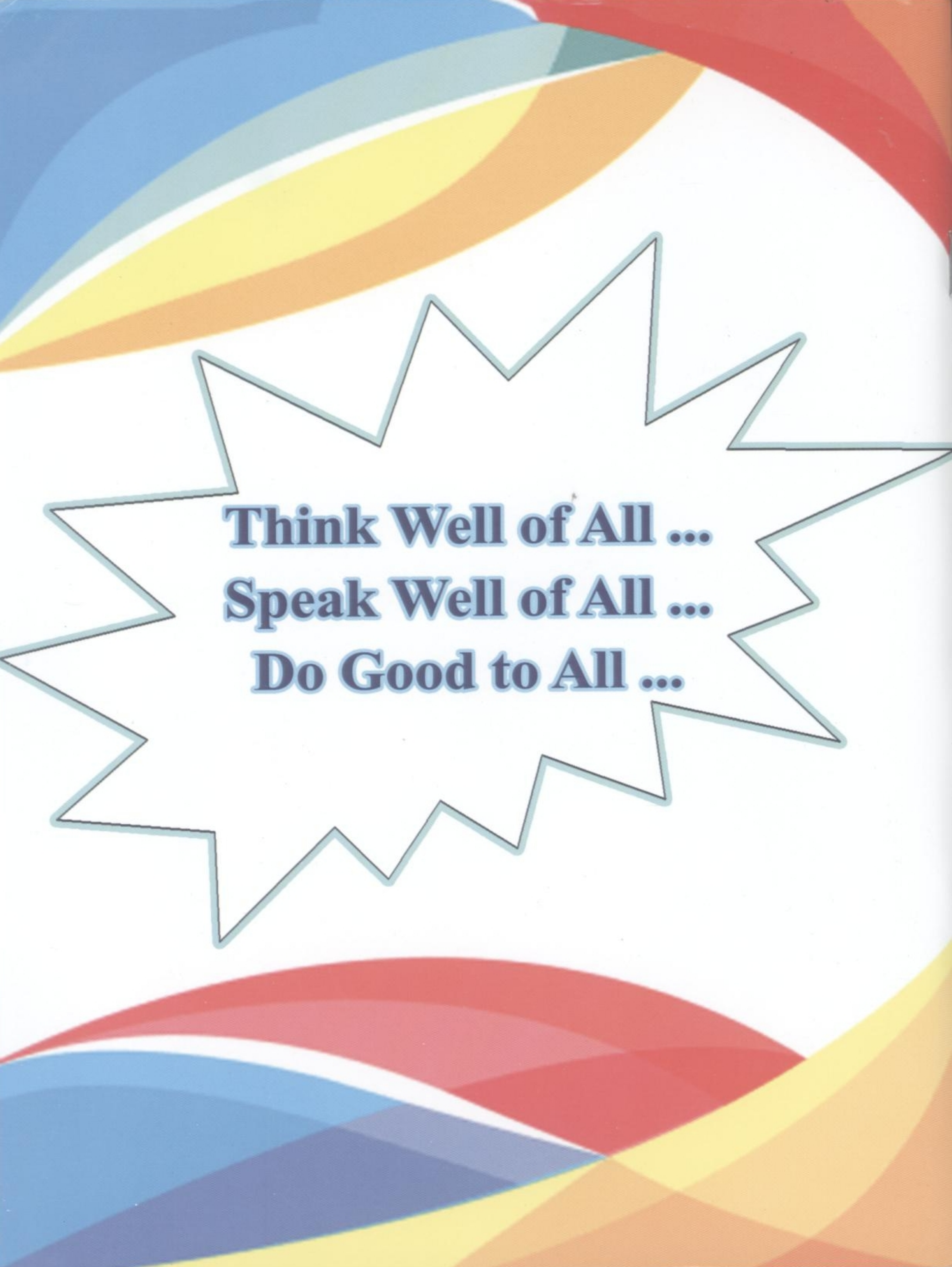
All the best

**Rev. Dr. K. A. Maria Arokiaraj SDB**

The Additional Principal &  
Head, PG Department of English (Shift II)  
Sacred Heart College (Autonomous)  
Tirupattur – 635 601. Vellore Dt.

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**Think Well of All ...**  
**Speak Well of All ...**  
**Do Good to All ...**

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## English II: English for Public and Business Communication

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**Semester: II (B.Com/B.Com(CA)/BCA/BBA)**

**Hours: 5**

**Sub. Code:**

**Credits: 3**

### UNIT I

**I Listening** : Famous Speeches and Pep talks / Short motivational talks

**II Speaking** :

A. Introducing oneself to the gathering

B. Describing Something

C. Narrating a story/incident

D. Welcoming a gathering

E. Introducing a guest to the audience

F. Thanking a gathering

**III Reading and Writing** : Writing short speeches

**IV Literature** :

**Short Story** : *The Necklace* by Guy de Maupassant

**Phrasal Verbs** : Starting with A - G

### UNIT II

**I Listening** : Listening to and/or watching mock-interviews or actual interviews

**II Speaking** :

A. Facing an interview

B. Tele-interviews

**III Reading and Writing** :

A. Applying for Jobs

B. Preparing Resumes

C. Standard Business Letters

**IV Literature** :

**A. Short Story** : *Kabuliwala* by [Rabindranath Tagore](#)

**B. Poem** : *Telephone Conversation* by Wole Soyinka

**V Phrasal Verbs** : Starting with G - R

### UNIT III

**I Listening and Reading** :

A. Telephone conversations

B. Telephone etiquette

C. Asking for information and giving information

D. Making an Appointment, Cancelling and Rescheduling Appointments.

**II Speaking and Writing** : Preparing Telephone conversations to seek information and give information

**III Literature**

**Short Story** : *A Case of Suspicion* by Ed Wallace

**IV Phrasal Verbs** : Starting with R - Z

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<b>III Literature</b>			
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<b>IV Idioms</b>	: Job/Profession related		



# English



for

## Communication 2

All B.A. / B.Sc Courses, Semester II

PRESCRIBED FOR STUDY AT

**Sacred Heart College (Autonomous), Tirupattur**

Maria Arokiaraj K.A. SDB

Leo Maria Francis

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# **English for Communication 2**

**All B.A./B.Sc. Courses, Semester-II**

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**Sacred Heart College (Autonomous),**

**Tirupattur, Tirupattur Dt. TN**

**Maria Arokiaraj K.A. SDB**

**Leo Maria Francis**

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IV	<b>Writing</b>	:
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**Verbs** – Related to Transportation and Professions  
**Idioms** – Related to Job/Profession
- B. Grammar : Conditional Statements
- C. Exercises : Using Conditional statements taught in the Unit
- V Prose : **After Twenty Years** by *O. Henry*

## Unit - IV

- I Listening : Lesson 7 – A Journey Part- II
- II Speaking : Making suggestions, Warning someone, Dialogues related to weather, season, etc.
- III Reading : EFL Reading Cards – Level VII
- IV Writing :
- A. Vocabulary : **Nouns** – Earth, Weather, Climate, Seasons and Natural Calamities  
**Verbs** – Related to weather, climate, seasons and natural calamities  
**Idioms** – of earth, weather, climate and seasons
- B. Grammar : Questions, Negation, Command and Request
- C. Exercises : Using the Questions, Negation, Command and Request taught in the Unit
- V Poem : **Ode to the West Wind** by *P. B. Shelley*  
**On Children** by *Khalil Gibran*

## Unit - V

- I Listening : Lesson 7 – A Journey Part -III
- II Speaking : Asking about possibility, Asking if someone is sure and Related Dialogues on Universe, Roads and Traffic Signals
- III Reading : EFL Reading Cards – Level VII
- IV Writing :
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**Verbs** – 995 Most Frequently Used Verbs  
**Idioms** – Universe, Roads and Transportation
- B. Grammar : Active and Passive Voice, Run-on Sentences
- C. Exercises : Using Active and Passive Voice, avoiding Run-on Sentences
- V Drama : **Never Never Nest** by *Cedric Mount*

## Model Question Paper - Theory and Practicals

# English for Communication 2

English for Communication 2 is a custom-designed coursebook for students of B.A. / B.Sc level at Sacred Heart College, Tirupattur. This course has been designed keeping in mind the pressing need of English for the rural students from Tamil medium backgrounds. A child learns a language, by learning about things, which are near and around it. Ability to communicate in a language gives a sense of control over oneself and the world around. It builds one's self confidence and it in turn aids learning. The same logic is employed in designing this coursebook. The lessons are so arranged to move from the known to the unknown; near to far, building confidence. The four components of a language viz, Listening, Speaking, Reading and Writing are given their due importance. It is exercise-driven. It is a unique venture. It is time-tested.

## This custom-designed coursebook

- provides an opportunity of listening to the native language speaker
- presents dialogues from real life situations and aids in speaking
- helps in improving loud reading by presenting graded reading materials
- facilitates vocabulary acquisition
- engages students in a variety of writing activities
- introduces classical and contemporary literature.



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## English – II: Basic Communication

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**Semester - II**

**Hours: 5**

**Sub. Code:**

**Credits: 3**

### **Aims and Objectives**

To introduce students learn the basics of communication in English

To be able to frame correct sentences both in spoken and written forms

To introduce students to idioms

To prepare the students to interact with others in English with apt body language

To enable students to appreciate literary pieces

### **Unit - I**

**Listening** : Lesson 6 – The Beardsley Hotel

**Speaking** : Remembering Someone, Persuading Someone – Dialogues in Hospital

**Reading** : EFL Reading Cards – Level VI

#### **Writing:**

##### **A. Vocabulary:**

**Nouns** – Sickness/Disease

**Verbs** – Verbs used in Hospital

**Idioms** – of Sickness and Health

**B. Grammar:** Subject Verb Agreement, Punctuation

**C. Exercises** Using Subject Verb Agreement and Punctuation taught in the Unit

**Prose** : **Autobiography: *Wings of fire* Chapter 16 “Leaders” by A.P.J. Abdul Kalam**

### **Unit - II**

**Listening** : Lesson 6 – The Beardsley Hotel

**Speaking** : Complimenting and Congratulating, Expressing Sympathy, Dialogues at Work

**Reading** : EFL Reading Cards – Level VI

#### **Writing:**

##### **A. Vocabulary:**

**Nouns** – Various Trees and Plants

**Verbs** – Gardening and Farming

**Idioms** – of Trees and Plants

**B. Grammar: Direct** and Indirect Speech, Verb Complements

**C. Exercises** Using Direct and Indirect Speech, Verb Complements taught in the Unit

**Prose: Manners and Etiquettes - Anonymous**

### **Unit - III**

**Listening** : Lesson 7 – A Journey Part I

**Speaking** : Complaining, Apologising – Dialogues related to Transportation, Professions

**Reading** : EFL Reading Cards – Level VII

#### **Writing :**

##### **A. Vocabulary :**

**Nouns** – Vehicles and their parts, Professions

**Verbs** – Related to Transportation and Professions

**Idioms : Love related Idioms**

**B. Grammar:** Conditional Statements

**C. Exercises** Using Conditional statements taught in the Unit

**Short Story: After Twenty Years by O. Henry**

#### **Unit - IV**

**Listening** : Lesson 7 – A Journey Part II

**Speaking** : Making suggestions, Warning someone, Dialogues related to weather, season ...

**Reading** : EFL Reading Cards – Level VII

**Writing** :

**A. Vocabulary** :

**Nouns** – Earth, Weather, Climate, Seasons and Natural Calamities

**Verbs** – Related to weather, climate, seasons and natural calamities

**Idioms** – of earth, weather, climate and seasons

**B. Grammar:** Questions, Negation, Command and Request

**C. Exercises** Using the Questions, Negation, Command and Request taught in the Unit

**Poem** : Ode to the West Wind by **P.B. Shelley**

On Children by **Khalil Gibran**

#### **Unit - V**

**Listening** : Lesson 7 – A Journey Part III

**Speaking** : Asking about possibility, asking if someone is sure and Related Dialogues on Universe, Roads and Traffic Signals

**Reading** : EFL Reading Cards – Level VII

**Writing** :

**A. Vocabulary** :

**Nouns** – Universe, Roads and Traffic Signals

**Verbs** – 995 Most Frequently Used Verbs

**Idioms** – Universe, Roads and Transportation

**B. Grammar** : Active and Passive Voice, Run-on Sentences

**A. Exercises** Using Active and Passive Voice, avoiding Run-on Sentences

**Drama:** Never Never Nest by **Cedric Mount**



# English




for

## Business Communication

B.A. / B.Sc Courses, Semester IV

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Leo Maria Francis

Foreword

# English for Business Communication

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Tirupattur, Tirupattur Dt., TN

**Maria Arokiaraj K.A. SDB**

**Leo Maria Francis**

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Rev. Dr. (Fr.) Chinnappan Antonyra SDB

Director/Secretary

Sacred Heart College (Autonomous)

Tirupattur, Tirupattur Dt., TN.

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# English for Business Communication

English for public communication is a custom-designed coursebook for all B.A/B.Sc students of Semester IV at Sacred Heart College, Tirupattur. In the first and second semesters, the students were trained in basic language skills for communication. This course takes the students to the next level - from personal communication to public communication. Ability to address the group is not everybody's cup of tea but the art of expressing opinions and influencing others could be cultivated through careful observation of debates, discussions and public speaking and then go on to practice constantly. Many great leaders have influenced the world with their oratorical skills that they developed merely through their tremendous hard work. We could learn a lot both from methods they used to acquire their public communication skills and from their speeches. Every unit of this book too has been designed with the four components of language viz, Listening, Speaking, Reading, and Writing. It is exercise-driven. It is a unique venture.

## This custom designed course book

- Provides an opportunity to watch and listen to video, audio clippings and read the texts of pep talks, motivational talks and speeches of some of the greatest and most famous world leaders
- Helps the students in preparing speeches for various occasions
- Prepares students to express their views and opinions on current national and international issues
- Educates students to watch news casts with a critical mind and helps them to prepare news items and reports for the media
- introduce phrasal verbs with examples





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## English IV: Business Communication

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**Semester - IV**  
**Sub.Code:**

**Hour: 5**  
**Credits: 3**

### **Aims and Objectives**

- To Enhance the proficiency of Business Communication skills of the students focusing on the words, and expressions commonly used in the business environment
- To develop the ability to communicate clearly, correctly and effectively in written English on matters having relevance to day-to-day business operations
- To use appropriate words, proper construction of sentences, and coherent presentation conforming to widely accepted corporate practices
- To create quality work force for the industry

### **Unit - I**

**Speaking:** Facing an interview, Tele-interviews

**Writing:**

Applying for Jobs, Preparing Resumes, Standard Business Letters

**Prose: The Four Brothers** by **Walter De La Mare**

**Poem: The Lamb**

**The Tiger** by **William Blake**

**Phrasal Verbs:** Starting with P, Q and R

### **Unit - II**

**Speaking:** Telephone manners, Asking for information and giving information, Making Appointment, canceling and rescheduling Appointments

**Writing:**

Writing minutes of a meeting, writing short reports

**Short Story: Kabuliwala** by **Tagore**

**Poem : Telephone Conversation** by **Wole Soyinka**

**Phrasal Verbs:** Starting with S, T and U.

### **Unit - III**

**Speaking:** Handling customers/clients, receiving visitors

**Writing:**

Thanking letters, congratulatory letters, letters of sympathy, condolence letters

**Prose: The Necklace** by **Guy de Maupassant**

**Poem: Night of the Scorpion** by **Nissim Ezekiel**

**Phrasal Verbs:** Starting with V, W, X, Y and Z

### **Unit – IV**

**Speaking:** Negotiating

**Writing:**

A Case study – involving negotiation and submitting a written report

**Prose : X = X + 1 Syndrome** by **R. K. Narayan**

**Poem :The River** by **A.K. Ramanujan**

**Idioms:** Spirituality related

### **Unit - V**

**Speaking:** Negotiating, Group Discussion

**Writing:**

A Case study – involving group discussion and submitting a written report

**Play: ‘The Trial of Billy Scott’** by **Mazie Hall**

**Idioms:** Job/Profession related



# English



for

## Public Communication

All B.A. / B.Sc Courses, Semester III

PRESCRIBED FOR STUDY AT

**Sacred Heart College (Autonomous), Tirupattur**

**OXFORD**  
**BELL** BOOKS  
(For Private Circulation Only)

Maria Arokiaraj K.A. SDB  
Leo Maria Francis

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# English for Public Communication

English for public communication is a custom-designed coursebook for all B.A/B.Sc students of Semester III at Sacred Heart College, Tirupattur. In the first and second semesters, the students were trained in basic language skills for communication. This course takes the students to the next level - from personal communication to public communication. Ability to address the group is not everybody's cup of tea but the art of expressing opinions and influencing others could be cultivated through careful observation of debates, discussions and public speaking and then go on to practice constantly. Many great leaders have influenced the world with their oratorical skills that they developed merely through their tremendous hard work. We could learn a lot both from methods they used to acquire their public communication skills and from their speeches. Every unit of this book too has been designed with the four components of language viz, Listening, Speaking, Reading, and Writing. It is exercise-driven. It is a unique venture.

## This custom designed course book

- Provides an opportunity to watch and listen to video, audio clippings and read the texts of pep talks, motivational talks and speeches of some of the greatest and most famous world leaders
- Helps the students in preparing speeches for various occasions
- Prepares students to express their views and opinions on current national and international issues
- Educates students to watch news casts with a critical mind and helps them to prepare news items and reports for the media
- introduce phrasal verbs with examples.



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## English - III: Public Communication

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**Semester - III**

**Hour: 5**

**Sub. Code:**

**Credits: 3**

### **Aims and Objectives**

- To introduce students to the art of communication and public speaking in English
- To train the minds to think in English
- To enhance proficiency in Writing skills of the students focusing on vocabulary already learnt and acquiring new vocabulary
- To understand and appreciate English prose passages and Poems

### **Unit - I**

**Speaking:** Introduce oneself to the gathering - Describe one's village - Speak about one's family - Narrate a story/incident

**Writing:**

**Prose: Six Thinking Hats**

**Poem: Punishment in Kindergarten by Kamala Das**

**Phrasal Verbs:** Starting with A, B and C

### **Unit - II**

**Speaking:** Welcome the gathering – Introduce a guest to the audience - Thank the gathering and the organizers of an event

**Writing:** Writing Short Speeches

**Prose: The Gift of the Magi by O. Henry**

**Poem : Journey of the Magi by T. S. Eliot**

**Phrasal Verbs:** Starting with D, E and F

### **Unit - III**

**Speaking:** Give his/her opinion on any current national issue - Support / oppose a given idea / concept / opinion - analyse and report on the advantages/disadvantages of any social issue

**Writing:**

**Short Story: 'The Lady, or the Tiger?' by Frank T. Stockton**

**Poem: 'Satan's Speech' by John Milton**

**Phrasal Verbs:** Starting with G, H and I

### **Unit - IV**

**Speaking: Prose (Speeches) – Podcast and Text**

: Quit India by Mahatma Gandhi

: Gettysburg Address by Abraham Lincoln (Concluding part)

: Swami Vivekananda's speech at the world's parliament

**Making presentations**

**Writing:**

A Project - Preparing a Project Presentation

Effective Communication in Business Contexts – some principles and samples and preparing presentations

**Short Story: A Case of Suspicion – Ed Wallace**

**Phrasal Verbs:** Starting with J, K and L

### **Unit - V**

**Speaking:** Preparing news items of local events and speak about them

**Writing:**

Read newspapers and magazines and write to the Editor and/or comment on it.

**Play: Drama– ‘Chandalika’ by Rabindranath Tagore**  
**Phrasal Verbs: Starting with M, N and O.**