

CENTRE FOR DISTANCE EDUCATION AMU ALIGARH

B.A/B.SC/B.COM
Compulsory English (EN-102)
(FIRST SEMESTER)

Unit-I

1. Reading Comprehension (Exercises on vocabulary & usage of grammar)
2. Skimming
3. Scanning

Unit-II

1. Tenses- Past, Present & Future
2. Prepositions; Conjunctions
3. Modal Verbs; Determiners
4. Active-Passive Voice
5. Direct-Indirect Speech

Unit-III

1. Note Making & Note Taking
2. Paragraph Writing
3. Precis Writing

(SECOND SEMESTER)

Unit-I

1. Describing Persons & Places
2. Describing Events
3. Summarizing & Abstracting

Unit-II

1. Informal letters
2. Formal letters (including letters of enquiry, appreciation, letters to the editor, etc.)
3. Job Application with Cover Letter & CV/Resume

Unit-III

1. I.P.A. Symbols- Consonants, Vowels-Monophthongs & Diphthongs
2. Living Situations of Oral Communication-
 - i. In the Library
 - ii. Invitation to Tea
 - iii. At the Bank
 - iv. At the Railway Station
 - v. At Birthday Party, etc.
