

FUNCTIONAL AND COMMUNICATIVE ENGLISH

A COURSE RUN BY THE DEPARTMENT
OF ENGLISH

KABI SUKANTA MAHAVIDYALAYA

SYLLABUS

- UNIT I

BASIC GRAMMAR

1. CORRECT ERRORS
2. CORRECT FORMS
3. JOINING CLAUSES
4. REWRITING SENTENCES
5. SINGLE WORDS , ANTONYMS AND SYNONYMS

- UNIT II

COMPREHENSION OF UNSEEN PASSAGES FROM
LITERARY, SCIENTIFIC, TECHNICAL, HISTORICAL
AND ECONOMIC WRITINGS

- UNIT III

RESPONSES AND CORRESPONDENCES

1. ENQUIRIES, COMPLAINTS, REPLIES AND REPRESENTATIONS
2. OFFICIAL LETTER
3. C.V.

- UNIT IV

SPOKEN ENGLISH

1. DEBATE

2. SPEECH

3. GROUP DISCUSSION

- UNIT V

PROJECT AND INTERVIEWS

CLASSES WILL BE TAKEN BY:

SAMRAT BANERJEE

DEBMALYA CHATTERJEE

SOURAV SINGHA