

Syllabus for Written Test - 2020
Assistant Professor in
ENGLISH LANGUAGE AND COMMUNICATION

UNIT-I:

Effective communication

Role and Importance of language and Communication; Functions of communication; Process of Communication; Types of communication - formal and informal; verbal and non-verbal; Styles of Communication; Channels of communication; Barriers to effective communication.

UNIT-II:

Listening and Speaking skills

Importance of listening in effective communication; Active listening
Speaking skills:-Speaking strategies, Functions of oral communication- introducing a person and speaking about his/her achievements, situational dialogues; telephone etiquette; poster-presentations.

UNIT-III:

Reading and Writing skills

Sub-skills of Reading; Understanding the functions of different texts

Written Communication: Styles

- Organizing principles and techniques of paragraph/ essay - writing
- Describing, Defining, Analysing
- Précis Writing
- Essay Writing-General and Creative
- Email-etiquette
- Request letters
- Application letters and resume

UNIT-IV:

Vocabulary Building and Grammar

Vocabulary Building:

The concept of Word Formation; Root words. Prefixes and suffixes;
Synonyms, antonyms, and standard abbreviations. Homonyms, Homophones.

Grammar:

Active and Passive Voice; Subject-Verb agreement, Words often confused, One-word substitutes; Collocations, phrasal verbs; Idiomatic usage.

Unit-V

Rules and types of Group discussions, Debates, Public-speaking, Interview techniques.