

THE NATIONAL ENGLISH
AUTONOMOUS
JAYANAGAR, BANGALORE-70
DEPARTMENT OF ENGLISH
I Sem B.Com.- GENERIC ENGLISH
ABILITY ENHANCEMENT COMPULSORY COURSE

| UNIT | CONTENT |
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| Unit 1: Receptive Skills: Reading Skills and Listening Skills | |
| Chapter 1 | Skimming and Scanning, Personal Reading, Travelogue Reading |
| Chapter 2 | Academic Reading, Reference Materials, Editorials and Brochures |
| Chapter 3 | Job-Oriented reading- Applications, Emails, Memos |
| Chapter 4 | Listening Skills, Active and Passive Listening |
| Chapter 5 | Listening to Job Interviews and Conversations |
| Chapter 6 | Comprehensive Listening |
| Unit 2: Productive Skills: Speaking Skills and Writing Skills | |
| Chapter 7 | Performance Activity, Role Play, Extempore, Group Discussion |
| Chapter 8 | Introducing Oneself, Giving Information, Giving Instructions |
| Chapter 9 | Writing Skills Sentence, Phrases, Clauses |
| Chapter 10 | Paragraph Writing- verb forms, tenses, concord, subject-verb Agreement, Idioms and Phrases. |
| Chapter 11 | Speech Writing |
| Part 2 – Course Book | |
| Chapter 12 | The Last Leaf- O. Henry |
| Chapter 13 | All Creatures Great and Small- Ruskin Bond |
| Chapter 14 | Heart of the Tree- Henry Bunner |
| Chapter 15 | Daughter – Lata Jagtiani |

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| Chapter 16 | The Ploughman – Khalil Gibran |
| Chapter 17 | My Teacher – Helen Keller |