



## List of Topics Covered

### **UNIT I STRUCTURES**

**12**

Parts of speech - Active and passive voices - Subject verb agreement. - Writing about School life, Hobbies, Family and friends – Word formation with prefixes and suffixes - Tenses - Concord - Summarizing - Note-making.

### **UNIT II TRANSCODING**

**12**

Cause and effect relations – Punctuations –Differences between verbal and nonverbal communication -E - mail communication – Homophones - Etiquettes of E mail communication. Interpreting graphic representation - Flow chart and Bar chart.

### **UNIT-III REPORTING**

**12**

Degrees of comparison – Positive, Comparative, Superlative - wh questions - SI units -Lab reports - Physics, chemistry, workshop and Survey report for introducing new product in the market.

### **UNIT-IV FORMAL DOCUMENTATION**

**12**

Writing project proposals - Presentation skills - Prefixes and suffixes - If conditions - Writing a review- Preparing minutes of the meeting, Agenda, official circulars.

### **UNIT-V METHODOLOGY**

**12**

Accident reports (due to flood and fire) - Hints development - Imperatives - Marking the stress Connectives , prepositional relatives.