

**Mahatma Gandhi Kashi Vidyapith, Varanasi**  
**Department of English and Other Foreign Languages**  
**Minor Course**

**B.A. I**

**Semester – II**

**Subject : Communicative English**

**Paper Title :- Writing Skills and Conversational English**

**Credit – 04**

**Max. Marks :- Theory – 75**

**Practical/Viva Voce- 25**

Unit	Topic	No. of Lectures
<b>I</b>	How to plan paragraph writing Precis – writing Comprehension Paraphrasing	<b>15</b>
<b>II</b>	Descriptive Writing Letter Writing Report Writing Script writing for announcement	<b>15</b>
<b>III</b>	Language and Society Styles, Registers	<b>15</b>
<b>IV</b>	English in Situations (a) Greetings (b) Asking to Pay (c) In the Post Office (d) Catching a train (e) Buying a dress (f) Booking a room at a hotel (g) At the Bank (h) Making a Telephone call	<b>15</b>

**Books Recommended :**

- Quirk and Greenbaum : *A Student Grammar of the English Language*
- A.S. Hornby : *A Guide to Patterns : Usage in English*
- R.O. Neil : *English in Situation (OUP)*