

# English

## Unit-1

### Vocabulary Building & Basic Writing Skills

- The concept of Word Formation
- Root words from foreign languages and their use in English
- Acquaintance with prefixes and suffixes from foreign languages in English to form derivatives.
- Synonyms, antonyms, and standard abbreviations.
- Sentence Structures
- Use of phrases and clauses in sentences
- Importance of proper punctuation
- Creating coherence
- Organizing principles of paragraphs in documents
- Techniques for writing precisely

## Unit-2

### Identifying Common Errors in Writing

- Subject-verb agreement
- Noun-pronoun agreement
- Misplaced modifiers
- Articles
- Prepositions
- Redundancies
- Clichés

## Unit-3

### Mechanics of Writing

- Writing introduction and conclusion
- Describing
- Defining
- Classifying
- Providing examples or evidence

## Unit-4

### Writing Practices

- Comprehension
- Précis Writing
- Essay Writing
- Business Writing-Business letters, Business Emails, Report Writing, Resume/CV