

SKILL ENHACEMENT COMPUYSLORY COURSE-I

COMMUNICATIVE ENGLISH

(SPECIAL COURSE)

**Enriching Linguistic Knowledge &
Communication Proficiency**

**ODISHA STATE HIGHER EDUCATION COUNCIL
BHUBANESWAR**

Table of Contents

UNIT-I- BUSINESS COMMUNICATION AND GRAMMAR	8
1. Why English Communication is Essential and How to Improve the Skill?	8
2. Introduction to Voice and Accent	8
Why do we have such different accents?	8
Accent Training-Consequences	9
Voice and accent in the Enterprise Industry.....	11
Globally Comprehensible Accent.....	11
Introduction to Phonetics	13
International Phonetic Alphabet	15
3. Consonant Sounds.....	16
4. Vowels	25
5. Diphthongs	28
6. A Few Phonic Rules.....	31
7. Word Stress: Syllables	34
8. Intonation	37
Intonation and Stress.....	39
9. Pacing and Chunking	41
Common Patterns of Pacing	41
Importance of Chunking	42
10. Fluency	45
11. Indianisms.....	48
Errors relating to Grammar	48
Vocabulary	48
UNIT-II: GRAMMAR	53
1. English: Spoken Versus Written Communication	53
2. Nouns	61
2.1 Kinds of Nouns	61
2.2 Activity 3: Noun Ping-pong	63
2.3 Nouns-Number	64
2.4 Noun-Gender	64

2.5 Countable and Uncountable Nouns.....	65
3. Pronouns.....	67
3.1 Reflexive Pronouns	69
3.2 Relative Pronouns	69
3.3 Demonstrative Pronouns	70
3.4 Interrogative Pronouns	71
3.5 Indefinite pronouns	71
3.6 Activity 4: Sentence Auction.....	72
4. Adjectives.....	75
4.1 Activity 5 : Picture perfect	75
4.2 Positioning of adjectives	77
4.3 Comparative Degrees of Adjectives.....	77
4.4 Order of Adjectives.....	79
5. Adverbs	80
5.1 Kinds of Adverb	81
5.2 Degree of Comparison	81
5.3 Word Order with Adverbs.....	82
5.4 Activity 6: Relay Race	83
6. Prepositions	85
6.2 Activity 7: Treasure Hunt.....	91
6.3 Activity 8: Route Map.....	94
6.4 Prepositions with Adjectives, Nouns and Verbs	96
7. Conjunctions.....	97
7.1 Coordinating conjunctions.....	97
7.2 Subordinating Conjunctions	98
7.3 Correlative Conjunctions.....	99
7.4 Connecting Adverbs.....	100
7.5 Activity 9: The Socks Story.....	101
8. Verbs.....	103
8.1 Verb Classification.....	103
8.2 List of irregular verbs.....	106
8.3 Activity 10: Word Search.....	108

9.	Subject and verb agreement.....	109
9.1	Activity 11: Tossed Word Salad	116
9.2	Activity 12: The Sentence Pageant	120
10.	Determiners and Modifiers	123
10.1	Kinds of determiners.....	123
10.2	The Definite and the Indefinite Article	124
10.3	Definite Article: The	126
	Activity 13: Proof Reading	128
11.	Tenses.....	130
11.1	Reference Table	132
11.2	Present Tense	134
11.3	Activity 14: Instruction Manual.....	135
11.4	Activity 15: Commentary	136
11.5	Past Tense.....	138
11.6	Activity 16:The Chain List	138
11.7	Activity 17: Transcription.....	140
11.8	Future Tense	141
11.9	Activity 18: This Week for You	141
11.10	Activity 19: Verb Grand Prix.....	142
12.	Punctuation	154
	Forms of Punctuation	154
UNIT-III: READING COMPREHENSION.....		161
Reading – A 7 Step Process		161
Techniques to enhance students' reading skills.....		161
Types of reading skills		162
Skimming		162
Scanning		162
Extensive reading		163
Intensive reading		163
Three levels of Reading		164
Improving your reading speed.....		166
Reading Comprehension Practice Exercises		167

SKILL ENHACEMENT COMPUYSLORY COURSE-

II

**QUANTITATIVE AND LOGICAL THINKING
(SPECIAL COURSE)**

**ODISHA STATE HIGHER EDUCATION COUNCIL
BHUBANESWAR**

Table of Contents

I.	QUANTITATIVE APTITUDE & DATA INTERPRETATION.....	4
	Unit – 1: Whole numbers, Integers, Rational and irrational numbers, Fractions, Square roots and Cube roots, Surds and Indices, Problems on Numbers, Divisibility	4
	Steps of Long Division Method for Finding Square Roots:.....	10
	Unit -2: Basic concepts, Different formulae of Percentage, Profit and Loss, Discount, Simple interest, Ratio and Proportion, Mixture	14
	Unit- 3: Time and Work, Pipes and Cisterns, Basic concepts of Time, Distance and Speed : relationship among them.....	31
	Unit – 4: Concept of Angles, Different Polygons like triangles, rectangle, square, right angled triangle, Pythagorean Theorem, Perimeter and Area of Triangles, Rectangles, Circles	41
	Unit – 5: Raw and Grouped Data, Bar Graphs, Pie charts, Mean, Median and Mode, Events and Sample Space, Probability	53
II.	LOGICAL REASONING	71
	Unit - 1 : Analogy basing on kinds of relationships, Simple Analogy; Pattern and Series of Numbers, Letters, Figures. Coding-Decoding of Numbers, Letters, Symbols (Figures), Blood relations.....	71
	UNIT – 2 : Logical Statements – Two premise argument, More than two premise argument using connectives.....	96
	UNIT -3: Venn Diagrams, Mirror Images, Problems on Cubes and Dices	112