SYLLABUS FOR DIPLOMA IN ENGLISH (DURATION : 6 MONTHS):
There will be three papers of 100 marks each two written papers and a viva-voce.

CONVERSATIONAL ENGLISH.

DIPLOMA COURSE IN ENGLISH : IIInd SEMESTER

PAPER I: APPLIED GRAMMAR AND VOCABULARY

TIME : 3 HOURS

1. (a) Word, phrase, sentence, clause, idiom—distinction of one from another
   (b) Sequence of Tenses

2. Adjectives with degrees, change of degree without changing the meaning

3. Adverbs, their formation and position

4. The participle: as verb and as an adjective

5. Short answers (Positive and Negative) Yes/No & 'Wh' word questions

6. Common Errors: Correct and Incorrect sentences

7. Simple, Compound, Complex sentences
   (Synthesis, Analysis, Intense Transformation)

8. Prefixes, Suffixes - their use in word formation

9. Prepositional verbs or phrasal verbs

10. Idioms and idiomatic expressions and their uses in sentences

11. One word substitution

12. The same word used as different parts of speech (noun, verb & adjective)

13. Common foreign words and phrases (Greek, Latin etc.)

14. Abbreviation, Construction of words
   (Can't - Cannot, It's - It is or It has etc.)

PAPER II: PHONOETIC TRANSCRIPTION AND ADVANCED COMPOSITION

1. Phonetic transcription

2. Precise writing

3. Formal letter writing (Business, Official, Formal notes of invitation, Acceptance and Refusal)

4. Dialogue writing

5. Guided composition (Translation of a passage from Hindi to English and English to Hindi), about 10 sentences (10+10)

6. Essay (300 Words)

PAPER III: VIVA VOCE

1. Speech making on a given topic

2. Viva Voce testing the Candidate's knowledge of conversational English and other constructional tit-bits

BOOKS RECOMMENDED:

1. English Conversation Practice : Grant Taylor
2. Living English Structure : Allen
3. Remedial English Grammar : F.T. Wood
4. High School English Grammar and Composition : Wren & Martin
5. A Practical Guide to Translation : A Thakur