



# CITY ACADEMY LAW COLLEGE

(Affiliated to Lucknow University)

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## SYLLABUS FOR BASICS OF ENGLISH LANGUAGE PROFICIENCY

Common for LL.B. 3YEAR & LL.B. Integrated Courses

### UNIT 1 : Basics of English Grammar

Nouns, Pronouns, Adjectives, Articles, Verbs, Adverbs, Prepositions, Conjunction, Interjection, Identifying parts of speech, Structures: Verb patterns, Question tags, Subject – Verb agreement (concord), Pair of words (Words commonly confused and misused), Tenses, Correction of incorrect sentences, One word substitution, Words often misspelled (200 words), Forms of verbs (100 words)

### UNIT 2 : Translation

Glossary of Administrative Terms (English and Hindi), Translation from Hindi into English, Paragraph of 100-150 words from outlines.

### UNIT 3 : Comprehension

Unseen passages of literature, scientific data/graph based for comprehension exercises

### UNIT 4 : Communication

Definition, Introduction and Process of Communication, Objectives of Communication, Notices

### RECOMMENDED BOOKS :

1. English and Communication Skills, Book-I By Kuldeep Jaidka, Alwinder Dhillon and Parmod Kumar Singla, Prescribed by NITTTR, Chandigarh Published By Abhishek Publication, 57-59, Sector-17, Chandigarh
2. Essentials of Business Communication by Pal and Rorualling; Sultan Chand and Sons
3. The Essence of Effective Communication, Ludlow and Panthon; Prentice Hall of India
4. New Design English Grammar, Reading and Writing Skills by AL Kohli (Course A and course B), Kohli Publishers, 34 Industrial Area Phase-II, Chandigarh,
5. New Design English Reading and Advanced Writing Skills for Class XI and XII by MK Kohli and AL Kohli; Kohli Publishers, 34 Industrial Area Phase-II, Chandigarh,
6. A Practical English Grammar by Thomson and Marlinet
7. Spoken English by V Sasikumar and PV Dhamija; Tata McGraw Hill
8. English Conversation Practice by Grount Taylor; Tata McGraw Hill
9. Developing Communication Skills by Krishna Mohan and Meera Banerji; MacMillan India Ltd., Delhi
10. Business Correspondence and Report Writing by RC Sharma and Krishna Mohan; Tata McGraw Hill Publishing Company Ltd. New Delhi
11. Communication Skills by R Datta Roy and KK Dhir; Vishal Publication, Jalandhar