

I BA English

Semester II

Non Major

English for Competitive Examinations II

Unit – I	Spotting Errors
Unit – II	Note Making and Precis Writing
Unit – III	Letter Writing in different formats and Report Writing
Unit – IV	Attending Interviews
Unit – V	Idioms and Phrases.

Books for Reference

1. N. Krishnaswamy, T. Sriraman, *Current English for Colleges*. Chennai: Macmillan.
2. Dr. M. Narayana Rao and Dr. B. G. Barki – *Anu's Current English for Communication*. Chennai: Anu Chitra Publications.
3. Dr. Geetha Nagaraj, *Comprehend and Compose*, New Delhi: Foundation Books.
4. R.P. Bhatnagar, Rajul Bhargava, *English for Competitive Examinations*. New Delhi: Macmillan.