

B.Sc. HOTEL MANAGEMENT AND CATERING SCIENCE
SEMESTER III

COMMUNICATIVE ENGLISH-III

UNIT-I

Modes of Expressions

- ❖ Affirmative
- ❖ Negative
- ❖ Interrogative
- ❖ Exclamatory

UNIT-II

Thought fillers

Understanding and defining the usage of a, an, the, few, some.

Initiations of great thoughts / proverb in the same sentence pattern

Homophones

UNIT-III

Dialogue practice

Reported speech

Conversion of dialogue into a passage

Conversion of tables into a passage

UNIT-4

Process description

Preparing Resumes/Bio-data/ Curriculum vitae

Preparing check-list

UNIT-5

Precise writing

E-mail message preparation

Minutes of the meeting- hints on staff meeting of a concern.

REFERENCE BOOKS:

1. John East Wood "Oxford practical Grammar", Oxford university press, 2000.
2. Kennedy Etal "The Bedford Guide for colleges", St martin press.
3. Shaik Moula "Communication skills" – a practical approach Frank & Brothers Co.Ltd, New Delhi.