

**B.Sc. HOTEL MANAGEMENT AND CATERING SCIENCE  
SEMESTER IV**

**COMMUNICATIVE ENGLISH - IV**

**UNIT-1**

- Basics of English
- Errors in sub verb agreement
- Spot the error
- Sentence completion
- Role of auxiliary verbs in conversation

**UNIT-2**

- Restructuring the jumbled sentences
- Match the synonyms
- Match the antonyms
- Word order in a sentence
- Develop the hints with suitable title

**UNIT-3**

- Vocabulary skills
- Spell check
- Mis spelt words
- Fill up the context with appropriate words
- One word substitutions
- Tense/voice forms

**UNIT-4**

- Report writing
- Expansion of proverb/maxims
- General essay
- Paragraph writing
- Letter writing

**UNIT-5**

- Passage comprehension (understanding skills)
- Guidelines – to attend an interview
- Preparing for an interview
- Colloquial expression at the work spot
- Possible dialogues at the work spot/Restaurant/Front Office with the clients

**REFERENCE BOOKS:**

1. English for competitive exams- R.Bhatnagar , Macmillan Publishing Company.
2. Heaton J.B & Turton N.D Longman “ Dictionary of common errors”

**Note:** Faculty members of English department can teach the situational dialogue related to hotel industry.