



MIT First Grade College
Manathavadi Road, Industrial
Suburb Mysuru-08



Department of English

English language plays an essential role in our lives as it helps in communication. It is the main language for studying any subject all over the world. English is important for students as it broadens their minds, develops emotional skills, improve the quality of life by providing job opportunities. Our college provides free Spoken English classes for all the students, the course specially designed for the students of rural background. The objective of conducting Spoken English Classes is to make the students to be proficient in English language.

I Semester Bcom,BBA &BCA Spoken English Syllabus

Contents		Hours
1	Parts of Speech	
	<ul style="list-style-type: none">• Noun• Pronoun• Adjectives• Verb• Adverb• Preposition• Conjunction• Interjections	6 Hours
2	Tenses Exercise	3 Hours
3	Active and Passive Voice	3 Hours
4	Punctuation	3 Hours
5	Articles	3 Hours
6	Letter Writing	2 Hours
7	Business Letter	2 Hours
8	Letter of Enquiry	2 Hours
9	Letter of Complaint	2 Hours
10	Letters to the Editor Format	2 Hours
11	Letter to College Authorities	2 Hours
TOTAL		30 Hours

Head of the Department

Prasad

K. Srinivas

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