

**OBJECTIVES:**

*The learner will be able to:*

- Use reading skills for effective comprehension.
- Build up a repository of active vocabulary.

**OUTCOMES:**

- Own writing strategies in academic skills.
- Enable writing skills for future purposes.
- Enhance communicative competence through Reading and Writingskills acquired.

**I. UNIT**

**Poetry Skills:**  
 :1. Ulysses - Alfred Lord Tennyson  
 :2. Vocabulary: Conversion of Words  
 :3. One Word Substitutes  
 :4. Collocations

**II. UNIT**

**Prose Non-Detailed Text Skills:**  
 :1. The Best Investment I Ever Made A.J.Cronin  
 :2. Florence Nightingale Abrar Mohsin  
 : 3. Skimming and Scanning

**III. UNIT**

**Prose Poetry Skills:**  
 :1. The Night Train at Deoli Ruskin Bond  
 :2. Stopping by Woods on a Snowy Evening Robert Frost  
 :3. Reading Comprehension (Top Down, Bottom Up and Schema Theory)  
 :4. Note Making/ Taking

**IV. UNIT**

**Poetry Skills:**  
 :1. Night of the Scorpion Nissim Ezekiel  
 :2. Expansion of Ideas  
 :3. Notices, Agendas, and Minutes

**V. UNIT**

**Non-Detailed Text Skills:**  
 : 1. An Astrologer's Day RK Narayan  
 :2. Curriculum Vitae and Resume  
 :3. Letters  
 :4. E-Correspondence

**REFERENCES:**

1. Communication Skills (2<sup>nd</sup> Edition), Sanjay Kumar & PushpLata, Oxford University Press, 2016.
2. The New Oxford Guide to Writing, Thomas. S. Kane,
3. Reading Skills: How to Read Better and Faster- Speed Reading, Reading Comprehension & Accelerated Learning (2<sup>nd</sup> Edition), Nick Bell.
4. English Vocabulary in Use: Upper Intermediate, Cambridge University Press.

**ACTIVITIES:**

- Request students to create a sample cover letter along with the model resume.
- Organize a vocabulary challenge with synonyms and antonyms.
- Conduct a word association exercise to enhance collocation awareness.
- Encourage students to analyze editorials and extract key points for discussion.