

Ford, Boris ed. *The Age of Chaucer and From Donne to Marvell in The New Pelican Guide to English Literature*. Harmondsworth: Penguin Books, 1999.

2nd Semester

Paper II

100 Marks

FICTION I

This course is designed to familiarise students with the emergence of the Novel as an art form in the eighteenth century and its successive development throughout the eighteenth and nineteenth centuries. It includes five representative texts for non-detailed critical study. It is important that the texts be related to the age in which they appear.

1 Compulsory Short Answer Question

4X5= 20

4 Compulsory Descriptive/ Essay Type Questions

4x20=80

Course content:

Daniel Defoe : *Moll Flanders*
Mary Shelley : *Frankenstein*
Jane Austen : *Mansfield Park*
Charles Dickens : *Hard times*
Charlotte Bronte : *Wuthering Heights*

Suggested Reading:

Allen, Walter. *The English Novel*. Harmondsworth: Penguin Paperback, 1992.

Kettle, Arnold. *Introduction to the English Novel* (Vols.1 & 2). London: Hutchinson & Co., 1999.

Watt, Ian. *The Rise of the Novel: Studies in Defoe, Richardson and Fielding*. California: University of California Press, 1957.

3rd Semester

Paper III

100 Marks

DRAMA

The course traces the development of drama from the Elizabethan age to the post-war era of the twentieth century. It introduces drama as a literary as well as dramatic genre with due emphasis on dramatic elements (like plot, structure, etc).The course also aims

to give students an understanding of the major dramatic works with a sense of their historical and cultural context and the techniques that inform them.

1 Compulsory Reference to Context Question **4X5= 20**
4 Descriptive/Essay type Questions **4x20=80**

Christopher Marlowe : *The Jew of Malta*
William Shakespeare : *Twelfth Night*
John Webster : *The Duchess of Malfi*
William Congreve : *Love for Love*
Bernard Shaw : *Saint Joan*
John Osborne : *Look Back in Anger*

Suggested Reading:

Branmuller, A.R. & M. Hattaway eds. *The Cambridge Companion to English Renaissance Drama*. Cambridge: Cambridge U P, 1990.
Brooks, C. & R.B.Heilman. *Understanding Drama*. N.Y: Holt, Reinhart & Winston, 2000. Indian edition
Leggatt, Alexander. *English Drama: Shakespeare to the Restoration, 1590-1660* (Longman Literature in English Series). London & New York: Longman, 1988.
Innes, Christopher. *Modern British Drama. 1890 – 1990*. Cambridge: Cambridge U P, 1992
McMillan, S. *Restoration and Eighteenth Century Comedy*. 2nd edition. NY & London: W.W. Norton & Co., 1997
Rabey, David Ian. *English Drama Since 1940*. (Longman Literature in English Series). London: Longman, 2003
Bevis, Richard W. *English Drama: Restoration & Eighteenth Century, 1660-1789*. (Longman Literature in English Series). London & New York: Longman, 1988

Casebook Series (Macmillan) on all prescribed authors/texts recommended

4th Semester

PAPER IV

100 Marks

LANGUAGE AND HISTORY OF ENGLISH LITERATURE

This Course will introduce the student to the Literary History of English Literature. It will provide the necessary background for the study of English Literature. The language component will sensitise the student to the formal aspects of the English Language.

A. History of English Literature

80 Marks

The Middle Ages: The beginnings of Poetry and Drama

Sixteenth-Seventeenth Centuries: From Spenser to Milton, Elizabethan and Jacobean Drama
Eighteenth Century : Rise of the Novel
Nineteenth Century: Romantic Movement, Nineteenth Century Fiction
Twentieth Century: Modernist Poetry, Modernism in the Novel

B: Language

20 marks

Phonetic Transcription
Critical Terminology

Suggested Reading:

Ford, Boris ed) *New Pelican Guide to English Literature Vols. 1-7*. Harmondsworth: Penguin, 1999.
McFarlane & Bradbury *Modernism*, Harmondsworth: Penguin, 1976.
Albert, Edward *History of English Literature*, Delhi: OUP, 2001.
Sanders, Andrew. *The Short Oxford History of English Literature*, Delhi: OUP, 2000.
Abrams, M.H. *A Glossary of Literary Terms*. 2007

5th Semester

Paper V

100 Marks

POETRY II

Poetry II begins with a study of the major poets of the Romantic Movement in English poetry of the nineteenth century. Besides embodying the major preoccupations of Romantic poetry the poems are also meant to reflect the times. The Victorian period, with its troubled complexity, is represented by its most celebrated poets. Modern English poetry is represented by Hopkins 'the proto-modernist' nineteenth-century poet, Yeats a modern and uncompromising Romantic poet, Eliot the high priest of Modernism, and Auden the interpreter of social ills. The section ends with Ted Hughes, a poet laureate, in whose poetry can be found a synthesis of two separate traditions of twentieth-century verse.

1 Compulsory Reference to Context Question

4X5= 20

4 Compulsory Descriptive/ Essay Type Questions

4x20=80

Wordsworth	: 'Tintern Abbey'
Coleridge	: 'Kubla Khan'
Shelley	: 'Ode to the West Wind'
Keats	: 'Ode to Autumn'
Tennyson	: 'The Lady of Shalott'
Browning	: 'A Grammarian's Funeral'
Arnold	: 'Dover Beach'

Yeats : 'Sailing to Byzantium'
Eliot : 'The Love Song of J. Alfred Prufrock'
Auden : 'Spain 1937'
Dylan Thomas : 'Poem in October'

Suggested Reading:

Bate, Jonathan : Shakespeare and the English Romantic Imagination, Oxford, OUP, 1986
Bowra, C. M. The Romantic Imagination. New Delhi: OUP, 1999..
Bloom, H : *The Best Poems of the English Language*, New York, HarperCollins Publishers, 2004.
Culler, A. D. *The Poetry of Tennyson*. New Haven: Yale University Press, 1997.
Liu, Alan : *Wordsworth: the Sense of History* Stanford, Stanford Univ Press, 1989
Manning, Peter: *Reading Romantics: Texts and Contexts*, New York, Viking, 1990

5th Semester

PAPER VI

100 Marks

FICTION II

This Course is designed to acquaint students with important works of fiction of the second half of the nineteenth century and the first half of the twentieth century. The changes that came over the English novel in the first half of the twentieth century amounted to a radical redefinition of the nature and function of fiction. Some representative novels of the period have been included in this course so as to familiarize the students with the important trends. Special credit will be given to evidence of background reading in examination answers.

1 Compulsory Short Answer Question

4X5= 20

4 Descriptive/Essay type Questions

4x20=80

George Eliot : *Silas Marner*
Thomas Hardy : *The Mayor of Casterbridge*
Joseph Conrad : *Lord Jim*
D.H. Lawrence : *Sons and Lovers*
Virginia Woolf : *To The Lighthouse*

Suggested Reading:

1. Ford, Boris. ed *The New Pelican Guide to English Literature: From Dickens to Hardy*. Harmondsworth: Penguin, 1999.
2. Friedman, Alan. *The Turn of the Novel*. London: OUP, 1966.
3. Stevenson, Randall. *Modernist Fiction: An Introduction*. Hertfordshire: Harvester Wheatsheaf, 1992.
4. Fraser, G.S. *The Modern Writer and His World*. Harmondsworth: Penguin, 1953.

5. Bradbury, Malcolm & McFarlane, James. Eds. *Modernism*. Harmondsworth: Penguin, 1976.
6. Daiches, David. *The Novel and the Modern World*. Chicago: University of Chicago Press, 1960.

6th Semester

PAPER VII

100 Marks

LITERARY CRITICISM

The Objective of the Course on Literary Criticism is to orient students with the study of significant texts on Criticism. This will provide them with the necessary grounding in the subject.

1 Compulsory Short answer Question
3 Essay type Questions

4X5=20
3x20=60

A. 60

Aristotle	: "On Tragedy" from Poetics
Dryden	: Selection from 'Essay of Dramatick Poesie' (Ancient versus Modern Drama)
Matthew Arnold	: 'Function of Criticism'
William Wordsworth	: 'Preface to the Lyrical Ballads'
T.S. Eliot	: 'Tradition and the Individual Talent'

B. Rhetoric and Prosody

10X2=20

Suggested Reading:

- Wellek, Rene. *A History of Modern Criticism: 1750-1950*. Vol I. Chapel Hill: Yale University Press, 1955.
- Wimsatt, W. K. and Brooks, C. *Literary Criticism: A Short History*. New Delhi: Oxford & IBH Publishing Co., 1970.
- Ramaswami, S. and Seturaman, V. S. eds. *The English Critical Tradition*. Vol. I. Madras: Macmillan India Limited, 1986.
- Enright, D. J. and Chickera, E. D. eds. *English Critical Texts*. Kolkata: Oxford University Press, 2002.
- Hobsbaum, Philip. *Metre, Rhythm and Verse Form (The New Critical Idiom)*. London and New York: Routledge, Taylor and Francis Group, 1995.
- Abrams, M.H. *A Glossary of Literary Terms*. 2007

6th Semester

PAPER VIII

100 Marks

The two optional papers will provide the student with crucial insights into the kind of literatures that are being written in English. It will open up areas of literature that will help the student to understand the kind of writing that is currently becoming widely studied.

1 Compulsory Reference to Context Question from Poetry and Drama Sections

4X5=20

4 Descriptive/Essay type Questions

4x20=80

American Literature (Option A)

1. Edgar Allen Poe : *The Fall of the House of Usher*
2. Mark Twain : *Huckleberry Finn*
3. Ernest Hemmingway : *For Whom the Bell Tolls*
4. Arthur Miller : *Death of a Salesman*

The following poems to be studied:

1. Walt Whitman : 'In Paths Untrodden'
: 'When Lilacs Last in The Dooryard Bloom'd'
: 'On the Beach at Night'
2. Emily Dickinson : 'In Years Had Been From Home'
: 'In Winter in My Room'
: 'A Narrow Fellow in the Grass'
3. Robert Frost : 'After Apple-Picking'
: 'Stopping by Woods on a Snowy Evening'
: 'Spring Pools'
4. Sylvia Plath : 'Cut'
: 'Lady Lazarus'
: 'Colossus'

Suggested Reading:

Ed: Baym, Nina *The Norton Anthology of American Literature*, London: Norton & Co.1998
Vols 1&2

Bigsby, C.W.E. *Modern American Drama 1945-1970*, Cambridge: Cambridge
University Press 1998 (rpt).

Bigsby, C.W.E. *A Critical Introduction to Twentieth Century American Drama Vol-1, 1900-1940* Cambridge: Cambridge University Press 1989.

Ford, Boris ed) *New Pelican Guide to English Literature Vol. 8*. Harmondsworth: Penguin, 1999.

Indian Writing in English (Option-B)

1 Compulsory reference to the Context from Poetry Section
4 Descriptive/Essay type Questions

4X5=20

4x20=80

1. R.K.Narayan : *Bachelor of Arts*
2. Mulk Raj Anand : *Coolie*
3. Anita Desai : *Fire on the Mountain*
4. Vikram Seth : *From Heaven Lake*
5. Amitava Ghosh : *The Shadow Lines*

The following poets to be studied

1. Nissim Ezekiel : 'Poet, Lover, Birdwatcher'
: 'The Railway Clerk'
: 'Night of the Scorpion'
2. A.K. Ramanujan : 'A River'
: 'Anxiety'
: 'Ecology'
3. Jayanta Mahapatra : 'The Exile'
: 'Summer'
: 'Dawn at Puri'
4. Eunice D'Souza : 'Return'
: 'Varca, 1942'
: 'Catholic Mother'
4. Kamala Das : 'The Wild Bougainvillae'
: 'An Introduction'
: 'The Looking Glass'

Suggested Reading:

- Iyengar, K.R. Srinivas. *Indian Writing in English*. New Delhi: Sterling, 1984.
- King, Bruce. *Modern Indian Poetry in English*. 2nd ed. New Delhi: OUP, 2001.
- Lall, E. N. *The Poetry of Encounter: Three Indo-Anglian Poets* (Dom Moraes, A K Ramanujan and Nissim Ezekiel). New Delhi: Sterling Publishers, 1983.
- Mehrotra, A.K. (ed.) *A History of Indian Literature in English*. New York: Columbia University Press, 2003.
- Mukherjee, Meenakshi. *The Twice Born Fiction: Themes and Techniques of the Indian Novel in English*. New Delhi: Pencraft International, 2001.
- Naik, M.K. *A History of Indian English Literature*. New Delhi: Sahitya Akademi, 1982.
- Shahane, Vasant A. & M. Sivaramakrishna eds. *Indian Poetry in English: A Critical Assessment*. Delhi: Macmillan, 1980.

ELECTIVE ENGLISH

The Three Elective English Papers to be offered to students from other streams who wish to take Elective English shall comprise of the following papers (common to honours students): Poetry 1, Fiction1 and Drama. However the **nomenclature** of the papers and the **allocation of marks** shall be as follows:

B.A. 1st Semester

ELECTIVE POETRY

Short Answer Questions:	Section I	2X10=20 Marks
	Section II	5X4=20 Marks
DESCRIPTIVE	60 MARKS	

Chaucer	: 'Selection from <i>The General Prologue</i> - The Friar'
Spenser	: 'Men Call You Fayre (From <i>Amoretti</i> , Sonnet No.79)'
Shakespeare	: 'Like as the Waves make towards the Pebbled Shore' (Sonnet No.60)
Donne	: 'The Relic'
Milton	: <i>Lycidas</i>
Marvell	: 'To His Coy Mistress'
Vaughan	: 'The World'
Pope	: 'Epistle to Miss Blount'
Gray	: 'Elegy Written in a Country Churchyard'

Suggested Reading:

Corns, T N(ed.) *The Cambridge Companion to English Poetry*. Cambridge: University Press, 1973
Duran, Angelica : *Concise Companion of Milton*, London, Blackwell, ,2006
Eliot, T.S.: *On Poetry and Poets*, London, Faber and Faber, 1957
Ford, Boris ed. *The Age of Chaucer and From Donne to Marvell in The New Pelican Guide to English Literature*. Harmondsworth: Penguin Books, 1999.

2nd Semester

ELECTIVE FICTION

Short Answer Questions:	Section I	2X10=20 Marks
	Section II	5X4=20 Marks
DESCRIPTIVE	60 MARKS	

Daniel Defoe	: <i>Moll Flanders</i>
Mary Shelley	: <i>Frankenstein</i>
Jane Austen	: <i>Mansfield Park</i>
Charles Dickens	: <i>Hard times</i>
Charlotte Bronte	: <i>Wuthering Heights</i>

Suggested Reading:

Allen, Walter. *The English Novel*. Harmondsworth: Penguin Paperback, 1992.
 Kettle, Arnold. *Introduction to the English Novel* (Vols.1 & 2). London: Hutchinson & Co., 1999.
 Watt, Ian. *The Rise of the Novel: Studies in Defoe, Richardson and Fielding*. California: University of California Press, 1957.

3rd Semester

ELECTIVE DRAMA

Short Answer Questions:

Section I 2X10=20 Marks

Section II 5X4=20 Marks

DESCRIPTIVE

60 MARKS

Christopher Marlowe	: <i>The Jew of Malta</i>
William Shakespeare	: <i>Twelfth Night</i>
John Webster	: <i>The Duchess of Malfi</i>
William Congreve	: <i>Love for Love</i>
Bernard Shaw	: <i>Saint Joan</i>
John Osborne	: <i>Look Back in Anger</i>

Suggested Reading:

Branmuller, A.R. & M. Hattaway eds. *The Cambridge Companion to English Renaissance Drama*. Cambridge: Cambridge U P, 1990.
 Brooks, C. & R.B.Heilman. *Understanding Drama*. N.Y: Holt, Reinhart & Winston, 2000. Indian edition
 Leggatt, Alexander. *English Drama: Shakespeare to the Restoration, 1590-1660* (Longman Literature in English Series). London & New York: Longman, 1988.
 Innes, Christopher. *Modern British Drama. 1890 – 1990*. Cambridge: Cambridge U P, 1992
 McMillan, S. *Restoration and Eighteenth Century Comedy*. 2nd edition. NY & London: W.W. Norton & Co., 1997
 Rabey, David Ian. *English Drama Since 1940*. (Longman Literature in English Series). London: Longman, 2003
 Bevis, Richard W. *English Drama: Restoration & Eighteenth Century, 1660-1789*. (Longman Literature in English Series). London & New York: Longman, 1988

Casebook Series (Macmillan) on all prescribed authors/texts recommended.

Compulsory English and MIL papers to be taught in semesters IV and V for the Arts stream

Compulsory English

Marks 100

Paper I

Short Answer Questions from A and B:	Section I	10X2=20 Marks
	Section II	4X5=20 Marks
DESCRIPTIVE		3X20=60 Marks

A. Poetry

1. Milton : 'On His Blindness'
2. Donne : 'Sweetest Love I do not Goe'
3. Pope : from *An Essay on Man*.
4. Wordsworth : 'Three Years She Grew in Sun and Shower'
5. Coleridge : 'Youth and Age'
6. Keats : 'She Walks in Beauty'
7. Shelley : 'Ozymandias'
8. Tennyson : 'Ulysses'
9. Arnold : 'Channel Firing'
10. Eliot : 'Journey of the Magi'
11. Auden : 'Prayer for My Daughter'

B. Drama

Detailed study

G B Shaw : *Arms and the Man*

C. Non-detailed study

W. W. Jacobs : *The Monkey's Paw*

Sean O'Casey : *Pound on Demand*

Compulsory English

Marks 100

Paper II

Short Answer Questions from A and B:	Section I	10X2=20 Marks
	Section II	4X5=20 Marks
DESCRIPTIVE		2X20=40 Marks
Grammar and Composition		20 Marks

A. Prose Pieces

- 1 J. Krishnamurthi : Function of Education
- 2 Verrier Elwin : A Pilgrimage to Tawang
- 3 William Slim : What Is Courage
- 4 George Orwell : Shooting an Elephant
- 5 Gerald Durrell : Vanishing Animals
- 6 Marcel Junod : The First Atom Bomb

B. Fiction

Charles Dickens : *David Copperfield*

C. Grammar and Composition

Use of preposition, use of articles, concord and usage, précis/substance writing

Suggested Reading:

1. Dwiwedi, R K and Kumar, A (2001) *Macmillan Foundation English*, Chennai: Macmillan India Limited.
2. Thakur, D (2001) *A Handbook of English Grammar and Usage*, Patna: Bharati Bhawan.
3. Yadurajan, K S (2001) *Current English*, Delhi: OUP.
4. Swan, Michael (2000) *Basic English Usage*, Delhi: OUP
5. Eastwood, John (2001) *Oxford Guide to English Grammar*, Delhi: OUP
6. Hornby, A S (2002) *Guide to Patterns and Usage in English*, Delhi: OUP.
7. Jones, Leo. *Advanced English*. Delhi: CUP, 2005.

MIL

100 Marks

Short Answer Questions from A, B & C: Section I 10X2=20 Marks
Section II 4X5=20 Marks

A. Short Stories 15 marks

1. R.K.Narayan : 'An Astrologer's Day'
2. Virginia Woolf : 'The Duchess & the Jeweller'
3. O'Henry : 'The Romance of a Busy Broker'

B. Poetry 15 marks

1. William Blake : 'London'
2. Wilfred Owen : 'Anthem for Doomed Youth'

3. Christina Rossetti : 'A Sketch'
4. Louis MacNiece : 'Prayer Before Birth'

C. Drama

The Boy Comes Home

10 marks

D. Essay Writing and Business Correspondence

20 marks

1. Essay writing

2. Business Correspondence: letter writing/ letters to the editor/ complaints/
Applications

COMPULSORY ENGLISH for B.Com 4th semester

PAPER I

100 Marks

Short Answer Questions from A and B:	Section I	10X2=20 Marks
	Section II	4X5=20 Marks
Descriptive		2X20=40 Marks
Grammar and Composition		20 Marks

1. Prose

Chekov	: <i>The Bet</i>
Hemmingway	: <i>A Canary for One</i>
R. K. Narayan	: <i>Lawley Road</i>
Corbett	: <i>Lalajee</i>

2. Poetry

Donne	: 'Sweetest Love I do not Goe'
Milton	: 'On His Blindness'
Wordsworth	: 'The Solitary Reaper'
Arnold	: 'Dover Beach'
Eliot	: 'Journey of the Magi'

3. Grammar and Composition

Essay Writing
Précis Writing
Writing Slogans
Use of Prepositions
Use of Articles
Direct and Indirect Speech
Concord
Usage

Suggested Reading:

1. Gupta, Nilanjana (1998) *English for All*, Chennai: Macmillan.
2. Tickoo, Champa and Sasikumar, Jaya (2000) *Writing with a Purpose*, Delhi: OUP
3. Seely, John (2002) *The Oxford Guide to Writing & Speaking*, Delhi: OUP
4. Ashley, A (1996) *A Handbook of Commercial Correspondence*, Delhi: OUP.
5. Jones, Leo. *Advanced English*. Delhi: CUP, 2005.

COMPULSORY ENGLISH for B.Com 5th semester

PAPER II

100Marks

A. Biographies

20 marks

4. N.R.Narayana Murthy
5. Henry Ford

Prescribed Text: *NEHU Anthology of Short Plays and Biographies* (Shillong Forum for English Studies)

B. English for Business Purposes

25 Marks

Introduction to Business Communication
Summarizing annual report of companies. Writing minutes of meetings.

Business Correspondence and Drafting

25 Marks

Personnel: Letters calling candidates for written test, drafting interview letters, offer of appointment, provisional appointment orders, final order of appointment, employee disciplinary matters, show cause notices, charge sheets, letters of dismissal and discharge.

Inter-departmental Communication: Internal memos, office circulars, office orders, office notes.communication with regional / branch offices.

Miscellaneous: Correspondence with agents and transport companies, public notices and invitations, representations to trade associations and chambers of commerce, e-correspondence

Business Terms

10 Marks

Grammar

20 Marks

Tenses; parts of speech; subject-verb agreement; correction of errors in sentences; confusing pair words

Suggested Reading:

1. Gupta, Nilanjana (1998) *English for All*, Chennai: Macmillan.
2. Tickoo, Champa and Sasikumar, Jaya (2000) *Writing with a Purpose*, Delhi: OUP
3. Seely, John (2002) *The Oxford Guide to Writing & Speaking*, Delhi: OUP
4. Ashley, A (1996) *A Handbook of Commercial Correspondence*, Delhi: OUP.
5. Jones, Leo. *Advanced English*. Delhi: CUP, 2005.

Compulsory English for B. Sc./ B.Sc Home Science 5th semester

Short Answer Questions from A and B:	Section I	10x2=20 Marks
	Section II	4x5=20 Marks
Descriptive		2x20=40 Marks
Grammar and Composition		20 Marks

A. Novel

R.K.Narayan : *Swami and Friends*

B. Drama

1. W.W. Jacobs and Charles Rock : The Ghost of Jerry Bundler
2. Norman Mc Kinnel : The Bishop's Candlesticks

C. Grammar & Composition

Suggested Reading:

1. Dwiwedi, R K and Kumar, A (2001) *Macmillan Foundation English*, Chennai: Macmillan India Limited.
2. Thakur, D (2001) *A Handbook of English Grammar and Usage*, Patna: Bharati Bhawan.
3. Yadurajan, K S (2001) *Current English*, Delhi: OUP.
4. Swan, Michael (2000) *Basic English Usage*, Delhi: OUP
5. Eastwood, John (2001) *Oxford Guide to English Grammar*, Delhi: OUP
6. Hornby, A S (2002) *Guide to Patterns and Usage in English*, Delhi: OUP.
7. Jones, Leo. *Advanced English*. Delhi: CUP, 2005.

COMPULSORY ENGLISH for Professional Courses

A. Biographies

20 marks

1. N.R.Narayana Murthy
2. Henry Ford

Prescribed Text: *NEHU Anthology of Short Plays and Biographies* (Shillong Forum for English Studies)

B. English for Business Purposes

25 Marks

Introduction to Business Communication

Summarizing annual report of companies. Writing minutes of meetings.

Business Correspondence and Drafting

25 Marks

Personnel: Letters calling candidates for written test, drafting interview letters, offer of appointment, provisional appointment orders, final order of appointment, employee disciplinary matters, show cause notices, charge sheets, letters of dismissal and discharge.

Inter-departmental Communication: Internal memos, office circulars, office orders, office notes. communication with regional / branch offices.

Miscellaneous: Correspondence with agents and transport companies, public notices and invitations, representations to trade associations and chambers of commerce, e-correspondence

Business Terms

10 Marks

Grammar

20 Marks

Tenses; parts of speech; subject-verb agreement; correction of errors in sentences; confusing pair words

Suggested Reading:

1. Gupta, Nilanjana (1998) *English for All*, Chennai: Macmillan.
2. Tickoo, Champa and Sasikumar, Jaya (2000) *Writing with a Purpose*, Delhi: OUP
3. Seely, John (2002) *The Oxford Guide to Writing & Speaking*, Delhi: OUP
4. Ashley, A (1996) *A Handbook of Commercial Correspondence*, Delhi: OUP.
5. Jones, Leo. *Advanced English*. Delhi: CUP, 2005.