



**Government General Degree College, Kalna-I**  
(Affiliated to The University of Burdwan)

30 Hours Add-on Course on  
**Communicative & Functional English**

**Learning Resources**

1. Gupta, S.M. Gupta and Alpana Gupta. Grammar and Composition for Communication. Kolkata, Orient Blackswan, 2009.
2. Farhathullah, T. M. Communication Skills for Technical Students. Kolkata, Orient Blackswan, 2010.
3. Yardi, V. V. English Conversation for Indian Students. Kolkata, Orient Blackswan, 2009.
4. Connor, J. D. O. Better English Pronunciation. UK, Cambridge, 2010.
5. Jones, Daniel (Ed.). Cambridge English Pronouncing Dictionary. Delhi, Cambridge University Press, 2011.
6. Kumar, Suresh E., B. Sandhya, J. Savitri and P. Sreehari. Communication for professional Success. Kolkata, Orient Blackswan, 2014.
7. Teaching and Learning English. Kolkata, Orient Blackswan, 2013.
8. Sadanand, Kamlesh and Susheela Punitha. Spoken English: A Foundation Course, Vol\_I. Kolkata, Orient Blackswan, 2008.
9. Sadanand , Kamlesh and Susheela Punitha. Spoken English: A Foundation Course, Vol\_II. Kolkata, Orient Blackswan, 2008.
10. Sadanand, Kamlesh. Teaching, Listening & Speaking. Kolkata, Orient Blackswan, 2012.
11. Sreedharan, Josh. *The Four Skills for Communication: An English Language Course*. New Delhi: Foundation Books, 2014.
12. Sen, Leela. *Communication Skills*. New Delhi: Prentice Hall of India, 2007.
13. McCarter, Sam, Norman Whitby. *Writing Skills*. India: Macmillan Education, 2009.
14. Kumar, Sanjay and Pushp Lata. *English for Effective Communication*. India: Oxford University Press, 2013.
15. Jonathan, Marks. *English Pronunciation in Use*. New Delhi: Cambridge University Press, 2007.