



NATIONAL UNIVERSITY- BANGLADESH
BBA Professional (Honors) in Tourism & Hospitality Management
Undergraduate Program

COURSE OUTLINE

I. Course Code & Title : **510907: Basic English Language**

II. Credit : 3 credit hours

III. Course Objectives:

English language is necessary in case of every kind of communication in our life. In tourism and hospitality sector the use of English gives a vibrant flow of work and the knowledge of expressing the total tourism industry to the tourists. After completing this course students will have a broader knowledge to manage the organizations they will work in future. Therefore, Basic Language is a vital course for the students of business specializing in tourism and hospitality management.

IV. Topics to be Covered:

Overview of Verb Tenses:

Present and past (Simple and Progressive) - Perfect and perfect progressive Tenses (Structure and types)- Future Tenses (Structure and types) - tense form of the passive-using the passive- the passive form of modals and phrasal modals-non progressive passive- Overview of verb tenses.

Subject Verb Agreement:

Rules related to subject verb agreement- Exercise on subject verb agreement- Subject verb agreement: using expression of quantity- Subject verb agreement: Some irregularities.

Nouns:

Regular and irregular plural nouns-Possessive nouns- Noun as adjectives- Count and non-count nouns- non-count nouns- some common non-count nouns- Using a few and few; a little and little- Singular expression of quantity: one, each, every- Using of in expression of quantity.

Pronouns:

Personal pronoun-personal pronoun: agreement with generic nouns and indefinite pronouns- personal pronoun: agreement with collective nouns- reflexive pronouns- using you, one, and they as impersonal pronouns- form of other- common expression with other-.

Modal:

Basic modal introduction- polite request with "I" as the subject- polite request with "you" as the subject- polite request with "would you mind"- Expressing necessity: must, have to, have got to- Lack of necessity and prohibition: have to and must in the negative- Advisability: *should, ought to, had better*- The past form should- obligation: be supposed to- Unfulfilled intention: was/were going to- making suggestion: lets why don't, shall i/we- making suggestions: could vs. should- degree of certainty: present time- degree of certainty: present time and negative- degree of certainty: past time- degree of certainty: future time- progressive forms of modals- ability: can and could- using would to express a repeated action in the past- expressing preference: would rather- combining modals with phrasal modals

Noun Clauses:

Introduction to noun clauses- noun clauses beginning with a question word- noun clauses beginning with whether or if- question words followed by infinitives- noun clauses beginning with that.

Adjective Clauses:

Adjective clause pronouns used as the subject- Adjective clause pronouns used as the object of a verb- Adjective clause pronouns used as the object of a preposition- using whose- using “where” in adjective clauses- using when in adjective clauses-using which to modify a whole sentence.

Coordinating Conjunction:

Parallel structure- Parallel structure: using commas- paired combination: both....and; not only...but also; either.....or; neither.....nor- separating independent clauses with periods; connecting with and & but.

Adverb Clauses:

Introduction to adverb clauses-using adverb clause to show time relationships- using adverb clauses to show cause and effect- expression contrast(unexpected result): using even though- showing direct contrast: while- Expressing condition in adverb clauses: if-clauses- shortened if clauses- adverb clause of condition: using whether or not and even if- adverb clause of condition: using in case- adverb clause of condition: using unless- adverb clause of condition: using only if.

Conditional sentences and wishes:

Overview of basic verb forms used in conditional sentences- “true” in the present or future- “untrue”(contrary to fact) in the present or future-“untrue” in the past-using progressive verb forms in conditional sentences- omitting if- implied conditions- verb forms following wish- using would to make wishes about the future.

V. Textbook:

- ✓ *Understanding and Using English Grammar- Betty S. Azar, Stacy A. Hagen*