

**HMCS 501 : Catering Science**

(Theory: 4 Credits; Total Hours =60, Practical: 2 Credits, 60 Hrs, Total Hours =120 Hrs)

**Unit – 1 INTERNATIONAL CUISINE**

- A. Geographic location
- B. Historical background
- C. Staple food with regional Influences
- D. Specialities
- E. Recipes
- F. Equipment in relation to:
  - Great Britain
  - France
  - Italy
  - Spain & Portugal
  - Scandinavia
  - Germany
  - Middle East
  - Oriental
  - Mexican
  - Arabic

**Unit – 2 BAKERY & CONFECTIONERY**

**I. ICINGS & TOPPINGS**

- A. Varieties of icings
- B. Using of Icings
- C. Difference between icings & Toppings
- D. Recipes

**II. FROZEN DESSERTS**

- A. Types and classification of Frozen desserts
- B. Ice-creams – Definitions
- C. Methods of preparation
- D. Additives and preservatives used in Ice-cream manufacture

**Unit – 3 PRODUCTION MANAGEMENT**

- A. Kitchen Organisation
- B. Allocation of Work - Job Description, Duty Rosters
- C. Production Planning
- D. Production Scheduling
- E. Production Quality & Quantity Control
- F. Forecasting & Budgeting
- G. Yield Management

**Unit – 4 FRENCH**

- Culinary French
- Classical recipes (recettes classique)
- Historical Background of Classical Garnishes

- Offals/Game
- Larder terminology and vocabulary

**Unit – 5 PRODUCT & RESEARCH DEVELOPMENT**

- A. Testing new equipment,
- B. Developing new recipes
- C. Food Trails
- D. Organoleptic & Sensory Evaluation

**Practical –**

- Prawn Ball Soup
- Fried Wantons
- Sweet & Sour Pork
- Hakka Noddles
- Hot & Sour soup
- Beans Sichwan
- Stir Fried Chicken & Peppers
- Chinese Fried Rice
- Sweet Corn Soup
- Shao Mai
- Tung-Po Mutton
- Yangchow
- Wanton Soup
- Spring Rolls
- Stir Fried Beef & Celery
- Chow Mein

**Reference Books :**

K. Arora	Theory of Cookery
Thargam Philip	Modern Cookery Vol. II
Paul R. Dittmer	Principles of Food,Beverage and labor Cost controls
Paul Bocuse	The new Professional Chef
Micahael M. Coltman	Cost Control for Hospitality Industry

**HMCS 502 : Bakery and Confectionery**

(Theory: 4 Credits; Total Hours =60, Practical: 2 Credits, 60 Hrs, Total Hours =120 Hrs)

**UNIT 1: INTRODUCTION TO BAKERY –**

Bakery – Specialisation and Commercialization; Bakery products; Bread – History, Types of breads, Properties, Culinary uses, Preparation, Leavening, Cultural significance.

Pizza – History, Preparation, Varieties, Records, Health issues, National Pizza Month, Similar dishes. Bun.

Pastry – Types of pastry, Definitions, Chemistry, History, Pastry chefs.

Cake – History, Cake mixes, Varieties, Cake flour, Cooking, Cake decorating.

Biscuit – Variations in meaning; History –Biscuits for travel, Confectionery biscuits, Biscuits today – Commonwealth of Nations and Europe, North America. Indian bread – Ingredients, Preparation, Varieties.

**UNIT 2: PREPARING BAKERY ITEMS –**

Some tips in practice of bakery; small cakes; large cakes; Fruit cakes; American coffee cakes; Pastries.

Bread Making – Characteristics of a good loaf, Faults in Bread and their Causes, Important steps, Ingredients.

**UNIT 3: INTRODUCTION TO CONFECTIONERY –**

Confectionery – History, Sweetening agents; Bakers' confectionery – Types.

Sugar confectionery – Classification, Examples, Storage and shelf life.

Cultural roles – Nutrition, Risks.

Candy making – History, Hard candy, Sugar stages, Soft candy; Chocolatiering, Tools and machinery.

Toffee – Creation, Variants and applications.

Ice Cream –Production; Retail sales –Specialty job, Ingredients and standard quality definitions, Physical properties – Ostwald ripening, Around the world, Ice cream cone, Other frozen dessert, Cryogenics.

Chikki – Ingredients – Assorted chikkis, Preparation.

Dragée – Use, Jordan almonds, Panned chocolate, Medicinal dragées, Metallic decorative balls.

Chewing Gum – History, Ingredient composition, Gum base, Manufacturing process, Product varieties, Quality and safety, Physical and chemical characteristics, Flavor release, Cooling sensation; Health effects – Brain function, Dental health, Use in surgery, Stomach.

South Asian Sweets – History; Varieties – Barfani toda, Cham-cham , Chhena Murki, Chhena Poda, Chikki, Gajrela, Gajak, Gulab jamun, Jalebi or imarti, Khaja, Kulfi, Kheer,

Phirni or Payas, Laddu, Malpoa, Narkel/Narkol Naru, Parwal Ki Mithai, Pathishapta, Rajbhog, Ras Malai, A variety of Indian sweets, Sel Roti, Shrikhand, Other sweets.

**UNIT 4: PREPARING CONFECTIONERY ITEMS –**

Pies –Eggless Apple pie, Ginger apple pie, Double Pie Crust, Custard pie, Lime chiffon pie.  
Biscuits – Cheese biscuit, Cheese straw, Potato sticks, Khara biscuit.  
Cookies – Chocolate Chips cookies, Biscuit Press Cookies, Peanut Butter Cookies, Bird’s Nest Cookies.

**UNIT – 5**

Candy – Making Lollipops, Making Rock Candy, Making Butterscotch Candy, Vegan Marshmallows, Crème de Menthe; Organic Chocolate Panna Cotta with Creme De Menthe Jelly; Chocolate Fudge; Toffee, Variations.

**Practical –**

Bread making –

Prepare different types of breads using following methods –

1. Normal Straight Method
2. Straight Dough Method
3. Sponge and Dough Method
4. No Time Dough

Method Pizza Preparation –

Prepare following types of Pizza –

1. Margherita Pizza
2. Cheese Tomato Pizza
3. Pepper Pizza
4. Chicken Barbeque

Pizza Preparation of Bun –

1. Doughnut
2. Hotdog Bun

Pastry Making –

Prepare various pastries using following methods –

1. Short crust Pastry
2. Puff Pastry
3. Flaky Pastry
4. Rough Puff Pastry
5. Choux Pastry
6. Phyllo (filo)

Pastry Cake Making –

Preparation of small cake –

1. Vanilla Buns.
2. Cup Cake.
3. Mushroom Cake

Preparation of large Cake

–

1. Basic Sponge Cake
2. Fatless Sponge Cake
3. Christmas Cake
4. Swiss Roll

1. Prepare fruit cake using rub in method.
2. Prepare fruit cake using creaming method.

- American Coffee Cake –
1. Light Coffee Cake
  2. Quick Coffee Cake

Biscuit Preparation –

1. Khara Biscuits
2. Jeera Biscuits
3. Cheese Straw
4. Cheese Biscuits
5. Dry fruit Biscuits

Cookies Making –

1. Chocolate Chip Cookies.
2. Chocolate Cookies.
3. Oatmeal Chocolate Chip Cookies.
4. Peanut Butter Cookies.
5. Oatmeal Raisin Cookies.
6. Coconut Cookies

1. Prepare hard and soft candy to understand principles of various stages of sugar. Preparation of Ice-creams of various flavours

**Reference Books :**

Joseph Amendola	Understanding Baking
S.C. Dubey	Basic Baking
William J. Sultan	Practical Baking

**HMCS 503 : Quantity Food Production**

(Theory: 4 Credits; Total Hours =60, Practical: 2 Credits, 60 Hrs, Total Hours =120 Hrs)

**UNIT 1: QUANTITY FOOD PRODUCTION IN NORTH INDIA North Indian Cuisine; North Indian delicacies and dishes**

Awadhi Cuisine – Early history; Kababs of Awadh – List of popular Kababs; Curry preparations – Korma; Rice preparations; Bread preparations; Desserts; Chaat. Bhojपुरi Cuisine – Staple diet; Breakfast; Lunch; Snacks; Dinner; Satvik Khana; Non Vegetarianism; Essentials – Spices & condiments, Herbs, oils & nuts, Tools & techniques, Common vegetables; Festival delicacies – Khichdi/Sakraat, Vasant Panchmi, Holi/Hori/Paguwa, Shivratri, Ramnavami, Janmashtami, Eid ul fitr, Teej, Navami/Navraatar and Dassahara, Bakrid, Diwali, Chhath Puja; Pouplar dishes – Bread, Desserts, Drinks, Snacks, Pickle, Dips, chutneys and raita.

Punjabi Cuisine – Style of cooking; Staple foods; Dairy products; Food additives and condiments; Common dishes – Breakfast, Meat, Fish, Vegetarian, Snacks, Raita and chutney, Sweets and desserts, Bread, Herbs and spices, Beverages, Fermented foods, Canning, bottling and smoking; Cooking methods – Chulla, Punjabi bhatni and tandoor; Modern methods; Etiquette of Punjabi dining – Major features of etiquette, Invitation to dine, Table manners, Eating utensil etiquette, Punjabi dhaba.

Kashmiri Cuisine – Other foods; Wazwan; Beverages – Kashmiri Chai, Noon Chai, or Sheer Chai, Kahwah.

Rajasthani Cuisine – Rajput cuisine; Sweet dishes; Typical Rajasthani Dishes.

Cuisine of Uttar Pradesh – Bread; Common dishes; Traditional desserts; Common beverages. Bihari Cuisine – Bihari thali; Traditional cuisine; Vegetarian cuisine; Non-vegetarian cuisine; Breads; Appetizers; Saags; Bihari fast food; Sweets. Mughlai Cuisine – List of Mughlai dishes, Desserts.

**UNIT 2: CUISINE OF EAST INDIA**

Cuisine of Jharkhand – Foods and dishes.

Cuisine of Odisha – Ingredients and seasoning; Local variation; Temple food; Fish and seafood; List of dishes – Rice dishes and rotis, Dal, Curries, Khatas and chutneys, Saaga (salad greens), Pithas (sweet cakes), Egg, chicken and mutton, Fish and other sea food, Fritters and fries, Snacks, Desserts and sweets.

Cuisine of Bengal – The influence of the widows; Characteristics of Bengali cuisine ; Fish; Meat; Special dishes of Dhaka; Specialties of Kolkata and suburbs; Vegetables; Cereals; Cooking medium with spices; Instruments and utensils; Preparation and cutting; Cooking styles – Common Bengali recipe styles; Culinary influences – Mughal influence, Anglo-Indian or Raj influence, Chinese influence; Bengali meals; The daily meal – First course or starter,

Shak, Dal, Main course, Additional main course, Chutney, Desserts, Mishti (sweets), Snacks; Glossary.

Cuisine of Sikkim – Dishes; Dhindo.

Cuisine of Meghalaya

Cuisine of Assam – Ingredients; Preparations; Some other preparations

Cuisine of Arunachal Pradesh

Cuisine of Nagaland – Overview

Cuisine of Manipur – Basic Diet; List of Aromatic Herbs and Roots used by the Manipuris; Simple dishes

Cuisine of Tripura – Traditional food – Tripuri rice, Chakhwi, Maitru, Mwkhwai (dessert), Non-Veg Food Items, Tripuri Fruits, Tripuri Vegetables and Seasonings, Drinks

### **UNIT 3: QUANTITY FOOD PRODUCTION IN WESTERN INDIA** Western Indian Cuisine

Maharashtrian Cuisine – Regular meals and staple dishes; Grains – Millets, Wheat, Rice; Dairy; Vegetables; Legumes; Oil; Spices and herbs; Meat and poultry; Seafood; Miscellaneous ingredients; Typical menus – Urban lunch and dinner menus, Rural lunch and dinner menus; Methods and equipment; Special dishes – Meat and poultry, Seafood dishes, Curries and gravies served with rice, Pickles and condiments, Beverages, Sweets and desserts; Street food, restaurant and homemade snacks; Special occasions and festivals – Makar Sankrant, Mahashivratri, Holi, Ganesh Chaturthi, Diwali, Champa Sashthi, Traditional wedding menu, Hindu fasting cuisine, Christmas

Malvani Cuisine – Important Dishes; Main course; Breads and cakes.

Goan Cuisine – Seafood; Introduction of new edibles to Goan cuisine; Hindu cuisine, Catholic cuisine.

Gujarati Cuisine – Staple foods; List of Gujarati dishes – Breads, Rice, Side dishes (Farsan), Snacks (Nasta), Dal (pulses), Mithai (sweets), Condiments, Spices and seasonings. Parasi Cuisine – Primary meals; Desserts; Snacks.

Sindhi Cuisine – Historical influences; Food for special occasions; Meals; Drinks; Translations

– Herbs, Fruit, Vegetable and Pulses; Other; Vegetarian cuisine.

### **UNIT 4: QUANTITY FOOD PRODUCTION IN SOUTH INDIA**

South Indian Cuisine – Similarities and differences among cuisines; Andhra food – Regional variations, Popular Andhra/Telangana dishes – Vegetarian; Karnataka food, Regional

Karnataka cuisine – North Karnataka cuisine, Coastal Karnataka cuisine, Coorgi cuisine , South Karnataka cuisine; Udupi hotels; Karnataka dishes; Kerala food; Tamil Nadu food; Gravy dishes to be mixed in rice ; Accompaniments; Standalone snacks; Dessert; Fast foods, or light meals ; Chettinad cuisine

Saraswat Cuisine – Lacto-vegetarian Saraswat cuisine; Various Saraswat cuisine – Rajapur Saraswat cuisine, Chitrapur Saraswat cuisine, Pesco-vegetarian cuisine

Cuisine of Karnataka – North Karnataka cuisine; South Karnataka cuisine; Karnataka cuisine - common to all regions; Malenadu cuisine; Kodagu cuisine; North Canara (Coastal/Malenadu Karnataka) cuisine

Udupi cuisine –Typical dishes; Dishes served in a full course Udupi meal; Popular dishes of Udupi cuisines; Udupi restaurants and hotels

Mangalorean Catholic Cuisine – Meat Based Cuisine; Vegetarian cuisine; Kuswar. Mangalorean Cuisine – Meat-based cuisine

Telangana Cuisine – Style of cooking; Staple food; Ingredients; Vegetarian food; Pickles; Non-vegetarian food; Sweets, Snacks & Savories.

Telugu Cuisine – Regional variations; Coastal Andhra; Uttarandhra; Rayalaseema; Andhra breakfast (tiffin); Andhra lunch and dinner; Vegetarian; Course and servings; Non-vegetarian; Evening snacks (tiffin); Sweets and savories; Rural cuisine.

Hyderabadi Cuisine – History – Medieval period, Modern period; Course – Starters, Desserts Cuisine of Kerala – Historical and cultural influences – Overview; Hindu cuisine; Sadya – Cooking as sacred ritual; Cuisine of the Christians

Tamil Cuisine –Typical meal; Dishes – Breakfast dishes – Main dishes, Side dishes; Drinks; Lunch and dinner dishes – Main dishes, Side dishes; Desserts; Regional cuisine.

### **Unit – 5 QUALITY FOOD MANAGEMENT**

- Points to be considered while planning a menu and problem...
- Study of menus for various types of quantity food outlets.
- Standard sign and formulating recipes
- costing of food items and cost control

#### **Practical**

Plan and prepare two menus about 3-5 dishes per cuisine – North India –

1. Awadhi Cuisine.
2. Bhojpuri Cuisine.
3. Punjabi Cuisine.
4. Rajasthani Cuisine.



5. Bihari Cuisine.
6. Cuisine of Uttar Pradesh. East India –
  1. Bengal Cuisine.
  2. Odisha Cuisine.
  3. Jharkhand Cuisine.
  4. Sikkim Cuisine.
  5. Assam Cuisine.
  6. Tripura
- Cuisine. West India –
  1. Maharashtra Cuisine.
  2. Malvani Cuisine.
  3. Goan Cuisine.
  4. Parsi Cuisine.
  5. Sindhi Cuisine.
  

  1. Karnataka Cuisine.
  2. Saraswat Cuisine.
  3. Andhra Pradesh Cuisine.
  4. UDUPI Cuisine.
  5. Telugu Cuisine.
  6. Hyderabadi Cuisine.
  7. Kerala Cuisine.
  8. Tamil Cuisine.

**Reference Books :**

Ronald Kinton	The Theory of Catering
Victor Ceserani	Practical Cookery
K. Arora	Theory of cookery
Larousse	Gastornomique.
Jane Grigson	The book of ingredients.
Sophie Grigson's	Ingredients Book.

**HMCS 504 : Banquet Management**

(Theory: 4 Credits; Total Hours =60, Practical: 2 Credits, 60 Hrs, Total Hours =120 Hrs)

**UNIT 1 BANQUETING: SEQUENCE AND PROCESS OF SELLING**

Banquets (Types of Banquets, Banquet Markets), Hotel Policies Regarding Banquets, Types of Customers, types of Events, Types of Functions, Supervision, Key Factors in Personnel Management and Planning, Organizational Structure of Banquet Department, Duties of a Banquet Manager, Interdepartmental Functions, Duties of Banquet Sales Manager, Toastmaster or Master of Ceremonies, Booking a Function, Banquet Markets, Booking a Banquet

**UNIT 2 MENU PLANNING FOR BANQUETS**

Menu Planning for Banquets, Pricing a Banquet Menu and Income Control, How to Prepare for a Banquet Menu

**UNIT 3 BUFFETS AND FLOWER ARRANGEMENTS**

Buffets, Types of Buffet, Assembly Cooking, Categories of Batch Cooking, Shortcuts and Strategies for Bulk Cooking, Easy Bulk Dishes, Tips for Bulk Eating, Letting the Air Out, Display Cooking Equipment, Wood Burning Style: Pizza Ovens, Induction Cook Tops, Waldorf Ranges, Rotisseries, Buffet Equipment, Preparing Buffet-Style Meals, Flower Arrangements, Different Types of Flower Arrangements

**UNIT 4 BANQUET PROCEDURES**

Banquet Procedures, Shapes for Banquets and Table Calculations, Customer Service and Food Safety, Food and Beverage Services, Event Planning, Banquet Operations: Profit Opportunities, Banquet Operations: Menu Planning, Banquet Operations: Service Styles, Banquet Operations: Beverage Functions, Banquet Operations: Banquet Room Set-Up, Banquet Operations: Banquet Contracts and Billing Policies.

**UNIT 5 BUFFET SERVICE**

Tips For Better Buffet Services, Modern Ideas in Buffet Table Setting, Control and Performance Measurement, Food Safety Procedures, Hazards to Food Safety, Food Safety, Hygiene for Food Handlers, Table Breakdown Procedure, Cocktail Reception.

**Practical –**

Perform banquet booking procedure.

**Banquet Planning –**

1. Plan a Breakfast Menu for School Seminar and seating arrangement for 200 students.
2. Plan a Lunch Menu for South Indian wedding and seating arrangement for 400 guests.
3. Plan a Dinner Menu for Conference and seating arrangement for 65 guests.
4. Plan a Dinner Menu for Birthday party and seating arrangement for 150 guests. Perform different types of flower arrangements.

**Reference Books :**

Sudhir Andrews	F&B Service Trg. Manual
Denni R. Lillicrap	F&B Service
Jhon Walleg	Professional Restaurant Service

**HMCEE 505 – A - French**

**(Theory: 2 Credits; Total Hours 30)**

**Unit - 1:** Pronunciation - The Alphabet - The Accents; ‘Formules de politesse’; The numbers;

**Unit – 2** Cardinal – Ordinal; Time (only 24 hr clock); Weights & Measures; The subjective pronouns;

Auxiliary verbs: etre and avoir

**Unit - 3:** Self introduction; presenting and introducing other person; Name of vegetables and fruits; Conjugation of first group of verbs; Days of the week; Months of the year; Date; The definite and indefinite articles

**Unit - 4:** Name of the Countries and their Nationalities; Conjugation of second group of verbs; Adjectives of place; Preposition of place; Describing a place (your city/ tourist place)

**Unit - 5 :** Vocabulary describing family; Describe your family; Name of dairy products and Cereals; Negation; Conjugation of irregular verbs : venir, aller; Demonstrative Adjectives Simple translation

**Reference Books :**

S. Bhattacharya

French Language

**HMCEE 505 - B – German**  
**(Theory: 2 Credits; Total Hours 30)**

**Unit 1: Introduction –**

Das Alphabet – Pronunciation; Zahlen – a) Cardinal. b) Ordinal; Fractions, Decimals and Percentages; Symbols; Die Formen; Famous German Personalities; Top German cars; Obst (fruits); Gemüse (vegetables); Tiere (Birds and animals); Monate (months); Wochentage (weekdays); Deutsche Namen (German Names); Familiennamen (surnames); Farben (colors); Begrüßungen (greetings); W fragen (WH questions) • Die Vorstellung (Introduction)

**Essen und Trinken –**

Eatables and drinks; Spices and Grains; Utensils; Im Restaurant dialogue; Aufgabe; Pronomen; Konjugation – a) Helping b) Regular verbs c) Irregular verbs.

**Unit 2 : Familie, Häuser und Schule –**

Die Familie Vocabulary; Über die Familie sprechen; Aufgabe; Artikel (Nominativ); Words with Articles; Singular and Plural; Das Deutsche Schulsystem; Die schulfächer; Types of houses; Types of rooms; Wohnungs Vocabulary; Types of furniture; Adjektive; Meine Wohnung ; Komposita

**Sprachen und Länder –**

Germany map; Richtungen (directions); Land und Sprache; Akkusativ; Possessivartikel

**Unit 3: Freizeit und Hobbys –**

Hobbys; Aufgabe; a) Billige Hobbys, b) Teuere Hobbys, c) Gesunde Hobbys, d) Ungesunde Hobbys; W Frage (Hobbys)

**Freunde und Verabredungen –**

Clock reading; Aufgabe; Tagesablauf; Zeitangaben; Trennbare verbena; Verabredungen; Dialog; Präteritum; Aufgabe; Dativ Artikel

**Unit 4: Reisen und Wetter –**

Tourist Places in Germany; Modal verbena; Verkehrszeichen; Aufgabe; Wetter Vocabulary; Reisen; Vocabulary related to travel; Noun and verb combination; Standardised sentences

**Körper and Gesundheit –**

Die Krankheit; Bodyparts; Vocabulary related to illnesses and health; Perfekt a) Perfekt mit haben b) Perfekt mit sein; Partizip II form; Aufgabe; Health tips.

**Unit 5: Beruf –**

Beruf; Standardised sentences; Grammatik summary a) Artikel b) Possessivartikel  
c) Personal Pronomen d) Adjectivendungen.

**Kleidung –**

Types of clothes; How to buy clothes in the shop – a) Dialog 1 b) Dialog 2 c) Dialog 3;  
Aufgabe.

**Dialog –**

Im Kurs 1; Im Kurs 2; Im Cafe; Über Sprachen sprechen ; Im Haus; Termine Machen; Beim  
Frisör; Verabredungen 1; Verabredungen 2; Orientierung im Büro; Über Berufe sprechen;  
Wegbeschreibung; Über Ferien und Urlaub sprechen; Auf dem Markt; Kleidungen  
Einkaufen; Im Praxis.

**Wortschatz und Gegenteile –**

Wortschatz ; Gegenteile (opposites).

**Reference Books :**

Arnold Leitner

German Language

**HMCEE 505 - C - English**  
**(Theory: 2 Credits; Total Hours 30)**

**UNIT 1: PARTS OF SPEECH –**  
**PARTS OF SPEECH –**

Nouns – Types of Nouns; Pronouns – Types of Pronouns; Adjective – Types of Adjectives; Verb – Types of Verb; Adverb; Preposition and Conjunction – Types of conjunction; Preposition; Interjection.

**SENTENCE STRUCTURE –**

Kinds of Sentences; subject and predicate; Phrases – Types of phrases; Use of Question Words.

**UNIT 2: TENSES, VERBS, AUXILIARIES –**

Tense – Types of Tenses; Present Tense – Four parts of present tense – Form and Uses; Past Tense – Four parts of past tense – Form and Uses; Future Tense – Four parts of future tense – Form and Uses; Verbs Kinds of verbs; Auxiliary verbs – Primary Auxiliary and Modal Auxiliary.

**ARTICLES AND PREPOSITIONS –**

Articles – Indefinite articles and Definite articles, Omission of Articles, Repetition of the Article; Prepositions – Types of Prepositions, Use of prepositions; Prepositions of Location: At, In, On and prepositions of direction to, into, onto.

**UNIT 3: CHANGE OF VOICE –**

Active Voice and Passive Voice – Formation of passive voice forms; Rules for changing from active to passive voice.

**DIRECT AND INDIRECT SPEECH –**

Direct speech; Reported or indirect speech; How to change direct speech into indirect speech – Tenses, Personal Pronouns, Questions, Commands and request, Exclamations and wishes, Exceptions.

**UNIT 4: TRANSFORMATION OF SENTENCES –**

Transformation of sentences; Methods of Transformation; Types of sentences.

**PUNCTUATION AND CAPITAL LETTERS –**

Use of Punctuation Marks – Capitalization, Full Stop, Comma , Semicolon, Colon, The Interrogation Mark/ Question Mark, The Exclamation Mark, The Apostrophe, Dash, Hyphen, Inverted Commas or quotation marks, Parentheses and Brackets.

