

**Contact Hours: 26    CIE: 50 Marks    SEE: 50 Marks    Exam Duration: 2Hrs.**

**Course Learning Objectives (CLOs):**

This course provides a platform to the students to enhance their English Language skills, spoken and written Communication skills and language proficiency through Language Laboratory.

**Course Outcomes (COs):**

Description of the Course Outcome: At the end of the course the student will be able to:		Mapping to POs (1,12)		
		Substantial Level (3)	Moderate Level (2)	Slight Level (1)
<b>CO-1</b>	Exhibit essentials of language skills and identify the nuances of pronunciation and phonetics	10		
<b>CO-2</b>	Implement English vocabulary and basic English grammar		10	
<b>CO-3</b>	Identify common errors in spoken and written communication and show familiarity with language proficiency		10	
<b>CO-4</b>	Use sensible writing skills through Précis/Essay/Report/Letter Writing (Personal, Official and Applications) acquire employment and workplace communication skills	10		
<b>CO-5</b>	Demonstrate their technical communication skills and perform well in campus selection	10		

POs	1	2	3	4	5	6	7	8	9	10	11	12
<b>Mapping Level</b>	-	-	-	-	-	-	-	-	-	2.6	-	-

**Prerequisites:** A course on English of Pre-University level

## **Contents:**

### **UNIT-I**

**Fundamentals of Communicative English:** Barriers to Effective Communicative English, Different styles in Communicative English, Interpersonal Communication Skills, How to improve Interpersonal Communication Skills, Developing Interpersonal Skills.

Grammar: Basic English Grammar and Parts of Speech - Nouns, Pronouns, Adjectives, Verbs, Adverbs, Preposition, Articles, Conjunctions. **6Hrs**

### **UNIT-II**

**Introduction to Phonetics:** Speech Sounds, Vowels and Consonants - Exercises on it. Sounds Mispronounced, Silent and Non silent Letters, Homophones and Homonyms, One-word equivalents, Idioms & Phrases: Meaning & Usage in sentences (Language Lab) **5Hrs**

### **UNIT - III**

**Conversation and Dialogues:** Question Tags, Question Tags for Assertive Sentences (Statements) – Some Exceptions in Question Tags and Exercises. Vocabulary – Synonyms and Antonyms, Exercises on it. Words formation - Prefixes and Suffixes. The Sequence of Tenses (Rules in use of Tenses) and Exercises on it. **5Hrs**

### **UNIT-IV**

**Writing skills:** Organizing Principles of Paragraphs in Documents, Writing Introduction and Conclusion, Importance of Proper Punctuation, The Art of Condensation (Precise writing) and Techniques in Essay writing, Common Errors due to Indianism in English Communication. **5Hrs**

### **UNIT-V**

**Speaking Skills:** Non-Verbal Communication Skills (Body Language), Presentation skills and Formal presentations by Students, Situational Dialogues (Practical Sessions by Students), Voices (Active and Passive) and Reported Speech, Listening Comprehension, Exercises on Spotting Errors, Exercises on Sentence Improvement. **5Hrs**

## **Question Paper Pattern:**

- 1) Each question carries 10 marks with maximum of two sub divisions to be set.
- 2) Each unit consists of two full questions
- 3) Students have to answer one full question from each unit and total five questions to be answered.
- 4) The question paper should have built in choice in the unit.

**Text Books:**

- 1) Intermediate Grammar, Usage and Composition by M.L.Tichoo, A.L.Subramanian, P.R.Subramanian, Orient Black Swan – 2016
- 2) Communication Skills by Sanjay Kumar and Pushp Lata, Oxford University Press - 2018.
- 3) Communication Skills – A Workbook by Sanjay Kumar and Pushp Lata, OUP – 2018

**Reference Books:**

- 1) High School English Grammar & Composition. Wren & Martin, S Chandh & Co. Ltd – 2015.
- 2) Technical Communication – Principles and Practice, Third Edition by Meenakshi Raman and Sangeetha Sharma, Oxford University Press 2017
- 3) English Language Communication Skills – Lab Manual cum Workbook, Cengage learning India Pvt Limited [Latest Revised Edition] – 2019
- 4) Effective Technical Communication – Second Edition by M Ashraf Rizvi, McGraw Hill Education (India) Private Limited – 2018
- 5) English for Engineers. N.P.Sudharshana and C.Savitha, Cambridge University Press– 2018
- 6) Jones“New International Business English,published by Cambridge university Press. 2003
- 7) John Seely. The Oxford Guide to Writing and Speaking: OUP, 2004