

ENGLISH FOR COMMUNICATION

I Semester: AE / CE / ME																																			
Course Code	Category	Hours / Week			Credits	Maximum Marks																													
AHS001	Skill	L	T	P	C	CIA	SEE	Total																											
		3	-	-	3	30	70	100																											
Contact Classes: 45		Tutorial Classes: Nil		Practical Classes: Nil			Total Classes: 45																												
<p>III. COURSE OVERVIEW: The principle aim of the course is that the students will have awareness about the importance of English language in the contemporary times and also it emphasizes the students to learn this language as a skill (listening skill, speaking skill, reading skill and writing skill). Moreover, the course benefits the students how to solve their day-to-day problems in speaking English language. Besides, it assists the students to reduce the mother tongue influence and acquire the knowledge of neutral accent. The course provides theoretical and practical knowledge of English language and it enables students to participate in debates about informative, persuasive, didactic, and commercial purposes.</p> <p>II. OBJECTIVES: The course should enable the students to: I. Communicate in an intelligible English accent and pronunciation. II. Effectively use the four language skills i.e., Listening, Speaking, Reading and Writing. III. Develop the art of writing simple English with correct spelling, grammar and punctuation.</p> <p>III. COURSE OUTCOMES: After successful completion of the course, students should be able to:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">CO 1</td> <td style="width: 65%;">Describe that Listening skills are essential to leadership which is useful in the real-world situations.</td> <td style="width: 20%;">Remember</td> </tr> <tr> <td>CO 2</td> <td>Illustrate appropriate speaking strategies such as keeping the discussion going, turn-taking, asking for clarification or confirmation, paraphrasing, keeping the discussion on topic, and trying to reach a consensus.</td> <td>Understand</td> </tr> <tr> <td>CO 3</td> <td>Define the value of English as a Lingua-Franca and recall the knowledge in soft skills for the perfect language usage.</td> <td>Understand</td> </tr> <tr> <td>CO 4</td> <td>Explain the effective usage of functional English grammar and lexical items at academic and non-academic platforms.</td> <td>Remember</td> </tr> <tr> <td>CO 5</td> <td>Understand the importance of critical reading to catch on the in-depth meaning of a written text at various levels of professional career.</td> <td>Understand</td> </tr> <tr> <td>CO 6</td> <td>Demonstrate the role of written communication as a key aspect to meet the academic and professional challenges.</td> <td>Understand</td> </tr> </table> <p>IV. SYLLABUS:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%; text-align: center;">UNIT-I</td> <td style="width: 65%; text-align: center;">LISTENING SKILL</td> <td style="width: 20%; text-align: center;">Classes: 08</td> </tr> <tr> <td colspan="3" style="padding: 5px;"> Significance, essentials, barriers and effectiveness of listening; Listening to dialogues, conversation, discussions, monologues; Listening to sounds, silent letters, stressed syllables in English; Listening for the gist of the text, for identifying the topic, general meaning and specific information; Listening for multiple choice questions, positive and negative comments for interpretation Note: Instructions in theory and practice in the lab </td> </tr> <tr> <td style="text-align: center;">UNIT-II</td> <td style="text-align: center;">SPEAKING SKILL</td> <td style="text-align: center;">Classes: 10</td> </tr> </table>									CO 1	Describe that Listening skills are essential to leadership which is useful in the real-world situations.	Remember	CO 2	Illustrate appropriate speaking strategies such as keeping the discussion going, turn-taking, asking for clarification or confirmation, paraphrasing, keeping the discussion on topic, and trying to reach a consensus.	Understand	CO 3	Define the value of English as a Lingua-Franca and recall the knowledge in soft skills for the perfect language usage.	Understand	CO 4	Explain the effective usage of functional English grammar and lexical items at academic and non-academic platforms.	Remember	CO 5	Understand the importance of critical reading to catch on the in-depth meaning of a written text at various levels of professional career.	Understand	CO 6	Demonstrate the role of written communication as a key aspect to meet the academic and professional challenges.	Understand	UNIT-I	LISTENING SKILL	Classes: 08	Significance, essentials, barriers and effectiveness of listening; Listening to dialogues, conversation, discussions, monologues; Listening to sounds, silent letters, stressed syllables in English; Listening for the gist of the text, for identifying the topic, general meaning and specific information; Listening for multiple choice questions, positive and negative comments for interpretation Note: Instructions in theory and practice in the lab			UNIT-II	SPEAKING SKILL	Classes: 10
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<p>Significance, essentials, barriers and effectiveness of speaking; Simple oral or casual interaction, dialogue, conversation; Debates: Differences between disagreeing and being disagreeable; Brief presentations; Role plays; Generating talks based on visual or written prompts; Addressing a small group or a large formal gathering; Speaking about present, past experiences and future plans; Arguing out a topic without verbal fights; Paper presentation.</p> <p>Note: Instructions in theory and practice in the lab</p>		
UNIT-III	READING SKILL	Classes: 09
<p>Techniques of reading: Skimming, scanning, intensive and extensive reading; Reading comprehension: Exercises for multiple choice questions and contextual meaning – Values in Dr. Kalam.</p> <p>Vocabulary enrichment and grammar exercises based on selective readings: Swami Vivekananda: Chicago Speech, 1893; Passages for intellectual and emotional comments; Reading for the gist of a text, for specific information, for information transfer and interpretation.</p>		
UNIT-IV	WRITING SKILL	Classes: 08
<p>Significance, essentials and effectiveness of writing; Writing emails; Writing paragraphs: Comparing, contrasting, presentations with an introduction, body and conclusion; Writing formal and informal letters: Letter of invitation, accepting, declining, requesting, complaint, seeking information; Cover letter enclosing a CV.</p>		
UNIT-V	VOCABULARY AND GRAMMAR	Classes: 10
<p>Punctuation, parts of speech, articles, prepositions, tenses, concords, phrasal verbs; Forms of verbs: Regular and irregular, direct and indirect speech, change of voice; prefixes, suffixes, Synonyms, antonyms, one word substitutes, idioms and phrases, technical vocabulary.</p>		
Text Books:		
<ol style="list-style-type: none"> 1. Meenakshi Raman, Sangeetha Sharma, “Technical Communication Principles Practices”, Oxford University Press, New Delhi, 3rd Edition , 2015. 		
Reference Books:		
<ol style="list-style-type: none"> 1. Norman Whitby, “Business Benchmark: Pre-Intermediate to Intermediate – BEC Preliminary”, 2. Cambridge University Press, 2nd Edition, 2008. 3. Devaki Reddy, Shreesh Chaudhary, “Technical English”, Macmillan, 1st Edition, 2009. 4. Rutherford, Andrea J, "Basic Communication Skills for Technology", Pearson Education, 2nd Edition, 5. 2010 6. Raymond Murphy, “Essential English Grammar with Answers” Cambridge University Press, 2nd 7. Edition. 		
Web References:		
<ol style="list-style-type: none"> 1. https://www.edufind.com 2. https://www.myenglishpages.com 3. https://www.grammar.ccc.comment.edu 4. https://www.owl.english.prudue.edu 		
E-Text Books:		

1. <https://www.bookboon.com/en/communication-ebooks-zip>
2. <https://www.bloomsbury-international.com/images/ezone/ebook/writing-skills-pdf.pdf>
3. https://www.americanenglish.state.gov/files/ae/resource_files/developing_writing.pdf
4. <https://www.learningenglishvocabularygrammar.com/files/idiomsandphraseswithmeaningsandexamplespdf.pdf>
5. <https://www.robinwood.com/Democracy/GeneralEssays/CriticalThinking.pdf>

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