## DEPARTMENT OF ENGLISH
### THE COURSES OFFERED FOR I YEAR B.TECH PROGRAMME
#### UNDER AUTONOMOUS STATUS
##### 2015-16

<table>
<thead>
<tr>
<th>S.NO</th>
<th>Title of the course</th>
<th>Semester I</th>
<th>Semester II</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>ENGLISH (Common for all branches)</td>
<td>CSE, IT, ECE, EEE, MECHANICAL, CIVIL, CHEMICAL</td>
<td>CSE, IT, ECE, EEE, MECHANICAL, CIVIL, CHEMICAL</td>
</tr>
<tr>
<td>2</td>
<td>LANGUAGE LAB (Common for all branches)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
ENGLISH (THEORY)
Semester - I

L - T - P - C
3 - 1 - 0 - 3

Sessional Marks : 40
Semester end Exam marks: 60

Course Objectives

➢ To improve the language proficiency of the students in English with emphasis on Reading and Writing skills.
➢ To enable the students to study engineering subjects with greater comprehension & cognizance.
➢ To strengthen the vocabulary of the students
➢ To enable the students to write grammatically correct structures with logical flow.
➢ To equip the students with the knowledge of different formats of business communication.

Course Outcomes

By the end of the course, the student will be able to:

1. Analyze the structure of the phrases, clauses and sentences
2. Apply his enriched vocabulary to give better shape to his communication skills.
3. Effectively use different formats of business correspondence.
4. Use idiomatic expressions and foreign phrases in his communication.
5. Use correct structures to write sentences.
ENGLISH (THEORY)

Semester - I

L - T - P - C
3 - 1 - 0 - 3

Sessional Marks : 40
Semester end Exam marks: 60

SYLLABUS

UNIT I

Vocabulary: One Word Substitutes
Grammar: Noun : Noun Phrases, Gerunds
Writing Skills: 1) Formal Letter writing – format, style of letter writing and types of letters - complaint, enquiry, requesting quotations, invitation, regret and acceptance.
2) Story Building - Developing a story from the key words, giving a title and describing learning outcomes.

UNIT –II

Vocabulary: Foreign phrases or expressions
Grammar: Adjectives : Quantifiers, qualifiers, determiners, nouns as adjectives, verbs as adjectives, adjective phrases
2. Essay writing.

UNIT –III

Vocabulary: Idiomatic expressions - meaning and usage.
Grammar: Articles - concept and function, definite, indefinite and omission of articles
Writing Skills: 1. Preparation of C.V. and Resume - format, style, purpose and objective.
2. Précis- writing technique with suitable title.

UNIT –IV

9 Periods
Vocabulary: Phrasal Verbs derived from the following dynamic verbs: Go, Get, Run, Take, Look, Put, Hold, Stand etc.

Grammar: Prepositions or prepositional phrases

Writing Skills: 1. Reading comprehension – questions based on facts, interpretation, logical deduction, vocabulary.
2. E-mail etiquette- format, style and language

UNIT –V

Vocabulary: Synonyms and Antonyms (From the prescribed text only)

Grammar: Pronouns: Kinds of pronouns, relative pronouns – who and whom, whose, which
Verbs - Aspects, moods, tenses, concord, Infinites and verb participles, verb phrases
Conditionals – probable, improbable, impossible, If-clause
Direct and indirect speech (active and passive voice)
Correction of sentences

PRESCRIBED TEXT BOOK:


REFERENCE BOOKS:

1. A Practical Course for Developing Writing Skill in English. GJ.K. Gangal. PHI.
3. Current English Grammar And Usage. S.M.Gupta, PHI.
COURSE OBJECTIVES

➢ To expose the students to a variety of self-instructional, learner-friendly modes of language learning.
➢ To facilitate computer-aided multi-media instruction enabling individualized and independent language learning.
➢ To improve the fluency in spoken English and neutralize mother tongue influence.
➢ To bring about a consistent accent and intelligibility in their pronunciation of English by providing an opportunity for practice in speaking.
➢ To train them to use English language effectively at interviews, group discussions, presentations.
➢ To initiate them into greater use of the computer in resume preparation, report writing, format-making etc.
➢ To help the students cultivate the habit of reading passages from the computer monitor, thus providing them with the required facility to face computer-based competitive exams such GRE, TOEFL, GMAT etc.

Course Outcomes

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Handle CBT (Computer Based Tests) of the qualifying examinations.</td>
</tr>
<tr>
<td>2</td>
<td>Receive, interpret, remember and evaluate information by practicing effective listening skills.</td>
</tr>
<tr>
<td>3</td>
<td>Speak English with neutralized accent.</td>
</tr>
<tr>
<td>4</td>
<td>Participate and use English language effectively in GDs and can make Presentations with appropriate body language.</td>
</tr>
<tr>
<td>5</td>
<td>Narrate, describe and report incidents and situations using appropriate terminology.</td>
</tr>
</tbody>
</table>
SYLLABUS

I CALL (Computer Aided Language Learning)
1. Introduction to the Sounds of English- Vowels, Diphthongs & Consonants.
2. Introduction to Stress and Intonation.
3. Short and long Reading comprehension exercises (listening skills)
4. Telephoning Skills.

II CSL (Communication Skills Lab)
5. ‘Just A Minute’ Sessions (JAM).
6. Describing Objects / Situations / People.
7. Video talks
8. Situational Dialogues / Role Play.

Suggested Software

- Cambridge Advanced Learners’ English Dictionary with CD.
- English Phonetics and Phonology – 2 CDs set
- English Mastery – Alania ABC
- Telephoning English
- Cambridge Grammar of English (Ronald Carter and Michael McCarthy) CD
- English Grammar in Use -Cambridge University Press
- Communication Skills – Oxford U P (Sanjay Kumar and Pushpa Latha)

Reference Books:

Books Suggested for English Language Lab Library (to be located within the lab in addition to the CDs of the text book which are loaded on the systems)

1. Spoken English (CIEFL) in 3 volumes with 6 cassettes, OUP.
4. English Language Communication : A Reader cum Lab Manual Dr A Ramakrishna Rao, Dr G Natanam & Prof SA Sankaranarayanan, Anuradha Publications, Chennai
5. Speaking English Effectively by Krishna Mohan & NP Singh (Macmillan)
8. English Skills for Technical Students, WBSCTE with British Council, OL
9. A Practical Course in Effective English Speaking Skills. J.K. Gangal. PHI.
Globalisation has brought in numerous opportunities for the teeming millions, with more focus on the students' overall capability apart from academic competence. Many students, particularly those from non-English medium schools, find that they are not preferred due to their inadequacy of communication skills and soft skills, despite possessing sound domain knowledge along with technical capability. Keeping in view their pre-employment needs and career requirements, this course on Communication Skills will prepare students to adapt themselves with ease to the industry environment, thus rendering them as prospective assets to industries. The course will equip the students with the necessary communication skills that would go a long way in helping them in their profession.

OBJECTIVES:
- To equip students with effective speaking and listening skills in English.
- To help them develop their soft skills and people skills, which will make the transition from college to workplace smoother and help them to excel in their jobs.
- To enhance students' performance at Placement Interviews, Group Discussions and other recruitment exercises.

The Students will be able to:
- Develop their personal traits.
- Understand and converse with their higher authorities/ subordinates/ other persons concerned.
- Expose their personality effectively.
- Develop good relations/contacts with different types of persons concerned.
- Develop skill of impromptu speech as well public speech.

1. Communication
   - Importance of Communication
   - Non Verbal Communication
     - Personal Appearance
     - Posture
     - Gestures
     - Facial Expressions
     - Eye Contact
     - Space Distancing
2. **Goal Setting**
   - Immediate, Short term, Long term,
   - Smart Goals
   - Strategies to Achieve goals

3. **Time Management**
   - Types of Time
   - Identifying Time Wasters
   - Time Management Skills

4. **Leadership and Team Management**
   - Qualities of a Good Leader
   - Leadership Styles
   - Decision Making
   - Problem Solving
   - Negotiation Skills

5. **Group Discussions**
   - Purpose (Intellectual ability, Creativity, Approach to a problem, Solving, Tolerance, Qualities of a leader)
   - Group Behaviour
   - Analysing Performance

6. **Job Interviews**
   - Identifying job openings
   - Preparing Resumes & CV
   - Covering Letter
   - Interview (Opening, Body-Answer Q, Close-Ask Q)
   - Types of Questions

**Reference Books**: