

COMMUNICATIVE ENGLISH

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(Common for all branches)

Prerequisites:

Basic English language skills- LSRW at (10+2) / Intermediate Level

Course Objectives

1. To focus on appropriate reading strategies for comprehension of various forms of texts.
2. To instruct effective strategies for good writing and exhibit the same in writing well organized passages, reports and other forms of business communication
3. Provide knowledge of grammatical structures and vocabulary to be used appropriately in their writing.

Course Outcomes

By the end of the course, the student will be able to:	
CO1	Comprehend, interpret and analyze text and answer questions based on passages.
CO2	Demonstrate good writing skills for effective paraphrasing, argumentative essays and formal correspondence.
CO3	Construct grammatically correct sentences and apply proper vocabulary in speech and writing.

UNIT I

10 hrs

Reading: 1. Skimming and Scanning to get the main idea of a text and look for specific information-**On the Conduct of Life: William Hazlitt**

2. If- *Rudyard Kipling* – (Only for the purpose of reading) **CO1**

Writing: Paragraph writing (specific topics) using suitable cohesive devices – Unity, logical order, coherence, opening and closing statements. **CO2**

Grammar: Clauses and Sentences: Sentence structures, use of phrases and clauses in sentences **CO3**

Vocabulary: The concept of word formation, Acquaintance with prefixes and suffixes **CO3**

UNIT –II

10 hrs

Reading: 1. Reading for inferential comprehension- **The Brook: Alfred Tennyson**

2. How I Became a Public Speaker: *George Bernard Shaw* (Only for the purpose of reading) **CO1**

Writing: Formal letter writing. Letters of complaint, enquiry, report, invite, placing orders, acknowledgment and follow-up letters. **CO2**

Grammar: Punctuation: importance of proper punctuation in texts, Articles **CO3**

Vocabulary: Word building using foreign roots **CO3**

UNIT –III

10 hrs

Reading: 1. Comprehend complex texts identifying the author’s purpose- **The Death Trap: Saki**

2. On Saving Time: *Seneca* (Only for the purpose of reading) **CO1**

Writing :: Reports (Structure and content of a project report) **CO2**

Grammar : Noun-Pronoun Agreement, Subject –Verb agreement, Tenses **CO3**

Vocabulary: Idiomatic expressions **CO3**

UNIT –IV

10 hrs

Reading: 1. Identifying claims, evidences, views, opinions and stance/position.- **Chindu Yellama**

2. Muhammad Yunus (Only for the purpose of reading) **CO1**

Writing Skills: 1. Writing structured essays (persuasive and argumentative) using suitable claims and evidences **CO2**

Grammar: Misplaced Modifiers, adjectives, adverbs **CO3**

Vocabulary: Synonyms & Antonyms **CO3**

UNIT –V

12 hrs

Reading: Developing advanced reading skills for deeper understanding of the text

Politics and the English Language: George Orwell 2.The Dancer with a

White Parasol: *Ranjana Dave* (Only for the purpose of reading) **CO1**

Writing : Précis writing (Summarizing-identifying main idea and rephrasing the text), Applying for internship/Writing job applications: Resume and C.V with cover letter **CO2**

Grammar: Prepositions, correction of sentences. **CO3**

Vocabulary: Phrasal verbs **CO3**

(Please Note: Reading -2 in all Units is not included for written Exam.)

Prescribed book:

Board of Editors. *Language and Life*. 1st edition, 2018. Oriental Black Swan.

Reference Books:

1. Sanjay Kumar and Pushpa lata *Communication skills*. Oxford University Press. 2011
2. Meenakshi Raman and Sangeetha Sharma. *Technical communication*. Oxford University Press.
3. Kulbushan Kumar. *Effective communication skills*. Khanna Publishing House, Delhi.