OBJECTIVES:

- To enable students to develop their basic communication skills.
- To help students acquire their ability to speak effectively in real life situations.
- To inculcate the habit of reading and to develop their effective reading skills.
- To ensure that students use dictionary to improve their active and passive vocabulary.
- To enable students to improve their lexical, grammatical and communicative competence.

INTENDED OUTCOMES:

Students undergoing this course will be able to

- Use English language for communication: written & spoken.
- Enrich comprehension and acquisition of speaking & writing ability.
- Gain confidence in using English language in real life situations.
- Improve word power: lexical, grammatical and communication competence.

Unit I

Listening – Types of listening - Listening to class reading - Video tapes/ Audio tapes. Speaking – Introduction on self - Introduction on one’s friend. Reading - Reading for comprehension – Reading different kind of passages like descriptive, narrative, objective, conversational and argumentative.

Writing – Free writing on any topic – My favorite place, hobbies, dreams, goals, etc- Writing short messages - To fill in different application forms. Grammar – Articles- WH questions – Yes/No Question - Subject Verb agreement. Vocabulary - Word Formation – Word expansion (Root word) - Prefix and Suffix.

Unit II


Vocabulary – Compound Nouns/Adjectives – Irregular verbs.

Unit III


Vocabulary – Foreign words used in English – British and American usage.

Unit IV

Listening – Responding to questions – Reading in class for complete understanding and for better pronunciation. Speaking – Debate- Presentations in seminars. Reading – Making inference from the reading passage – Predicting the content of reading passages. Writing - Interpreting visual materials
(tables, graphs, charts, etc) – Formal and Informal letters. **Grammar** – Sentence pattern – Voice (active and passive voice). **Vocabulary** – One word substitution.

**Unit V (8)**


Note: Students shall have hands on training in improving listening skill in the language laboratory @ 2 periods per each unit.

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<td>Sangeeta Sharma, Meenakshi Raman</td>
<td>Technical Communication: Principles And Practice 2nd Edition</td>
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**WEBSITES:**

- www.learnerstv.com – Listening/ Speaking/ Presentation
- www.usingenglish.com – Writing/ Grammar
- www.englishclub.com – Vocabulary Enrichment/ Speaking
- www.ispeakyouspeak.blogspot.com – Vocabulary Enrichment/ Speaking
- www.teachertube.com – Writing Technically
OBJECTIVES:

- To motivate learners to acquire listening & speaking skills in both formal and informal context.
- To focus on question forms & to make them understand the importance of using question tags and also the functional use of transformation of sentences.
- To improve their reading habit and to train them in critical and analytical reading.
- To equip them to write for academic as well as work place context.
- To enable students to face interviews.

INTENDED OUTCOMES:

Students undergoing this course will be able to

- Acquire second language: speaking convincingly, expressing their opinions clearly, negotiating and arguing using appropriate communicative strategies.
- Enhance them reading texts critically and analytically.
- Develop writing effectively, persuasively and producing different types of writing such as narration, description, exposition and argument as well as creative, critical, analytical and evaluative writing.
- Enrich the ability to face interviews with confidence.

UNIT-1 (10)

Listening - Difference between Hearing & Listening – Listening to informal conversation. Speaking - Spoken structures on different situations - Introduction, Greeting, Comments on topics like Films, Games etc, Excuse, Request, Agreement, Disagreement, etc., Reading – Extensive and Intensive reading.


UNIT-II (8)


UNIT – III (9)


UNIT-IV (8)
**Listening** – Listening to telephone conversation - Viewing model interviews. **Speaking** – Group Discussion - Correlation between verbal & non-verbal communication. **Reading** – Reading comprehension (short & long text) - Reading job advertisements and profile of a company. **Writing** – Job application - Resume writing - Checklist preparation. **Grammar** - Numerical expressions – Collocations - **Vocabulary** - Singular and Plural (Nouns)

**UNIT- V**


Note: Students shall have hands on training in improving listening skill in the language laboratory @ 2 periods per each unit.

**Total-45**

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OBJECTIVES:

- To assist students to understand the role of thinking in all forms of communication.
- To help students with neutral accent.
- To guide students to read and comprehend articles from newspapers and magazines.
- To equip students with oral and appropriate written communication skills.
- To assist students with employability and job search skills.

INTENDED OUTCOMES:

Students undergoing this course will be able to

- Speak clearly, confidently, comprehensibly, and communicate with one or many listeners using appropriate communicative strategies.
- Write cohesively, coherently and flawlessly avoiding grammatical errors, using a wide vocabulary range, organizing their ideas logically on a topic.
- Listen to/view and comprehend different spoken discourses/excerpts in different accents.
- Take national and international examination and enhance the performance at Placement Interviews.

UNIT - I  ESSENTIALS OF COMMUNICATION

Communication: Definition-Process-Scope-Types- Barriers- Dyadic Communication exercises.

UNIT - II  SPEECH PROCESS


UNIT - III  ORAL COMMUNICATION

Distinguishing between Formal and Informal speech – Defining and Describing objects and people –Self Introduction – Extempore talk on a given topic - Asking questions politely, disagreeing politely in formal contexts – Speaking to a group - Giving oral presentations – Group discussion – Debates- Types of Interview.

UNIT - IV  WRITTEN COMMUNICATION

Formal Reports - Project Proposals - Book reviews - Official Correspondence - Proof Reading & Editing.

UNIT – V  ENGLISH FOR COMPETITIVE EXAMINATION

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<td>2007</td>
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**WEBSITES:**

- [www.learning-development.hrtoolbox.com](http://www.learning-development.hrtoolbox.com) – Unit-III- Oral Communication
- [www.englishclub.com](http://www.englishclub.com) - Writing/ Grammar – Unit-IV
- [www.ispeakyouspeak.blogspot.com](http://www.ispeakyouspeak.blogspot.com) - Vocabulary Enrichment/ Speaking – Unit-II
- [www.teachertube.com](http://www.teachertube.com) - Writing Technically – Unit- V
OBJECTIVES:

- To help students comprehend the role of listening skills in effective communication.
- To familiarize students with verbal and non-verbal communication.
- To expose students to neutral accent.
- To develop emotional intelligence skills in them for enhancing their self-esteem.
- To assist them in setting goals and developing positive attitude.
- To enable students to acquire decision making skills, problem solving skills and assertive skills.

INTENDED OUTCOMES:

Students undergoing this course will be able to

- Equip students of engineering and technology with effective speaking, writing and listening and reading skills in English.
- Develop their soft skills and inter personal skills, which will make the transition from college to workplace smoother and help them excel in their job.
- Equip students of engineering and technology with group discussion and other recruitment exercises.
- Use both verbal and non-verbal skills cohesively and develop confidence in participating in seminars, conferences, technical and extracurricular activities for lifelong learning.

UNIT - I   THE ART OF LISTENING

The art of listening - The importance of listening - The difference between listening and hearing - Barriers to listening - Remedies for listening problems - Listening through English.

UNIT - II   VERBAL AND NON-VERBAL COMMUNICATION

Non-verbal communication - Eye contact - Facial expressions - Posture - Gestures - Body langage - Etiquette.

Verbal communication - Importance of voice modulation - Accent - Diction - Functional Grammar - Sentence construction - Effective vocabulary - Idioms - Phrases - Jargons - How to get others to listen to.

UNIT - III   INTRAPERSONAL AND INTERPERSONAL SKILLS

Intrapersonal skills - Self-analysis - Thought process - Understanding one’s potential and limitations - Developing problem solving skills - Ability to self-reflect - Self-control - Improving self-esteem.

Interpersonal skills - Confidence building - Resolving conflicts - Negotiation - Handling difficult people - Valuing diversity - Adaptability and Flexibility – Inter Cultural Communication.

UNIT - IV   GOAL SETTING AND POSITIVE ATTITUDE

Difference between goals and dreams - SMART goal setting - 3 Ds of goal setting - Determination, Discipline and Direction - Developing the right attitude - Motivation - Intrinsic and Extrinsic motivation - Dealing with change - Dedication - Taking responsibilities - Decision making.
UNIT - V MANAGERIAL SKILLS
Analytical skills - Team Building - Leadership skills - Planning/organizing - Ability to work independently - Professional ethics - Preparing résumé - Writing covering letter - Communicating via e-mail.

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<td>Gopalaswamy Ramesh &amp; Mahadevan Ramesh</td>
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WEBSITES:

www.englishclub.com – Art of Listening- Unit-I
http://tribehr.com/social-hr-software/talent-management/skills-tracking - Unit-V
www.ispeakyouspeak.blogspot.com – Unit-II
https://alison.com/subjects/6/Personal-Development-Soft-Skills - Unit-III, IV,&V
www.learning-development.hr.toolbox.com – Unit-V
http://www.niit.com/solution/soft-skill-training - Unit-III, IV,&V
PURPOSE:
It provides techniques of writing and also trains the students to write without their influence of mother tongue. In addition to honing their skills as professional writers, students will develop technical vocabularies that will aid writing research articles and discussing articles produced by their peers.

OBJECTIVES:
- Develop abilities to write technically and expressively,
- Recognize writing as a constructive, meaningful process,
- Practise using reading strategies for effective writing.

INTENDED OUTCOMES:
Students undergoing this course are able to
- Construct simple sentences, correct common grammatical errors in written English.
- Build confidence in English language by imbibing lexical and syntax rules.
- Enrich their reading ability for effective writing.

UNIT – I  BASICS OF WRITING  (7)
Introduction to Technical Writing – Importance of Writing – Characteristics of Writing – Audience Recognition/ Analysis – Appropriateness of language — Conciseness and Flow – Bias free and plain writing – Impersonal and Formal Language - Techniques of Technical Writing – Overcoming writer’s block – Prioritizing for effective writing – Avoiding plagiarism.

UNIT – 2  PARAGRAPHS AND ESSAYS  (9)

UNIT – 3  LETTERS, MEMOS AND EMAIL  (9)
UNIT – 4  THE ART OF CONDENSATION AND TECHNICAL PROPOSALS  (9)
Steps to Effective précis writing – Guidelines – Technical Proposals – Types of Proposals –
Characteristics – Body of the Proposals – Style and appearance – Evaluation of proposals – Proof
Reading – Book /Film Review – Travelogue – Dialogue Writing.

UNIT – 5  REPORTS AND RESEARCH ARTICLES  (11)
Discussion of newspaper articles -Objectives of Reports – Characteristics of Reports – Structure of
Reports – Types of Reports – Writing an article – Writing research articles – Essential features of

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<td>2</td>
<td>Graham King</td>
<td>Collins Improve Your Writing</td>
<td>Collins; First edition, UK</td>
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WEBSITES:

http://www.stevepavlina.com/blog/2006/08/10-ways-to-improve-your-technical-skills/ -Unit-I
http://www.nyu.edu/classes/keefer/brain/net2.html - Unit-I, II, & III
https://www.udemy.com/technical-writing-and-editing/ - Unit-IV & V
http://techwhirl.com/what-is-technical-writing/ - All Units