

Unit - 1: Understanding Communication - Definition and Process of Communication, Types of communication - verbal and nonverbal - Channels of communication - communication of contexts - types of contexts - barriers to communication - Basic listening models - Competitive or combative listening, passive and attentive listening, Active and reflective listening - Barriers of communication - barriers to effective listening - Listening to speeches of pioneer engineers and making a critical review on them - Delivering presentations - extempore on language learning experiences - prepared speech on language learning strategies - Presentation techniques - Creating Visual Support - Developing Paragraphs - Précis Writing - Creative Writing - Expository essay - summarizing - paraphrasing - Types of phrases, clauses and sentences - Sentence patterns - Word order of English.

Unit - 2: English The Language of Science & Technology: Scientific method and Engineering Design Process - Single sentence definition and Extended definition of technical terms - Describing types of technical problem through verbs and adjectives describing technical problems - Task - based activities - describing /explaining /defining /classifying objects, etc. - Scientific and technical texts, Skimming for main ideas, Scanning for specifics, Predicting, inferring and guessing the meaning, etc. - note making - Interpretations & Transcoding (Pie Chart, Bar Diagram, Flow chart, Tables) - writing Instructions and Checklists - process description - describing the working of a machine and the manufacturing process - Specific Grammar Items in Scientific and Technical Communication (Use of modal auxiliaries in technical English, Conditional sentence connectives in technical communication).

Unit-3: English In Digital World - Framing of search terms/keywords in search engines - tools to support synchronous communication such as webinar platforms, and asynchronous communication such as forums and social media. - What is online communication - types of online communication - advantages and disadvantages of online communication - Acceptable online roles and behaviors - netiquettes - etiquettes of social media - problems and opportunities in handling digital resources - presenting with audio and visual aids - Listening to the voice over of a short film/documentary - TED talks - Observing non-verbal cues - learning IPA, framing question tags, stress and intonation through online sources - Tools to check grammar, - importance of academic integrity.

Unit-4: English For Employability - Difference between career and job - Listening to interviews (choice of career) - Group discussion, Interview skills (Preparation for Interviews, Stress management), Telephone Interview conversation, Mock Interviews - Email writing, Email etiquettes, Job application and Curriculum Vitae - letter of motivation - its role in job application - components of letter of motivation - critical reasoning - analyzing the text - Vocabulary building strategies - techniques of correct understanding of a text - Reading comprehension - Types of reading - Skimming, Scanning, Extensive reading and Intensive reading - Analogy, Error analysis, Abbreviations, Acronyms and Initialism - synonyms and antonyms, parallelism.

Unit-5: Business English - Appropriate interactions in right contexts - role of interactions in team building - role of paralinguistic features in business communication - Role plays on - customer - centric marketing methods, - Telephone conversation - Negotiation - Listening to talks, Business conversations (short and long) - customer relationship management, methods of retaining customers. - Drawing and describing an organizational chart - Conducting meetings - writing notice, agenda and minutes - Business English vocabulary - Report Writing (Feasibility and sales) - Memo - Circular - Public Notice - Enquiry & complaint letter - Proposal writing - writing Advertisement - Voices, Tenses, Direct and Indirect, Connectives - Concord and Comparative forms.

Learning Resources

1. Swan, Michael. Practical English Usage. OUP, 1995.
2. Kumar Sanjay and Pushpa Lata. Communication Skills. OUP, 2011.
3. Scientific English: A Guide for Scientists and Other Professionals, 3rd Edition Paperback - Import, 2011.
4. Graduate Attributes Learning and Employability (English Electronic book text. Hager Paul J)