1. **Course Handout (Student & Faculty)**

| **Department/Centre Name** | Chitkara University Language Centre | | |
| --- | --- | --- | --- |
| **Programme Name** | Bachelor of Computer Science Engineering | | |
| **Course Name** | Communicative English | **Session** | Jan-June 2023 |
| **Course Code** | CL101 | **Semester/Batch** | III 2021 |
| **Lecture/Tutorial (Per Week)** | 2-0-0 | **Course Credit** | 2 |
| **Course Coordinator Name** | Dr. Ruchi & Ms. Akanksha | | |

1. **Scope & Objective of the Course:**

Communicative English for Engineers and Professionals course is a comprehensive course on the study of oral and written skills in English. It is meticulously designed to develop students’ insight into the learning and enhancement of technical and business communication skills and to help them meet challenges by providing them with some useful practical tips.

The course has also taken into consideration aspirants of English proficiency examinations, who wish to sharpen their listening, speaking, reading and writing skills. The course components have been designed to follow the natural progression of the faculties of listening, speaking, reading, and writing. The students will bedirected as language learners to the fi eld of CALL (Computer Aided Language Learning) with valuable sections on vocabulary extension, that will furnish the readers with a wide range of synonyms, antonyms, homonyms, homophones, one-word substitutes, and technical terms.

**The main objectives of the courses are TO:**

* To develop communication competency that requires the highest level of language proficiency
* To help learners develop an understanding of difficult words by gaining knowledge on roots, bases, and affi xes of the English language
* To ensure students have professional and personal skills (productive attitudes, the ability to think and learn)
* To teach students to work on a team

1. **Course Learning Outcome:**

**On Successful completion of the course, a student will be able to :**

* **CLO01:** To learn effective interpersonal and team communication skills that are useful for engineers in the practice of their profession
* **CLO02:** To learn micro-skills of communication

**CLO03: T**o discuss professional and technical written communication along with the creative

aspects of writing slogans, paragraphs, dialogues and developing outlines

* **CLO04**: To develop the skills of reading, note making, note taking and summarizing
* **CLO05:** To ensure students can communicate effectively.

**CLO06:** To gain profi ciency in group discussions, interviews, and professional presentations.

1. **Recommended Books (Reference Books/Text Books):**
   1. **B01**: Bhatnagar,Nitin & Mamta Bhatnagar. *Communicative English for Engineers and Professionals*. Longman, Pearson, 2010.
   2. **B02:** Fast, Julius. *English for Work: Everyday Technical English*.General Professional English: Longman, 2003.
   3. **B03:** Anderson, John. *Effective Interpersonal And Team Communication Skills For Engineers*. IEEE Press, 2012.
   4. **B04:** Dunlap, Carmen Zuniga and Evelyn Marino Weisman. *Helping English Language Learners Succeed*. Professional Development for Successful Classrooms: Shell Education, 2007.
   5. **B05:** Ibbotson, Mark. *Cambridge English for Engineering Student’s Book with Audio CDs* (2). Cambridge Professional English, Cambridge University Press, 2008.
   6. **B06:** Swales, John M. and Christine B. Feak. *Academic Writing for Graduate Students: Essential Tasks and Skills*.Michigan Series in English for Academic & Professional Purposes.University of Michigan Press, 2012.
   7. **B07:** Seidl, Jennifer. *English idioms. Exercises on idioms*. Oxford University Press, 1989.
   8. **B08:** Inmaculada Fortanet-Gomez, Juan C. Palmer-Silveira, Miguel F. Ruiz-Garrido. *English for Professional and Academic Purposes*. (Utrecht Studies in Language and Communication), 2010.
   9. **B09:** Kirkpatrick, Andy. *World Englishes: Implications for International Communication and English Language Teaching*.Cambridge Language Teaching Library: Cambridge University Press, 2007.
2. **Other readings & relevant websites:**

| **S.No.** | **Link to Journals, Magazines, websites, and Research Papers** |
| --- | --- |
|  | https://www.scienceofpeople.com/ |
|  | https://www.egyankosh.ac.in/bitstream/123456789/11559/1/Unit-10.pdf |
|  | https://www.europarc.org/communication-skills/pdf/Negotiation%20Skills.pdf |
|  | https://www.sagepub.com/sites/default/files/upm-binaries/53604\_Gamble\_(IC)\_Chapter\_6.pdf |
|  | https://www.europarc.org/communication-skills/pdf/About%20Interpersonal%20Skills.pdf |
|  | https://www.pearsonhighered.com/assets/samplechapter/0/2/0/5/0205953654.pdf |

1. **Course Plan:**

| **Lecture No.** | **Topic(s)** |
| --- | --- |
| 1-2 | **Effective Communication:** What do We Mean by Communication?  Process of Communication**,** Communication Cycle, Channels and Media of Communication |
| 3-4 | Barriers to Communication, Learning Strategies for Effective Communication |
| 5 | **Use of Technology in Developing Communication Skills**  Introduction**,** Computer Assisted Language Learning (CALL) |
| 6-7 | Self-learning Through the Use of Technology  Integrated Group Learning Using a Multimedia Language Laboratory |
| 8-9 | Eff ectiveness of CALL for Developing English Language Skills, Use of Internet |
| 10-11 | **Word Elements**  Introduction, Root/Base: The Core of a Word  Affi xes, Prefi x: The Frontal Element, Suffi x: The Tail to Modify Meaning |
| 12-13 | **Vocabulary Building:** Introduction  Synonyms, Antonyms, Homophones |
| 14-15 | Homonyms, Words Often Confused, One-Word Substitution, Idioms and Phrasal Verbs  Technical Terms |
|  | **ST1** |
| 16-17 | **Professional Interaction:** Introduction**,** Group Discussion |
| 18-19 | Job Interviews, Professional Presentation |
| 20-24 | **Reading and Study Skills:** Introduction  Reading Comprehension, Note Taking and Note Making, Précis Writing |
| 25-28 | **Written Communication:** Introduction  Paragraph Writing, Developing Outlines, Key Expressions and, Situation |
| 29-31 | Slogan Writing, Dialogue Writing, Interpreting Pictures and Cartoons |
|  | **ST2** |
| 32-34 | **Professional and Technical Communication:** Introduction  Letter Writing, Job Applications |
| 35-37 | Letter to the Editor, Business Letters |
| 38-41 | Reports, News Reports |
| 42-43 | E-mail Writing |
| 44-45 | Revision and Doubt Clearance Class |
|  | **ST3** |

1. **Action plan for different types of learners**

| **Slow Learners** | **Average Learners** | **Fast Learners** |
| --- | --- | --- |
| Remedial Classes on Saturdays  Language Lab Sessions | Doubt-sessions on Saturdays  Language Lab Sessions | Presentations and Online Assignments, Language Lab Sessions |

1. **Evaluation Scheme & Components:**

| **Evaluation Component** | **Type of Component** | **No. of Assessments** | **Weightage of Component** | **Mode of Assessment** |
| --- | --- | --- | --- | --- |
| Component 1 | Internal Evaluation Component (Quizzes /Assignments/ Presentation/Class Test/Open Book Test/ Case Study) | 01 | 10% | Online/Offline |
| Component 2 | Subjective Test/Sessional Tests (STs) | 03\* | 30% | Online/offline |
| Component 3 | End Term Examinations | 01 | 60% | Online/Offline |
| **Total** | | **100%** | | |

**\*Out of 03 STs, the ERP system automatically picks the best 02 STs marks for evaluation of the STs as final mark**

**Details of Evaluation Components:**

\*As per Academic Guidelines minimum 75% attendance is required to become eligible for appearing in the End Semester Examination.

| **Evaluation Component** | **Description** | **Syllabus Covered (%)** | **Timeline of Examination** | **Weightage (%)** |
| --- | --- | --- | --- | --- |
| Component 01 | Assignment/Quiz/IEC 01 | 10% | 4th Week of Semester | 10% |
| Component 02 | ST 01 | Upto 40% | As defined in Academic Calendar | 30% |
| ST 02 | 41% - 80% | As defined in Academic Calendar |
| ST 03 | 100% | As defined in Academic Calendar |
| Component 03 | End Term Examination\* | 100% | At the end of the semester | 60% |
| Total | | |  | 100% |

**7. Syllabus of the Course:**

| **Subject: Communicative English** | **Subject Code: CL101** |
| --- | --- |

| **S.No.** | **Topics** | **No. of Lectures** | **Weightage(%)** |
| --- | --- | --- | --- |
| **1.** | **Effective Communication**   * What do We Mean by Communication? * Process of Communication * Communication Cycle * Channels and Media of Communication * Barriers to Communication * Learning Strategies for Effective Communication | 5 | 20% |
| **2** | **Use of Technology in Developing Communication Skills**   * Introduction * Computer Assisted Language Learning (CALL) * Self-learning Through the Use of Technology * Integrated Group Learning Using a Multimedia Language Laboratory * Eff ectiveness of CALL for Developing English Language Skills * Use of Internet | 3 | 10% |
| **3** | **Word Elements**   * Introduction * Root/Base: The Core of a Word * Affi xes * Prefi x: The Frontal Element * Suffi x: The Tail to Modify Meaning | 4 | 10% |
| **4** | **Vocabulary Building**   * Introduction * Synonyms * Antonyms * Homophones * Homonyms * Words Often Confused * One-Word Substitution * Idioms and Phrasal Verbs * Technical Terms | 3 | 10% |
| **5** | **Professional Interaction**   * Introduction * Group Discussion * Job Interviews * Professional Presentation | 5 | 15% |
| **6** | **Reading and Study Skills**   * Introduction * Reading Comprehension * Note Taking and Note Making * Précis Writing | 3 | 10% |
| **7** | **Written Communication**   * Introduction * Paragraph Writing * Developing Outlines, Key Expressions and * Situation * Slogan Writing * Dialogue Writing * Interpreting Pictures and Cartoons | 3 | 10% |
| **8** | **Professional and Technical Communication**   * Introduction * Letter Writing * Job Applications * Letter to the Editor * Business Letters * Reports * News Reports * E-mail Writing | 4 | 15% |

**This Document is approved by:**

| **Designation** | **Name** | **Signature** |
| --- | --- | --- |
| **Course Coordinator** | **Dr. Ruchi Sharma & Ms. Akanksha** |  |
| **HOD** | **Dr. Ruchi Sharma** |  |
| **Date (DD/MM/YYYY)** | **13/12/2022** | |