

Course Content & Grade

| Branch | Subject Title | Subject Code | Grade for End Sem | | CGPA at the end of every even |
|-------------------|---------------|--------------|-------------------|-----------|-------------------------------|
| B.TECH. Common | English | BT- 1003 | Theory | Practical | 5.0 |
| | | | Min.“D” | Min.“D” | |

COURSE CONTENT:

Unit-I

Grammar: Applied Grammar and usage, Parts of Speech, Articles, Tenses, Subject-Verb Agreement, Prepositions, Active and Passive Voice, Reported Speech: Direct and Indirect, Sentence Structure, Punctuation. Vocabulary Development: Using Dictionary and Thesaurus, Synonym, Antonym, Homophones.

Unit-II Communication:

Introduction, Meaning and Significance, Process of Communication, Oral and Written Communication, 7 c's of Communication, Barriers to Communication and Ways to overcome them, Importance of Communication for Technical students.

Unit-III

Nonverbal Communication and listening skills: nonverbal communication, cross cultural communication, communicating through visuals, listening, types of listening, active listening, barriers to listening, improving listening skills.

Unit-IV

Developing Writing Skills: Planning, Drafting and Editing, Precise Writing, Précis, Technical definition and Technical description. Report Writing: Features of writing a good Report, Structure of a Formal Report, Report of Trouble, Laboratory Report, Progress Report.

Unit-V

Business Correspondence: Importance of Business Letters, Parts and Layout; Application, Contents of good Resume, guidelines for writing Resume, Calling/ Sending Quotation, Order, Complaint, E-mail and Tender.

Books Recommended :

1. 'Technical Communication : Principles and practice', Meenakshi Raman and Sangeeta Sharma (Oxford)
2. 'Effective Business Communication', Krizan and merrier (Cengage learning)
3. 'Business Correspondence and Report Writing' R.C. Sharma and Krishna Mohan, (Tata Mcgraw Hill)
4. 'Speaking and Writing for Effective Business Communication', Francis Soundararaj (Macmillan)
5. 'Effective Technical Communication', M Arshaf Rizvi (Tata Mcgraw Hill)
6. 'Contemporary Business Communication', Scot OBTr (biztantra)
7. 'Communication for Business –a practical approach', Shirley Taylor(Pearson Education)
8. 'A Practical English Grammar', A.J. Thomson and A.V. Martinet, (Oxford IBH publication)

Communicative Language Laboratory :

Course objective : The language laboratory focuses on the practice of English through audio-visual aids and Computer software. It intends to enable the students to speak English correctly with confidence and intends to help them to overcome their inhibitions and self –consciousness while speaking in English.

Topics to BT covered in the Language laboratory sessions:

1. Basic Grammar and Vocabulary (Synonyms/ Antonyms, Analogies, sentence completion, correctly spelt words, idioms proverbs, common errors).
2. Listening Skills (Including Listening Comprehension)
3. Reading Skills ((Including Reading Comprehension)
4. Writing Skills.
5. Speaking Skills.
6. Body Languages.
7. Oral Presentation: Research and Planning, Structure and Style, Preparation and delivery using Audio –Visual aids with stress on body Language and Voice modulation. (Topic to BT selected by the teacher.)

Final Assessment should BT based on assignment, assessment, presentation and interview of each candidate.