

## **COURSE : ENGLISH**

### **A. OVERVIEW OF THE COURSE:**

<b>Name of Course</b>	<b>English</b>
<b>Offering Department</b>	<b>Humanities and Social Sciences</b>
<b>B.Tech Branches to which this course is offered</b>	<b>Common for all branches</b>

### **OVERVIEW:**

The course aims at improving the listening, speaking, reading and writing skills of the budding engineers. Apart from enhancing the vocabulary of learners, the course will enable them to communicate properly in formal situations as well. The focus of this syllabus is on training the learners to make grammatically correct sentence structures to be able to communicate coherently and confidently in written and oral forms. Through training in language lab activities, the learners shall also excel in non-verbal aspects of communication like confidence, body-language, tone, pitch and pace in formal and business communication. During this course the learners shall engage with —written/video/audio/audio-visual material—for accurate extraction of meaning and absorption of structures of language. Keeping in mind the NEP framework, the students will read and write the review of a book dealing with the Indian Knowledge System (IKS).

## B. SYLLABUS

Course No	Title of the Course	Course Structure	Pre-Requisite
FCCHS 0105	English	3L-0T-2P	None
<b>COURSE OUTCOMES (COs)</b> After completion of this course, the students are expected to be able to demonstrate the following knowledge, skills and attitudes: CO 1: Enhance their vocabulary for the purpose of accurate & proper comprehension and articulation. CO 2: Form grammatically correct sentences leading coherent and error free communication. CO 3: Communicate coherently and confidently—written and oral—in any formal/official/business situation. CO 4: Excel in non-verbal aspects of communication like confidence, body-language, tone, pitch and pace in formal and business communication. CO 5: Engage with —written/video/audio/audio-visual—for accurate extraction of meaning and absorption of structures of language.			
<b>COURSE CONTENT</b> <b>UNIT I</b> <b>Vocabulary Enhancement (CO1):</b> Using a standard dictionary-word spellings, meanings, usage, pronunciation, making sentences, Word collocations, Commonly misused words, One word substitutions, Abbreviations & foreign Phrases  <b>UNIT II</b> <b>Remedial &amp; Applied Grammar (CO 2):</b> Tenses, Active and Passive Voice, Direct and Indirect Speech, Prepositions, Articles & Question tags, Redundancy, Editing & Punctuation, Idioms and Phrases  <b>UNIT III</b> <b>. Techniques of Effective Writing (CO 1 &amp; 2):</b> Writing self-assessment tasks- SWOT analysis & Johari window, Precis and summary writing, Writing a Paragraph, Writing an Essay, Book Review (of a book related to the Indian Knowledge System).  <b>UNIT IV</b> <b>Business Communication (CO 4 &amp; CO 3):</b> Informal Letter writing, Formal Letter writing (Letters pertaining to sales, claim, order, inquiry, credit etc.), Statement of Purpose, Job application, Resume.  <b>UNIT V</b> <b>Communication Skills (CO 3 &amp; 4)</b> Communication Skills: Definition and significance, 7Cs of Communication, Types of Communication, Barriers to communication, Reading the given texts to skim, scan, infer and answer comprehension questions.  <b>Lab Activities</b> Lab Activity No 1: Introducing Oneself: Breaking the Ice (CO 3, 4)			

Lab Activity No 2: Reading from newspapers/magazines/blogs to build up a repertoire of words CO 1, 2, 5

Lab Activity No 3: Listening Comprehension CO 1, 2, 3, 5

Lab Activity No 4: Role-Play CO 2, 3, 4

Lab Activity No 5: Facing Job Interviews CO 5

Lab Activity No 6: Group Discussion CO 3, 4

Lab Activity No 7: Declamation/Speech CO 3, 4

Lab Activity No 8: Presentation with PPT CO 2, 3 4

#### **SUGGESTED READINGS**

1. High School English Grammar & Composition by Wren & Martin, 2016
2. Intermediate English Grammar by Raymond Murphy, Second Edition.
3. Advanced English Grammar by Martin Hewings. 1999.
4. McGraw-Hill Handbook of English Grammar and Usage by Mark Lester, 2017.
5. Examine your English ' by Margaret M Maison, 1964.
6. Technical Communication: Principles and Practice by Meenakshi Raman, Third Edition, 2015.

### **C. LESSON PLAN for THEORY LECTURE**

<b>Lecture No.</b>	<b>Topic to be covered</b>	<b>Unit</b>
1	Importance of Vocabulary: Using exact words for producing precise meanings, awareness of the subtle differences between synonyms	I
2	Using a standard dictionary- word spellings, meanings, usage, pronunciation, making sentences	
3	Spellings rules & Spellings	

4	Collocations	
5	Commonly Misused Words	
6	Commonly Misused Words	
7	One-word substitutions	
8	Abbreviations & foreign phrases	
9	Tenses	II
10	Tenses	
	<b>CLASS TEST -1</b>	
11	Active and Passive Voice	
12	Active and Passive Voice	
13	Direct and Indirect Speech	
14	Direct and Indirect Speech	
15	Prepositions	
16	Articles	
17	Question tags	
18	Redundancy, Editing	
19	Punctuation	
20	Idioms & Phrases	
<b>MID SEMESTER EXAMS</b>		
21	Writing self-assessment tasks- SWOT analysis & Johari window.	III
22	Precis and summary writing.	
23	Precis and summary writing.	
24	Writing a Paragraph.	
25	Writing an Essay.	
26	Writing an Essay.	
27	Book Review	
28	Book Review	
29	Informal Letter writing.	IV

30	Formal Letter writing (Letters pertaining to sales, claim, order, inquiry, credit etc.)	
31	Formal Letter writing (Letters pertaining to sales, claim, order, inquiry, credit etc.)	
32	Statement of Purpose	
33	Job application	
34	Resume.	
35	Communication Skills: Definition and significance, Types of Communication	V
36	7Cs of Communication	
37	Barriers to communication	
38	Reading the given texts to skim, scan, infer and answer comprehension questions.	
39	Reading the given texts to skim, scan, infer and answer comprehension questions.	
40	Reading the given texts to skim, scan, infer and answer comprehension questions.	

## D. LESSON PLAN for LAB

Lab Class No.	Name of the Activity
1	Introducing Oneself: Breaking the Ice
2	Reading from newspapers/magazines/blogs to build up a repertoire of words
3	Listening Comprehension
4	Role-Play
5	Facing Job Interviews
6	Facing Job Interviews

7	Group Discussion
8	Group Discussion
9	Declamation/Speech
10	<b>CLASS TEST -II (LAB BASED)</b>
11	Presentation with PPT
12	Presentation with PPT
13	<b>INTERNAL EVALUATION</b>
14	<b>END SEMESTER EVALUATION</b>

#### E. SELF STUDY

Sr. No.	Topic	Unit
1	Book Review of a book related to the Indian Knowledge System.	III
2	As suggested by Course instructor/CCC to bridge any gap in the curriculum 4 Any topic as suggested by Course instructor	
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#### List of suggested books for Book review (IKS)

1. *Nationalism* by Rabindranath Tagore. Penguin Modern Classics
2. "Nationalism in India" (Essay) Rabindranath Tagore
3. *The Story of My Experiments with Truth* by Mahatma Gandhi. Fingerprint Press.
4. *Annihilation of Caste*: . Dr. B.R. Ambedkar.
5. *Kalidasa: The Loom of Time*. Penguin
6. *Mrechakatika*. Tr. M.M. Ramachandra Kale. Motilal Banarasidass.
7. *Cilappatikaram: The Tale of an Anklet*. Tr. R. Parthasarathy. Penguin.
8. *The Mahabharata*. Tr. And ed. J.A.B. van Buitenen
9. *The Arthashastra*. Kautilya. Penguin Classics
- 10 Indian Writing in English (literary works of RK Narayan, Mulk Raj Anand and Raja Rao)

## 11. India-Society, Religion and Literature in Ancient and Medieval Periods.