**Course Objective:**

1. To make the students capable of producing professional writings such as research articles, technical proposals, reports and project work
2. To familiarize the students with the native speakers' pronunciation with the use of audio-visual aids

**Unit I: Reading(15 hours)**

1. **Intensive Reading(8 hours)**
   1. Comprehension
   2. Note-taking
   3. Summary writing
   4. Contextual questions based on facts and imagination
   5. Interpreting text

1. **Extensive Reading(5 hours)**
   1. Title/Topic Speculation
   2. Finding theme
   3. Sketching character

1. **Contextual Grammar(2 hours)**
   1. Sequence of tense
   2. Voice
   3. Subject-Verb agreement
   4. Conditional Sentences
   5. Preposition

**Unit II: Writing(30 hours)**

1. **Introduction to technical writing process(2 hours)**
   1. Composing and editing strategies
   2. MLA and APA comparison

1. **Writing notices with agenda and minutes(2 hours)**
   1. Introduction
   2. Purpose
   3. Process

1. **Writing Proposal(6 hours)**
   1. Introduction
   2. Parts of the proposal
      1. Title page
      2. Abstract/Summary
      3. Statement of Problem
      4. Rationale
      5. Objectives
      6. Procedure/Methodology
      7. Cost estimate or Budget
      8. Time management/Schedule
      9. Summary
      10. Conclusion
      11. Evaluation or follow-up
      12. Works cited

1. **Reports**
   1. **Informal Reports(6 hours)**
      1. Memo Report
         1. Introduction
         2. Parts
      2. Letter Report
         1. Introduction
         2. Parts

* 1. **Project/Field Report(3 hours)**
     1. Introduction
     2. Parts

* 1. **Formal Reports(9 hours)**
     1. Introduction
     2. Types of Formal Reports
        1. Progress Report
        2. Feasibility Report
        3. Empirical/ Research Report
        4. Technical Report
     3. Parts and Components of Formal Report
        1. Preliminary section
           1. Cover page
           2. Letter of transmittal/Preface
           3. Title page
           4. Acknowledgements
           5. Table of Contents
           6. List of figures and tables
           7. Abstract/Executive summary
        2. Main Section
           1. Introduction
           2. Discussion/Body
           3. Summary/Conclusion
           4. Recommendations
        3. Documentation
           1. Notes (Contextual/foot notes)
           2. Bibliography
           3. Appendix

1. **Writing Research Articles(2 hours)**
   1. Introduction
   2. Procedures

**References**

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4. Kumar, Ranjit (2006), "Research Methodology", Pearson Education.
5. Laxminarayan, K.R (2001), "English for Technical Communication". Chennai; Scitech publications (India) Pvt. Ltd.
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| **Language lab** | | **30 hours** |
| **Listening** | | **12 hours** |
| **Activity I** | General instruction on effective listening, factors influencing listening, and note-taking to ensure ttention. (Equipment Required: Laptop, multimedia, laser pointer, overhead projector, power point, DVD, video set, screen) | 2 hours |
| **Activity II** | Listening to recorded authentic instruction followed by exercises. (Equipment Required: Cassette player or laptop) | 2 hours |
| **Activity III** | Listening to recorded authentic description followed by exercises. (Equipment Required: Cassette player or laptop) | 4 hours |
| **Activity IV** | Listening to recorded authentic conversation followed by exercises (Equipment Required: Cassette player or laptop) | 4 hours |
| **Speaking** | | **18 hours** |
| **Activity I** | General instruction on effective speaking ensuring audience's attention, comprehension and efficient use of Audio-visual aids. (Equipment Required: Laptop, multimedia, laser pointer, DVD, video, overhead projector, power point, screen) | 2 hours |
| **Activity II** | Making students express their individual views on the assigned topics (Equipment Required: Microphone, movie camera) | 2 hours |
| **Activity III** | Getting students to participate in group discussion on the assigned topics | 4 hours |
| **Activity IV** | Making students deliver talk either individually or in group on the assigned topics (Equipment Required: Overhead projector, microphone, power point, laser pointer multimedia, video camera, screen) | 8 hours |
| **Activity V** | Getting students to present their brief oral reports individually on the topics of their choice. (Equipment Required: Overhead projector, microphone, power point, laser pointer multimedia, video camera, screen) | 2 hours |

**Evaluation Scheme:**  
The questions will cover all the chapters of the syllabus. The evaluation scheme will be as indicated in the table below

|  |  |  |  |
| --- | --- | --- | --- |
| **Unit** | **Testing Items** | **Number of Questions** | **\*Marks Distribution** |
|
| I | Reading Passages | 3 | 15 |
| Novel | 1 | 5 |
| Novel | 1 | 5 |
| Grammar | 10 or 5 | 5 |
| II | Composing & Editing strategies | 1 | 5 |
| MLA and APA Comparison | 1 | 4 |
| Writing Research Articles | 1 | 10 |
| Writing notice, Agenda and minutes | 1 | 5 |
| Writing Proposal | 1 | 8 |
| I Writing Reports (Formal Report) | 1 | 10 |
| II Writing short reports or Project Report | 1 | 8 |
| **Total** | | | **80** |
| Language Lab | | | |
| **Title** | **Testing Items** | **Number of Questions** | **Marks Distribution\*** |
| Language Lab | Listening - Instruction - Description - Conversation | 3 | 10 |
|  | Speaking - Expressing Individual views - Group/Round Table discussion - Talk delivery - Presenting brief oral report | 3 | 15 |

**\*There may be minor variation in marks distribution.**