

I B. Tech – II Semester
(19BT1HS01) COMMUNICATIVE ENGLISH
(Common to ECE, EEE & EIE)

Int. Marks	Ext. Marks	Total Marks	L	T	P	C
40	60	100	3	-	-	3

PRE-REQUISITES: -

COURSE DESCRIPTION: Introduction to communication; Active listening; Effective speaking; Reading; Technical writing.

COURSE OUTCOMES: After successful completion of the course, students will be able to:

CO1. Analyze the modes and techniques of listening, speaking, reading, writing and apply appropriately to communicate effectively with the engineering community and society.

DETAILED SYLLABUS:

UNIT I - INTRODUCTION TO COMMUNICATION (9 Periods)

Introduction – Language as a Tool of Communication – Communicative Skills (Listening, Speaking, Reading and Writing) – Effective Communication – Modes of Communication– Barriers to Communication (classification) - Case study

UNIT II - ACTIVE LISTENING (9 Periods)

Introduction – Traits of a Good Listener – Listening Modes – Types of Listening – Barriers to Effective Listening – Listening for General Content and Specific Information - Case study

UNIT III - EFFECTIVE SPEAKING (9 Periods)

Introduction – Achieving Confidence, Clarity and Fluency – Paralinguistic Features – Barriers to Speaking – Types of Speaking – Conferences; significance, planning and preparation and procedure – Symposia and Seminars - Persuasive Speaking - Case study

UNIT IV - READING (9 Periods)

Introduction – Reading and Interpretation – Intensive and Extensive Reading – Critical Reading – Techniques for Good Comprehension- SQ3R Reading Technique – Study Skills - Case study

UNIT V – TECHNICAL WRITING

(9 Periods)

Introduction – Language – Elements of Style – Techniques for Good Technical Writing – Paragraphs Construction – Essays: types, Steps to Essay Writing and Checklist – Précis Writing – Case study

Total Periods: 45

TEXT BOOKS:

1. Meenakshi Raman & Sangeetha Sharma, *Technical Communication*, Oxford University Press, New Delhi, 2012.
2. Ashraf Rizvi, *Effective Technical Communication*, McGraw-Hill Education (India) Pvt. Ltd., New Delhi, 2018.

REFERENCE BOOKS:

1. Sanjay Kumar & Pushp Lata, *Communication Skills*, Oxford University Press, New Delhi, 2013.
2. Rajendra Pal and J. S. Korlahalli, *Essentials of Business Communication*, Sultan Chand and Son, New Delhi, 2010.

ADDITIONAL LEARNING RESOURCES

1. <https://www.skillsyouneed.com/ips/active-listening.html>: A useful summary of what active listening skills are.
2. https://en.wikipedia.org/wiki/Active_listening: Wikipedia entry about active listening.
3. <https://www.forbes.com/sites/womensmedia/2012/11/09/10-steps-to-effective-listening/#4b27a2503891>: Ten steps to Active Listening (by Forbes magazine).
4. <https://goo.gl/t1Uqrt>: 20 tips for organizing a conference.
5. <https://goo.gl/kPMr9u>: 10 important issues for speakers at a conference.
6. <https://goo.gl/C5bDvv>: Wikihow guide to organizing a conference.