

DEPARTMENT OF HUMANITIES AND SOCIAL SCIENCES
NATIONAL INSTITUTE OF TECHNOLOGY PATNA
(An Institute of National Importance under MHRD, Government of India)
ASHOK RAJPATH, PATNA

B. Tech & B. Arch (First Year)

Course Title: **Communicative English**

L-T-P: **3-0-2**

Course Code:

Credits: **4**

Course Objective

This course will provide an opportunity to the students to improve their English language skills required for independent and effective communication in professional and social contexts.

Course Material

Instruction will be provided through appropriate material-articles from textbooks and also from popular magazines, newspapers, technical journals, samples from industries. Practice in four language skills necessary for students' specific technical requirement will be provided in an integrated manner through sessions in the language Laboratory.

Course Content (Theory and Lab)

Unit I: Communication (5 Lectures & 1 Session) CO1

Introduction, Objective and Importance of Communication, Process and Levels of Communication, Flow of Communication, Communication Barriers, Non-Verbal Communication
Language Lab: *Practice Sessions on Learning Strategies for Effective Communication.*

Unit II: Applied Grammar and Usage (7 Lectures & 1 Session) CO2

Construction of Sentences, Subject-Verb Concord, Tenses, Moods of Verb, Active and Passive Voice. Direct and Indirect Speech, Punctuation Marks, Common Errors and Misappropriations
Language Lab: *Tenses; Nouns; Pronouns; Forms of Verb; Adjectives; Adverbs; Prepositions; Conjunctions; Articles; Direct & Indirect Speech; Active & Passive Voices; and Modals*

Unit III: Building Advanced Vocabulary (5 Lectures & 1 Session) CO3

Word Formation, Synonyms, Antonyms, Homonyms and Homophones, Words Often Confused, One Word Substitution, Phrasal Verbs, Idiomatic Expressions, Developing Technical Vocabulary, Eponyms
Language Lab: *Practice Exercises on Building Vocabulary Knowledge.*

Unit IV: Listening Skills (5 Lectures & 2 Sessions) CO4

Meaning and Art of Listening, Listening Modes, Types of Listening, Barriers to Listening, Traits of a Good Listener, Listening for General Content and Specific Information
Language Lab: *System of Sounds (Tongue & Lip Movements, Phonetic Chart, Vowels & Consonants, Syllables & Diphthongs), Letters, & Words; Voice Modulation, Intonation & Stress; Description of Pictures, Recipes & Surroundings; and Stories.*

Unit V: Speaking Skills (5 Lectures & 2 Sessions) CO5

Introduction, Basic Sounds of English, Word Stress, Weak Forms in English, Sentence Stress,

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Intonation, Practice in Achieving Confidence, Clarity and Fluency, Effective Presentation Skills.

Language Lab: *Practice of Listening Activities; Recognition & Correction of Mother Tongue Influences; Conversations at Educational Institutions (with Teachers, Students & Staff), Home (Family, Relatives & Friends) & Markets; and Speaking or Presenting on a Topic.*

Unit VI: Reading and Study Skills (5 Lectures & 2 Sessions) **CO6**

The Art of Effective Reading, Reading Comprehension, Techniques for Good Comprehension, Note Taking and Note Making

Language Lab: *Reading of Fundamentals of Grammar; News Reports; Billboard Advertisements; Idioms & Phrases; and Reading Comprehension (Stories & Paragraphs).*

Unit VII: Writing Skills (5 Lectures & 3 Sessions) **CO7**

The Art of Condensation, Paragraph Writing, Formal Letters, Memos, and Email, Job Application and Résumé/ CV, Report Writing, Technical Proposals, Other Business Writings

Language Lab: *Practice of Fundamentals of Grammar, Listening Activities, Speaking Activities & Reading Activities; Description of Pictures, Surroundings & Historical Monuments; Summation Writing; Letters; Essays; Reports; Making Notes; Finding Common Errors in Writing; and Filling of Forms*

Unit VIII: Professional Interaction (5 Lectures & 2 Sessions) **CO8**

Introduction, Conversations and Dialogues, Job Interviews, Formal Presentation, Group Discussion

Language Lab: *Self-Introduction; Johari Window; Body Language; Group Discussion; Work in Teams; CV or Résumé; Interview; Hygiene (Personal & Public); and Management of Time.*

*1 Session is equal to 2 Practical Hours

Course Outcome

The students will be able to

- CO1. Apply appropriate communication skills across settings, purposes, and audiences.
- CO2. Produce accurate grammatical forms in speech and writing.
- CO3. Demonstrate a significant increase in word knowledge.
- CO4. Recognize and use correct segmental and suprasegmental features of speech.
- CO5. Demonstrate phonemic awareness and employ the rules and patterns of word stress and intonation in speech.
- CO6. Comprehend, retrieve intensive information, interpret, analyse texts and expand their vocabulary.
- CO7. Instil a comprehensive understanding of the structure and rational of different types of writing and official correspondence.
- CO8. Attain critical thinking and communicate effectively in listening, speaking, reading and writing in professional and social context.

Text Books:

- 1. Kumar, Sanjay and Pushp Lata. *English Language and Communication Skills for Engineers*. Delhi: OUP, 2018.
- 2. Murphy, Raymond. *Essential English Grammar*, Cambridge University Press, 2021.

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3. Rani, D. Sudha. *Advanced Manual for Communication Laboratories and Technical Report Writing*. Delhi: Pearson, 2012.

References:

1. Azar, Betty Schramper. *Fundamentals of English Grammar*. New York: Longman, 2003.
2. Davies, John W. and Ian K. Dunn. *Communication Skills: A Guide for Engineering and Applied Science Students*. Essex, Prentice Hall, 2011.
3. Delhi University. *Business English*. Pearson Education, 2008.
4. Eastwood, J. *Oxford Practice Grammar*, Oxford University Press, 1999.
5. Garner, Bryan A. *HBR Guide to Better Business Writing*, Harvard Business Review Press, Boston, Massachusetts, 2013.
6. Jones, Daniel. *English Pronouncing Dictionary*. Cambridge University Press, 2012.
7. Konar, Nira. *English Language Laboratory: A Comprehensive Manual*, PHI Learning, 2011.
8. Koneru, Aruna. *Professional Speaking Skills*. Oxford University Press, 2015.
9. Kumar, E. Suresh and P. Sreehari. *A Handbook for English Language Laboratories*. Cambridge: CUP, 2014.
10. Kumar, Sanjay and Lata, Pushp. *Communication Skills*, Oxford University Press, 2015.
11. Mishra, Sunita and Muralikrishna, C. *Communication Skills for Engineers*, Pearson Education, 2006.
12. Mitra, Barun K. *Personality Development and Soft Skills*. Oxford University Press, 2016.
13. Murphy, Raymond. *Intermediate English Grammar: Reference and Practice for South Asian Students*. Cambridge University Press, 1994.
14. Raman, Meenakshi and Sharma, Sangeeta. *Technical Communication*, Oxford University Press, 2015.
15. Smith, R. Kent. *Building Vocabulary for College*. Boston: Wadsworth, 2012.
16. Sudharshana, N. P. and Savitha, C. *English for Engineers*. Cambridge University Press, 2018.
17. Seely, John. *Oxford Guide to Effective Writing and Speaking Skills*. Oxford University Press, 2008.
18. Sethi, J., P.V. Dhamija. *A Course in Phonetics and Spoken English*. PHI Learning, 2009.
19. Strunk, William, and E B. White, *The Elements of Style*. Boston: Allyn and Bacon, Pearson Edition, 1999.
20. *LibriVox* Application from Play Store.
21. *Language Games and Vocabulary Building Applications from the Web and Application Stores*.