



**KALINGA INSTITUTE OF INDUSTRIAL TECHNOLOGY**  
**Deemed to be University**  
**BHUBANESWAR 751024**

**KIIT School of Humanities**  
**Autumn Semester 2022-23**

**Course Code:** HS 10001  
**Course Title:** English  
**Course Coordinator:** Dr. Deepanjali Mishra  
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**Course Faculty:**

**Branch & Section:**

**Course Objectives:**

To develop, improve and implement active listening, speaking, reading, and writing skills, through practice sessions, in order to improve professional communication; to enhance situational communicative skills through the study of contemporary social issues in literature, in order to communicate effectively across a wide range of cultural milieu

**Course Details:**

**Unit 01 Professional Communication**

- A. Process of Communication: Definition, Explanation & Diagram, Difference Between General & Technical Communication
- B. Methods of Communication (Verbal & Non-Verbal)
- C. Non-Verbal Communication (Kinesics, Proxemics, Chronemics, Oculistics, Olfactics, Gustorics, Haptics, Iconics)
- D. Paralanguage
- E. Flow of Communication (Formal & Informal)
- F. Levels of Communication
- G. Barriers of Communication (Intrapersonal, Interpersonal, Organizational)

**Unit 02 Basics of Grammar & Writing Skills**

- A. Error Detection in Sentences: Articles, Prepositions, Tense, Subject-Verb Agreement, Active & Passive Voice
- B. Use of Punctuation: Full Stop, Comma, Colon, Semi-colon, Single & Double Inverted Commas, Exclamation & Interrogation Marks
- C. Paragraph Writing; Components
- D. Writing Bias-free English
- E. Business Letter: Enquiry, Claim/ Complaint, Order
- F. Technical Reports: Formats, Style & Referencing
- G. Reading Techniques: Skimming, Scanning, Intensive & Extensive Reading

### Unit 03 Basic Sounds of English

- A. Hearing & Listening: Types of Listening – Appreciative, Empathetic, Critical, Comprehensive, Superficial, Differences between Listening & Hearing
- B. Introduction to Basic Sounds of IPA: Symbols of IPA, Types of Vowels & Consonants
- C. Problem Sounds & Mother Tongue Influence: Concept of MTI with Examples

### Unit 04 English Literature

- A. Short Story – O. Henry: ‘Gift of the Magi’
- B. Short Story – Ismat Chughtai: ‘Sacred Duty’
- C. Poem – Robert Frost: ‘Stopping by Woods on a Snowy Evening’
- D. Poem – Tennessee Williams: ‘We Have Not Long to Love’
- E. Drama: William Shakespeare: *Merchant of Venice*

#### Text Book:

1. *Effective Technical Communication*. M. Ashraf Rizvi. TMH. 2005.

#### Reference Books:

2. *The Oxford Grammar (English)*. Sidney Greenbaum. OUP. 1<sup>st</sup> ed. 2005.
3. *Technical Communication for Engineers*. Shalini Verma. Vikas Publishing House. 2015.
4. *The Penguin Anthology of 20<sup>th</sup> Century American Poetry*. Rita Dove. Penguin Books. 2013.
5. *The Merchant of Venice (The New Cambridge Shakespeare)*. Mahood & Lockwood eds. CUP. 2018.

#### Course Outcomes:

- To apply verbal and non-verbal modes of communication effectively in practical situations
- To retain a grammatically correct and logical flow while drafting reports and other technical pieces of writing
- To develop competence in reading and comprehension
- To implement active listening responses in professional practice
- To utilize neutral accent in English pronunciation successfully
- To understand situational and conversational English used for different purposes and content

#### Course Lesson Plan:

Lecture No.	Unit & Topics	No. of Classes
	<b>Unit 01</b> <b>Professional Communication</b>	
1	A. Process of Communication: Definition, Explanation & Diagram, Difference Between General & Technical Communication	1
2	B. Methods of Communication: Verbal & Non-Verbal C. Non-Verbal Communication: Kinesics, Proxemics, Chronemics, Oculistics, Olfactics, Gustorics, Haptics, Iconics	1
3	D. Paralanguage	1
4	E. Flow of Communication: Formal & Informal F. Levels of Communication	1
5	G. Barriers of Communication: Intrapersonal, Interpersonal, Organizational	1
6	Internal Assessment 1	1

Lecture No.	Unit & Topics	No. of Classes
	<b>Unit 02</b> <b>Basics of Grammar &amp; Writing Skills</b>	
7	A. Error Detection in Sentences: Articles, Prepositions, Tense, Subject-Verb Agreement, Active & Passive Voice	1
8	B. Use of Punctuation: Full Stop, Comma, Colon, Semi-colon, Single & Double Inverted Commas, Exclamation & Interrogation Marks	1
9	C. Paragraph Writing; Components D. Writing Bias-free English	1
10	E. Business Letter: Enquiry, Claim/ Complaint, Order	1
11	F. Technical Reports: Formats, Style & Referencing	1
12	G. Reading Techniques: Skimming, Scanning, Intensive & Extensive Reading	1
13	Internal Assessment 2	1
	<b>UNIT 03</b> <b>Basic Sounds of English</b>	
14	A. Hearing & Listening: Types of Listening, Appreciative, Empathetic, Critical, Comprehensive, Superficial, Differences between Listening & Hearing	1
15	B. Introduction to Basic Sounds of IPA: Symbols of IPA, Types of Vowels & Consonants	1
16	C. Problem Sounds & Mother Tongue Influence: Concept of MTI with Examples	1
17	Internal Assessment 3	1
	<b>UNIT 04</b> <b>English Literature</b>	
18	A. Short Story: O. Henry, 'Gift of the Magi'	1
19	B. Short Story: Ismat Chughtai, 'Sacred Duty'	1
20	C. Poem: Robert Frost, 'Stopping by Woods on a Snowy Evening'	1
21	D. Poem: Tennessee Williams, 'We Have Not Long to Love'	1
22	E. Drama: William Shakespeare, <i>Merchant of Venice</i>	1
23-24	Internal Assessment 4	2

#### Evaluation Scheme:

Internal Assessment:	30 marks
Mid-semester Examination:	20 marks
End-semester Examination:	50 marks
Total:	100 marks