

COMMUNICATIVE ENGLISH
BEG105SH

Year: I

Semester: II

Teaching Schedule Hours/week			Examination Scheme						Total Marks
			Final				Internal Assessment		
			Theory		Practical		Theory Marks	Practical Marks	
L	P	T	Duration	Marks	Duration	Marks			
3	-	1	3	80	-		20	-	100

Course Objectives:

This course intends to develop:

- Skills needed for group discussion, meeting conduction and technical talk.
- Intensive and extensive reading skills in technical and non-technical reading materials.
- Skills in writing description, official letters and letters of application, proposals and formal Technical reports

Course Content :

1.0 Oral Communication

(12 hrs)

- 1.1 Fundamental of effective speaking: posture, gesture, facial expression, voice, eye contact, Space distancing, etc.
- 1.2 Group discussion on objects of general and technical interest.
- 1.3 Meetings
 - 1.3.1 Notice preparation
 - 1.3.2 Agenda preparation
 - 1.3.3 Minutes preparation
 - 1.3.4 Meeting conduction
 - 1.3.5 Writing minutes
- 1.4 Technical talk/ writing and presenting a seminar paper
 - 1.4.1 Writing complete manuscript for technical talk.
 - 1.4.2 Presenting technical talk based on manuscript.

2.0 Reading: Intensive and Extensive

(16 hrs)

- 2.1 Intensive Reading:
 - 2.1.1 How to tackle intensive reading materials.
 - 2.1.2 Practicing on contextual grammar
 - (i) Preposition (ii) Voice (Active/Passive) (iii) Tense based practice
 - 2.1.3 Reading Techniques
 - (i) Skimming (ii) Scanning (iii) Note Making
 - (iv) Summary writing (v) 4 levels
- 2.2 Extensive Reading:
 - 2.2.1 How to tackle extensive reading materials.
 - 2.2.2 Practicing extensive reading.

2.3 Reading

- 2.3.1 'The Mother of a Traitor' by Maxim Gorky
- 2.3.2 'A Tale' by B.P. Koirala
- 2.3.3 'Who Was To Blame' by Anton Chekhov.
- 2.3.4 'Marriage is a Private Affair' by Chinua Achebe.
- 2.3.5 'Keeping Errors at Bay' - By Bertrand Russell.

3.0 Writing

(17 hrs)

- 3.1 Fundamentals of effective writing: Unity, Coherence, Conciseness, Clarity
- 3.2 Description Writing: Mechanical, electrical or electronic objectives, tables, graphs, charts, landscape, technical process, etc.
- 3.3 Letters
 - 3.3.1 Official letters
 - i. standard letter formats.
 - ii. Writing letters for asking and giving instruction, letters of request, apology and explanation, complaint and order
 - 3.3.2 Letter of application
 - i. Standard format
 - ii. Preparing bio-data and resume
 - iii. Writing letters of application
- 3.4 Proposal Writing
 - 3.4.1 Format of technical proposals.
 - 3.4.2 Writing technical proposals.
- 3.5 Technical Report Writing
 - 3.5.1 Format for technical reports
 - 3.5.2 Writing technical reports
- 3.6 Memo Writing
 - 3.6.1 Instructions' - User's Manual

References:

- English for Engineers and Technologist
- Orient Longman, Anna University, Chennai 1990, (reading and language focus all and oral and writing as mentioned in the syllabus)
- Adhikari Usha, et, al. Communicative Skills in English, Research Training Unit, Department of Science and Humanities, Institute of Engineering, Pulchowk Campus 2002
- "Technical Writing", Sharon J. Gerson/Steven M. Gerson-Pearson Education
- Study Skills in English- Michal J. Wallace.
- A Communicative Grammar of English -Leech, G.& Savertink, j.
- Oxford English Dictionary.
- Developing Communication Skills- Krishna Mohan, Meena Baneifi