

U17ENT1201 – ENGLISH FOR COGNIZANCE

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(Common to all branches of Engineering and Technology)

COURSE OUTCOMES

After the course the Student will be able to:

CO1: Understand and appreciate vocabulary and syntax with accuracy and clarity.

CO2: Communicate effectively by using appropriate grammar and technical parlance in a range of academic scenarios.

CO3: Interpret and critically evaluate discourses related to functional English.

CO4: Comprehend critical text leading to academic articulation.

CO5: Disseminate professional information through appropriate means of communication.

CO6: Demonstrate an understanding for innovative language learning strategies and write texts applying registers formats and language appropriate to the context.

Course Assessment methods

CO/PO Mapping (S/M/W indicates strength of correlation)S-Strong, M-Medium, W-Weak														
COs	Programme Outcomes(POs)												PSO	
	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12	PSO 1	PSO 2
CO1	W	M				W			M	S		M		
CO2		W	M		W	S		W	M	S		S		
CO3	W	S				W	W			S		M		
CO4		M								S		M		
CO5		S				W			M	S		S		
CO6		W				W			W	S		S		

Direct

1. Continuous Assessment Test I
2. Open book test
3. Assignment
4. End Semester Examination

Indirect

1. Course-end survey

INTRODUCTION TO LITERARY SKILLS

9

Parts of Speech – Word Formation – Homonyms - Homophones and Homographs, One Word Substitutes, Acronyms and Abbreviations, Reading Aloud, Quick Reading, Sequencing of jumbled sentences, Reading to Predict.

TECHNICAL NUANCES

9

Tense, Voice, Kinds of Syntax, Gerund and Infinitives, Cause and effect expressions, Purpose and functional expressions, Conditional clauses, Reported speech, Diary Writing, Editing (Grammar – Concord, Articles, Parts of Speech, Modifiers – Dangling participles, Misplaced, Squinting and Punctuation).

COMPREHENSION AND ANALYSIS

9

Sub Skills of Reading, Reading Comprehension, Text Visualization, Peer Reading, Cloze Test, Inferring Technical Texts, Reading a Travelogue, Reading for Interrogation, Reading to Respond, Note making – Linear and Non-linear.

PRACTISING LITERARY SKILLS

9

Instructions and Recommendations, Discourse markers – Process description, Writing a Paragraph – Descriptive, Narrative, Compare and Contrast, Persuasive, Creative Writing, Critical Reading, Twirl Reading, Google Reading.

TECHNICAL CORRESPONDENCE

9

Technical Discourse, Modules of a letter, Professional Letters, Industrial Visit/ In-plant Training, Basics of E-Mail writing and E-mail etiquette, Writing Notices, Circulars, Memo and Notes, Report writing.

L: 15 P: 30 Total: 45 periods

Reference Books:

- 1. English for Engineers—Regional Institute of English, South India, Bangalore, published by Foundation Books, Chennai.**
- 2. Effective Technical Communication—A Guide for Scientists and Engineers—BarunK.Mitra—Oxford University Press, New Delhi.**
- 3. Interchange, Fourth Edition—Jack.C.Richards et.al,--Cambridge University Press, Sri Maitrey Print Tech., Noida.**

U17ENP2101 – ACADEMIC ENGLISH

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(Common to all branches of Engineering and Technology)

COURSE OUTCOMES

After the course the Student will be able to:

CO1: Maintain the standards of communal communication and acquire excellent listening skills with good Received Pronunciation.

CO2: Accommodate with speaking skills, with fluency in communication obtaining levels of competency.

CO3: Project desirable research oriented skills to interface the corporate and meet out the challenges of the modern trends.

CO4: Familiarising with learner-centred strategies and improve writing activities through proper analysis.

CO5: Develop the ability in procuring information and effectiveness in communication based on situations.

CO6: Ability to present the individuals opinions, persuasion skills and academic curricular along with career profiles.

CO/PO Mapping (S/M/W indicates strength of correlation)S-Strong, M-Medium, W-Weak														
COs	Programme Outcomes(POs)												PSO	
	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12	PSO 1	PSO 2
CO1				M		S	M		M	S	S	M		
CO2				M		S	M		M	S	S	M		
CO3				M		S	M		M	S	S	M		
CO4				M		S	M		M	S	M	M		
CO5				M		S	M		M	S	M	M		
CO6				M		S	M		M	S	M	M		

Course Assessment methods

Direct
1. Continuous Assessment 2. Cooperative learning 3. Assignment 4. Presentation 5. End Semester Examination
Indirect
1. Course-end survey

AUDITORY PERCEPTION

12

Listening for understanding & information - short announcements, short conversations, telephonic conversation; Listening to British, American, Australian and Neutral Accent of Indian English; Listening and synthesizing information; Listening to TED/INK Talks (General); Critical review of short films, documentaries.

ORAL FLUENCY

12

Informal introduction of self and others, conversation starters, articulating simple thoughts and ideas with clarity, Seeking Permission, Talking about People and Places. Describe an object or event. Retelling an incident, voicing opinions, persuasion skills, speaking from a single perspective (debate) - preparing and delivering an informal talk, Introduction to Presentation Skills – Formal tone – Impersonal style - Structuring and Presenting information. Transcode graphics orally.

FOUNDATIONS OF ACADEMIC WRITING

12

Plan and write a library-based coursework assignment on an Engineering topic. Read academic textbooks and journal articles. Research and analyse scientific data and express understanding. Procuring information - Identifying research papers in a specific discipline, reading abstracts of research papers, reading the abstract of projects, reading articles from journals and publications and documenting/ archiving information.

TRAITS OF RESEARCH WRITING

12

Reading research articles and summarizing. Review of Secondary sources - Writing an abstract - Writing an introduction to a paper in academic writing - Avoiding plagiarism – Bibliography – International Academic Styles of writing a research paper - Peer Evaluation.

PROCESS OF PREPARING A RESEARCH ARTICLE

12

Research Projects – Converging areas of interest into field of research - Identifying the problem of research – Formulating hypothesis – Research Objectives – Literature Review – Identifying the research gap - Research methodology – Requirements – Plan of work – Result and Discussion – Conclusion – References – Appendices.

L: 0 P: 60 Total: 60 periods

Reference Books:

- 1. English and Communication Skills—S.P.Dhanavel—Orient Blackswan Pvt Ltd, Hyderabad.**
- 2. Effective Technical Communication—Ashraf Rizvi—Tata McGraw Hill, New Delhi.**
- 3. A Course in Communication Skills—Kiranmai Dutt, Geetha Rajeevan, C.L.N.Prakash—Foundation Books, New Delhi.**

U17ENP2102 – PROFESSIONAL ENGLISH*(Common to all branches of Engineering and Technology)*

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COURSE OUTCOMES

After the course the Student will be able to:

CO1: Formulate an understanding for effective use of short telephonic and oral conversations.

CO2: Analyse and identify necessary interpersonal and persuasive skills for effective oral presentation.

CO3: Employ appropriate strategies to articulate random thoughts and ideas in brainstorming sessions.

CO4: Analyse and review technical and non-technical contents.

CO5: Compose and compile effective written documents needed in a professional scenario.

CO6: Recognize and establish dynamic corporate communication and relationship.

CO/PO Mapping (S/M/W indicates strength of correlation)S-Strong, M-Medium, W-Weak														
COs	Programme Outcomes(POs)												PSO	
	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12	PSO 1	PSO 2
CO1										M				
CO2										S		M		
CO3										S		M		
CO4	M	S	M	S						S		M		
CO5				M						S				
CO6						M	M	S	S			S		

Course Assessment methods

Direct
1. Continuous Assessment 2. Review 3. Assignment 4. Report 5. End Semester Examination
Indirect
1. Course-end survey

AUDITORY PERCEPTION

12

Listening for understanding & information - short announcements, short conversations, telephonic conversation; Listening to British, American, Australian and Neutral Accent of Indian English; Listening and synthesizing information; Listening to TED/INK Talks (General); Critical review of short films, documentaries

ORAL FLUENCY

12

Informal introduction of self and others, conversation starters, articulating simple thoughts and ideas with clarity, Seeking Permission, Talking about People and Places, Describe an object or event. Retelling an incident, voicing opinions, persuasion skills, speaking from a single perspective (debate) - preparing and delivering an informal talk, Introduction to Presentation Skills – Formal tone – Impersonal style - Structuring and Presenting information. Transcode graphics orally

FOUNDATIONS OF PROFESSIONAL COMMUNICATION

12

Focused listening, Listening to lectures and talks on science and technology, Listening in international seminars, Video Documentary review, Receiving compliments and sharing information in a corporate scenario, Speaking in Formal Context. Business Vocabulary. Speaking practice in a variety of registers, Giving and Getting Product and Service Information. Product Review. Recording equipment and safety checklist. Business Itinerary, Presenting a Company Profile, Encoding and decoding advertisements

CORPORATE DYNAMICS

12

Corporate Social Responsibility, Crisis Management - handling issues and situations, Creating a powerful first impression, Goal Setting - Immediate goals, short term goals, long term goals, smart goals, strategies to achieve goals, Time Management - Types of time, Identifying time wasters, time management skills, Stress Management - Reasons, Strategies to cope up with stress, Stress-busters, Emotional Intelligence – Mental health, Job performance, Managing emotions

PROFESSIONAL WRITING

12

Writing Agenda and minutes of the meetings, Writing daily/periodic reports, Writing business / professional letters, Business E-mail - Writing an Email Announcing a Meeting - Writing an Email Announcing the modifications in a Meeting - Writing an Email Announcing the cancellation/ postponement of Meeting

L: 0 P: 60 Total: 60 periods

Reference Books:

- 1. Soft Skills for Young Managers—Prof.M.S.Rao—Biztantra Publications, New Delhi.**
- 2. Soft Skills—Dr.K.Alex—S.Chand and Co, New Delhi.**
- 3. Professional Communication—Aruna Koneru—Oxford University Press, New Delhi.**

U17ENP2103 – ENGLISH FOR COMPETENCY*(Common to all branches of Engineering and Technology)*

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COURSE OUTCOMES

After the course the Student will be able to:

CO1: Recognize the inventory of listening strategies by various proposed listening activities.

CO2: Construct learning situations and increase speaking skills based on strong educational and communication theories.

CO3: Invent and practice effective reading strategy to enhance competent communication

CO4: Honing the strengths of writing skills and set objectives for future development

CO5: Showcase industry-ready attitude along with corporate communication

CO6: Develop imaginative and critical thinking abilities, and improve the problem solving aptitude.

CO/PO Mapping (S/M/W indicates strength of correlation)S-Strong, M-Medium, W-Weak														
COs	Programme Outcomes(POs)												PSO	
	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12	PSO 1	PSO 2
CO1				M		S	M		M	S	S	M		
CO2				M		S	M		M	S	S	M		
CO3				M		S	M		M	S	S	M		
CO4				M		S	M		M	S	M	M		
CO5				M		S	M		M	S	M	M		
CO6				M		S	M		M	S	M	M		

Course Assessment methods

Direct
1. Continuous Assessment 2. Review 3. Assignment 4. Report 5. End Semester Examination
Indirect
1. Course-end survey

AUDITORY PERCEPTION

12

Listening for understanding & information - short announcements, short conversations, telephonic conversation; Listening to British, American, Australian and Neutral Accent of Indian English; Listening and synthesizing information; Listening to TED/INK Talks (General); Critical review of short films, documentaries.

ORAL FLUENCY

12

Informal introduction of self and others, conversation starters, articulating simple thoughts and ideas with clarity, Seeking Permission, Talking about People and Places. Describe an object or event. Retelling an incident, voicing opinions, persuasion skills, speaking from a single perspective (debate) - preparing and delivering an informal talk, Introduction to Presentation Skills – Formal tone – Impersonal style - Structuring and Presenting information. Transcode graphics orally.

FOUNDATIONS OF ETS

12

Analogy, Synonyms and antonyms, Morphemes –Derivational and Inflectional, Affixes – Prefix and Suffix, strategies to improve high frequency vocabulary

VERBAL BASED COMPETENCY

12

Verbal Reasoning - Critical Reasoning & Verbal Deduction - Statement and Assumptions, Statement and Arguments, Statement and Inference, Strong and Weak Arguments, Sentence Correction,; Sentence Equivalence, Text Completion, Word Groups, Integrated Reasoning – Graphics Interpretation, Two-part Analysis, Table Analysis, Multi-source Reasoning

SKILL BASED COMPETENCY

12

Analytical writing – Argumentative writing, a 30-minute Analyse an argument, a 30-minute Analyse an issue, Listening and Speaking Tasks in ETS, Reading Comprehension – GRE, GMAT, TOEFL, IELTS, GATE

L: 0 P: 60 Total: 60 periods

Reference Books:

- 1. Personality Development and Soft Skill—Barun.K.Mitra—Oxford University Press, New Delhi.**
- 2. A Modern Approach to Verbal and Non-verbal Reasoning—R.S.Agarwal—S.Chand & Co., New Delhi.**
- 3. Soft Skills—Dr.K.Alex—S.Chand & Co., New Delhi.**

P17ENP101ENGLISH FOR PRAGMATIC USAGE

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OBJECTIVES

- To impart communicative ability to exhibit the individual's subject knowledge
- To achieve the desirable communicative competence by the students to meet the expectation of corporate
- To show the need for a comprehensive link language to share subject expertise
- To offer adequate exposure to soft skills needed for the corporate.
- To sensitize towards corporate culture.

COURSE OUTCOMES

CO1: Imparting the role of communicative ability as one of the soft-skills needed for placement

CO2: Developing communicative ability and soft-skills needed for placement

CO3: Making students Industry-Ready through inculcating team-playing capacity

Grammar in Communication

6 hours

Grammar and Usage, Error Correction - Grammar Application, Framing Questions – Question words, Verbal Questions.

Listening for Effective Communication

8 hours

Listening Comprehension in Cross-Cultural Ambience, Listening and Ear training
Telephonic Conversations/Etiquette, Idioms and Phrases.

CORPORATE COMMUNICATION

8 hours

Situational Conversations, Time Management, Verbal Reasoning, E-Mail Communication / Etiquette, Critical thinking – Picture / Audio / Video synthesizing, Transcoding visual into oral – Encoding and Decoding

PUBLIC SPEAKING

8 hours

Nonverbal Communication - Giving Seminars and Presentations, Nuances of Addressing a Gathering - one to one/ one to a few/ one to many, Extempore.

PROJECT

60 hours

English Language learning- General and corporate approach (Individual Project)

REFERENCES:

1. Bhatnagar R.P. & Rahul Bhargava, "English for Competitive Examinations", Macmillian Publishers, India, 1989, ISBN: 9780333925591
2. Devadoss K. & Malathy P., "Career Skills for Engineers", National Book Publishers, Chennai, 2013.
3. Aggarwal R.S., "A Modern Approach to Verbal & Non-Verbal Reasoning", S.Chand Publishers, India, 2012, ISBN : 8121905516

P17ENP401

SOFTSKILLS –I

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OBJECTIVE:

- To develop interpersonal skills and be an effective goal oriented team player.
- To develop communication and problem solving skills.
- To impart communication ability to exhibit the individual's subject knowledge
- To edify the expectation of corporate for desirable communication adeptness

Competency Development and Proficiency in English

6Periods

Oral/spoken communication skill & testing – voice and accent, voice clarity, voice modulation & intonation, word stress etc.Feedback & questioning technique:Development Etiquette in non-verbal communication - Facial Expression, Posture, Gesture, eye contact, Appearance (Dress Code)

Concept of Effective Communication

6Periods

Components of Effective Communication-Conviction, confidence & enthusiasm, Listening- it's importance, Good and bad listening - Communication Process – composing effective messages - Barriers to Communication - Verbal Communication – its importance and Nuances

Team Building / Coordination Skills

6Periods

Team Building Practices through group exercises, team task / role play - Concept of Group Dynamics and discussion - Ability to mixing and accommodation, Ability to work together

Goal Setting and Self-Management

6 Periods

SMART Goals, Blue print for success Short Term and Long Term goals, Life Time Goals - Self-valuation - Self Discipline- Self Criticism - Recognition of one's own limits and deficiencies, Independency etc.- Thoughtful & Responsible - Self Awareness - Identifying one's strengths and weaknesses - Planning & Goal setting - Managing self – emotions, ego, pride.

STRESS MANAGEMENT

6 Periods

Causes of Stress and its impact, how to manage & distress, Circle of control, Stress Busters.Emotional Intelligence - What is Emotional Intelligence, emotional quotient why Emotional Intelligence matters, Emotion Scales. Managing Emotions

Total no. of periods: 30

REFERENCES:

1. Frederick H. Wentz, Soft Skills Training: A Workbook to Develop Skills for Employment, Large Print, 2012
2. Covey Sean, Seven Habits of Highly Effective Teens, New York, Fireside Publishers, 1998.
3. Thomas A Harris, I am ok, You are ok , New York- Harper and Row, 1972
4. Daniel Coleman, Emotional Intelligence, Bantam Book, 2006

L	T	P	PJ	C
0	0	2	0	1

OBJECTIVE:

- To offer adequate exposure to admirable soft skills needed for the corporate.
- To enhance the exteriors of one's soft skills exhibited while presenting oneself both in written and spoken communication.
- To show the need for a comprehensive link language to share subject expertise
- To re- engineer attitude and understand its influence on behavior.

Interpersonal Skill Development**6Periods**

Positive Relationship - Positive Attitudes- Empathies: comprehend other opinions points of views, and face them with understanding –Mutuality, Trust, Emotional Bonding - Handling Situations (Interview, holding a meeting etc)- Recognizing cultural norms - Understanding how gender differences influence nonverbal communication.

E-Mail Etiquette**6 Periods**

Glimpses of E-Mail Etiquette –Dos & Don'ts of E-mail Etiquette, Desirable Drafting of E-mails, Types of E-Mails –Personal E-Mails, Professional E-mails, Demi- Official E-Mails, Business Mails, Unknown Ad Mails

Reporting & Letter Writing**6 Periods**

Report Writing –Reporting Industrial Mishaps and Demi-Official Report, Joining Report, Letter Writing –Kinds of Letters –Formal & Semi Formal Letters –Personal Profile, Enquiry Letters about Employment.

Interview & GD Techniques**6 Periods**

Importance of body language –Gestures & Postures, Extempore, Facing the Interview Panel, Answering a Familiar Question, Company Profile, Addressing an unknown Concept, Psychometric Tests and Stress Interviews, Introduction to GD, Mock GD Practices

Leadership and Decision Making**6 Periods**

What is Leadership? -Leadership Skills - Leadership and ProductivityImportance and necessity of Decision Making, Process and practical way of Decision Making, Weighing Positives & Negatives.

Total No. of periods: 30**REFERENCES:**

1. Covey Sean, Seven Habits of Highly Effective Teens, New York, Fireside Publishers, 1998.
2. Thomas A Harris, I am ok, You are ok , New York- Harper and Row, 1972
3. Carnegie Dale, How to win Friends and Influence People, New York: Simon & Schuster, 1998.

L	T	P	PJ	C
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- To describe a personality traits that involve communication, social graces, interpersonal relationships
- To become self-confident individuals by mastering the required skills
- Develop all-round personality with a mature outlook to function effectively in different circumstances.

Making Effective Presentation**6 Periods**

Advanced Speaking Skills – Audience analysis for Oral Presentation - Debates- Planning & Preparation –Formal Presentation -Art of Negotiation

Etiquette for Everyday**6 Periods**

Fundamental Etiquettes - Dining Etiquette – Telephone etiquette -Dress for Success

E-mail communication**6 Periods**

Email Etiquette – Functions of effective email –Internal and External Communication

Developing key traits**6 Periods**

Creativity, critical thinking and problem solving , motivation, persuasion, negotiation and leadership

Self-Management**6 Periods**

Self-Evaluation, Self Discipline, Self Criticism, Recognition of one's own limits, deficiencies and Independency

Total No. of periods: 30**REFERENCES:**

1. Covey Sean, Seven Habits of Highly Effective Teens, New York, Fireside Publishers, 1998.
2. Frederick H. Wentz, Soft Skills Training: A Workbook to Develop Skills for Employment, Large Print, 2012
3. Daniel Coleman, Emotional Intelligence, Bantam Book, 2006