

U18ENI1201 – FUNDAMENTALS OF COMMUNICATION-I
(Common to all Branches of I Semester B.E/B/Tech Programmes)

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Course Objectives:

1. To communicate effectively by using appropriate grammar and technical parlance in a range of academic scenarios.
2. To interpret and critically evaluate discourses related to functional English.
3. To disseminate professional information through appropriate means of communication.

Course Outcomes:

After the course the student will be able to:

CO1: Communicate in English with correct grammar

CO2: Communicate effectively (Oral and Written)

CO3: Use communication skills in the real world

Assessment Methods:

Direct
1. Continuous Assessment of Skills 2. Assignment 3. Written Test 4. End Semester Examination
Indirect
1. Course-end survey

CO/PO Mapping:

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										S		S		
CO2		M		W		W			M	S		S		
CO3		M		M		W			M	S		S		

No	Topic	Hours
MODULE I - 12 Hrs		
1.1	Parts of Speech	2
1.2	Subject Verb Agreement	2
1.3	Speak up (Self Introduction, JAM)	4
1.4	Writing sentences using 'Be-forms'	3
1.5	Test	1
MODULE II - 12Hrs		
2.1	Articles, Gerunds, Infinitives	2
2.2	Speak up (Greetings & Polite English)	4
2.3	Dialogue Writing	3
2.4	Skimming & Scanning	2
2.5	Listening Skills - I	1
MODULE III - 12 Hrs		
3.1	Tenses & Voice	2
3.2	Sentences & its kinds	2
3.3	Speak up (Narration & Description)	4
3.4	Summarizing & Note-making	3
3.5	Listening Skills - II	1
MODULE IV - 12 Hrs		
4.1	Framing Questions – 4 types	2
4.2	Speak up (Role play)	4
4.3	Letter writing – Formal and Informal & Email Writing	3
4.4	Reading Comprehension & Cloze test	2
4.5	Listening Skills - III	1
MODULE V - 12 Hrs		
5.1	Degrees of Comparison	2
5.2	Clauses	2
5.3	Speak up (Power Point Presentation)	4
5.4	Writing (Picture perception)	3
5.5	Test	1
Total		60

Reference:

1. A Modern Approach to Non Verbal Reasoning (English, Paperback, Dr. R S Aggarwal)
2. The Power of Words(Bloomsbury, UK, 2012, Hyacinth Pink)
3. Word Power Made Easy: The Complete Handbook for Building a Superior Vocabulary (By Norman Lewis)
4. Effective Technical Communication Tata Mc Graw Hills Publications (Ashraf Rizvi)
5. English and Soft skills Orient Black Swan Publishers (S. P. Dhanavel)
6. Know Your Grammar: Trans.in Tamil & Malayalam –A Bilingual Approach (Bloomsbury, UK, 2012, Hyacinth Pink)

U18ENI2201 – FUNDAMENTALS OF COMMUNICATION - II
(Common to all branches of II Semester B.E/B/Tech Programmes)

Course Objectives:

1. To effectively use the basic language skills to imbibe technical language skills.
2. To hone written and spoken competencies leading to effective communication.
3. To comprehend, use and explain technical data and information.

Course Outcomes:

After the course the student will be able to:

CO1: Read, understand, and interpret material on technology.

CO2: Communicate knowledge and information through oral and written medium.

CO3: Compare, collate and present technical information according to the audience and purpose.

Assessment Methods

Direct
1. Continuous Assessment of Skills 2. Assignment 3. Written Test 4. End Semester Examination
Indirect
1. Course-end survey

CO/PO Mapping:

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	PSO1	PSO2
CO1		W		S					S	S		S		
CO2				S					S	S		W		
CO3				M					S	S		S		

No	TOPIC	
	MODULE I	12 Hrs
1.1	Introduction to Technical Writing Technical Definitions	2
1.2	Writing Instructions / Instruction Manual	2
1.3	Writing Recommendations	2
1.4	Speaking Activity I	6
	MODULE II	12 Hrs
2.1	Process Writing	2
2.2	Review Writing I - Product	2
2.3	Review Writing II – Article	2
2.4	Speaking Activity II	6
	MODULE III	12 Hrs
3.1	Interpreting and Transcoding Graphics	2
3.2	Types of Report / Writing a Report	2
3.3	Reading & Responding to texts	2
3.4	Speaking Activity III	6
	MODULE IV	12 Hrs
4.1	Drafting a project proposal	2
4.2	Listening to technical talks	2
4.3	Preparing a survey Questionnaire	2
4.4	Speaking Activity IV	6
	MODULE V	12 Hrs
5.1	Writing Memos, Circulars, Notices	2
5.2	Writing Agenda and Minutes	2
5.3	Inferential Reading	2
5.4	Speaking Activity V	6
	Total	60

Reference Books:

1. Technical English Workbook, VRB Publishers Pvt. Ltd (Prof. Jewelcy Jawahar, Dr.P.Ratna)
2. Effective Technical Communication, Tata McGraw Hills Publications (Ashraf Rizvi)
3. Technical Communication – English Skills for Engineers, Oxford Higher Education (Meenakshi Raman, Sangeeta Sharma)