

**VASAVI COLLEGE OF ENGINEERING (AUTONOMOUS), HYDERABAD
DEPARTMENT OF HUMANITIES & SOCIAL SCIENCES**

ENGLISH LANGUAGE AND COMMUNICATION-1

(Common for all branches)

SYLLABUS FOR BE 1/4 - I SEMESTER

Instruction: 2 Hours	SEE : 60	Course code :U19HS110EH
Credits : 2	CIE : 40	Duration of SEE : 3 Hours
<p>COURSE OBJECTIVES The course will enable the learners to:</p> <ol style="list-style-type: none"> 1. Understand the role and importance of communications skills 2. Realise the various features and functions of human language and communication, verbal and non-verbal. 3. Comprehend the use of words in different contexts. 4. Develop the habit of listening effectively to various speakers and lectures 5. Develop reading strategies in order to understand various types of texts 		<p>COURSE OUTCOMES At the end of the course the learners will be able to:-</p> <ol style="list-style-type: none"> 1. Greet and converse with friends, teachers, and strangers appropriately. 2. Listen and respond to lectures, talks and take notes. 3. Use language functionally and participate in classroom interactions and in simulated situations replicating the real world. 4. Read, comprehend, and answer different types of texts and make notes. 5. Construct grammatically correct sentences for speaking and writing.

UNIT-1 1.0 Effective communication

1.1 Role and Importance of language and Communication; Functions of communication; Process of Communication; Types of communication - formal and informal; verbal and non verbal; Styles of Communication; Channels of communication; Barriers to effective communication.

UNIT-2 2.0 Listening and Speaking skills

2.1 Importance of listening in effective communication; Active listening
2.2 Speaking skills:-Speaking strategies, Functions of oral communication-introducing a person and speaking about his/her achievements, situational dialogues; telephone etiquette; poster-presentations.

UNIT-3 3.0 Reading and Writing skills

3.1 Sub-skills of Reading; Understanding the functions of different texts, Reading Comprehension

3.2 Written Communication: Styles

- Describing events, people, places, objects.
- Defining.

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- Defining
- Providing examples or evidence
- Writing introduction and conclusion

3.2.1 Written Communication: Features of Writing:-

Importance of proper **punctuation**, Creating **coherence**, Organizing principles of paragraphs in documents, Techniques for writing precisely using appropriate **phrases and clauses and linkers**.

UNIT-4 4.0 Vocabulary Building and Grammar

4.1 Vocabulary Building: The concept of **Word Formation; Root words. Prefixes and suffixes;** Synonyms, antonyms, and standard abbreviations. Homonyms, Homophones.

4.2 Remedial English: Articles, Prepositions; Tense and Aspect; Subject- Verb agreement; Connectives; Direct and Indirect Speech,; Common errors

UNIT-5 5.0 Reading skills and Comprehension

5.1 Prose text- In love with Rocket Science- India's Missile Woman

5.2 A Psalm of Life. By Henry Wadsworth Longfellow.

Prescribed textbook for theory:

Technical communication - Principles and Practice (2nd Edition 2014) - Meenakshi Raman and Sangeeta Sharma- Oxford University Press.

Suggested Reading

E.Suresh kumar, P. Sreehari and J. Savithri - Essential English

Reading comprehension - Nuttal.J.C - Orient Blackswan

Sunitha Mishra,C. Murali Krishna, Communication Skills for Engineers, Pearson, 2004.

M. Ashraf Rizvi. Effective Technical Communication. Tata Mcgraw Hill, 2005.

Allen and Waters., How English Works.

Willis Jane., English through English.

<p><i>Jaqueline</i> Dr. Jacqueline Amaral <i>31/5/19</i> Head and Chairman, BOS Vasavi College of Engineering</p>	<p><i>Prof. C. Muralikishna</i> Prof. C.Muralikishna <i>31/5/19</i> OU, Nominee for Vasavi College of Engineering- BoS for English Dpty.Coordinator-UG,SAP,DRS- Dept. of English -UCASS, Osmania University, Hyderabad</p>
<p>Mr Joy Hans Division Director Toastmasters International. <i>Joy Hans 31/05/2019</i> Consultant & Corporate Trainer Learning Partners Pvt. Ltd Career Coaches Pvt. Ltd Academic Advisor KIET group of colleges Kakinada</p>	<p><i>AD</i> Dr. Joy Anuradha <i>31 May 2019</i> Centre for English Language Studies in the University of Hyderabad. Hyderabad Central University</p>