

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

**COURSE NAME-ENGLISH LANGUAGE AND COMMUNICATION**

(Common to all branches) SYLLABUS FOR B.E. ¼

I SEMESTER – 7 SECTIONS

II SEMESTER – 6 SECTIONS

**W.E.F-2021-2022**

<b>Instruction: 2 Hours</b>	<b>SEE: 60</b>	<b>Course code: U21HS010EH</b>
<b>Credits: 2</b>	<b>CIE: 40</b>	<b>Duration of SEE: 3 Hours</b>
<b>COURSE OBJECTIVES</b>  <b>The course will enable the learners to:</b> <ol style="list-style-type: none"> <li>1. Understand the role and importance of communications skills.</li> <li>2. Develop the habit of listening effectively to various speakers and lectures.</li> <li>3. Develop reading strategies in order to understand various types of texts</li> <li>4. Understand the various features and formats of writing.</li> <li>5. Comprehend grammar constructs and vocabulary used in different contexts.</li> </ol>		<b>COURSE OUTCOMES</b>  <b>At the end of the course the learners will be able to: -</b> <ol style="list-style-type: none"> <li>1. Communicate effectively, appropriately and ethically in both professional &amp; personal spheres.</li> <li>2. Listen for gist and make inferences from various speeches and converse intelligibly in various contexts.</li> <li>3. Evaluate and infer various text types.</li> <li>4. Compose letters and essays, coherently and cohesively using discourse marks.</li> <li>5. Construct grammatically correct sentences using adequate vocabulary.</li> </ol>

**UNIT-1      1.0 Effective communication and Interpersonal skills**

- 1.1 Role and Importance of Language and Communication; Functions of communication; Process of Communication; Types of Communication; Styles of Communication; Channels of Communication; Barriers in Communication and how to overcome them.
- 1.2 Politeness theory.
- 1.3 Johari Window.
- 1.4 Team building skills and team work.
- 1.5 Persuasion techniques.

**UNIT-2      2.0 Listening and Speaking skills**

- 2.1 Importance of listening for effective communication; Elements of Active listening.
- 2.2 Speaking skills: -Speaking strategies; Telephone etiquette.

**UNIT-3      3.0 Reading and Writing skills**

- 3.1 Sub-skills of Reading; Understanding the functions of different texts, Reading Comprehension-Global and Local.
- 3.2 Features of Writing: -  
Organizing principles of writing paragraphs-Coherence, Cohesion & Unity; Use of appropriate linkers. Paraphrasing and Summarizing skills.
- 3.3 Written Communication:
  - Etiquette of Email writing
  - Request letters
  - Creative writing- Pictionary, Taglines, Script Writing



**UNIT-4 4.0 Vocabulary Building and Grammar**

4.1 **Vocabulary Building:** The concept of Word Formation-Prefixes and Suffixes; Synonyms, Antonyms, and Standard abbreviations. Word origin-Etymology; One-word substitutes; Collocation; Idioms.

4.2 **Functional Grammar:** Articles, Prepositions; Tense and Aspect; Subject- Verb agreement; Connectives; Direct and Indirect Speech; Active-Passive  
All these aspects will be taught as common errors.

**UNIT-5 5.0 Reading for appreciation of literary texts**

5.1 **Prose text-** On Shaking Hands- A G Gardiner.

5.2 **Poem-**What life should be-Patricia A Fleming.

**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.

Brown, Penelope and Stephen C. Levinson. 1978. Universals in language usage: politeness phenomena: Cambridge University Press.

The break-up of CIE: Internal Tests + Assignments + Quizzes

1	No. of Internal tests	:	<input type="text" value="2"/>	Max. Marks	:	<input type="text" value="30"/>
2	No. of assignments	:	<input type="text" value="3"/>	Max. Marks	:	<input type="text" value="5"/>
3	No. of Quizzes	:	<input type="text" value="3"/>	Max. Marks	:	<input type="text" value="5"/>
	Duration of Internal Tests	:	120 Minutes			

  
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