

**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. 1/4

W.E.F-2024-2025

Instruction: 2 Hours	SEE: 60	Course code: U24HS010EH
Credits: 2	CIE: 40	Duration of SEE: 3 Hours
COURSE OBJECTIVES The course will enable the learners to: <ol style="list-style-type: none"> 1. Build greater confidence and proficiency in oral and written communication. 2. Equip themselves with essential language skills to analyze and articulate their point of views. 3. Develop the ability to engage in reading for reflection and enquiry. 4. Construct grammatically correct and contextually appropriate correct sentences. 5. Learn how project reports are written in their related field of study. 		COURSE OUTCOMES At the end of the course the learners will be able to: - <ol style="list-style-type: none"> 1. Communicate effectively, appropriately and ethically in both professional & personal spheres. 2. Listen to different types of spoken discourses and take notes for future reference. 3. Research, collect data and make effective presentations using, graphs, charts, statistical information and text. 4. Construct grammatically correct sentences using adequate vocabulary to compose written and spoken discourses. 5. Read, comprehend and appreciate various text types using the various techniques.

UNIT-1 1.0 Effective communication and Interpersonal skills

- 1.1 Role and Importance of Communication – Types of Communication (Verbal-non-verbal, formal- informal, oral, written, visual, intrapersonal, inter personal and extra personal communication); styles, channels and barriers of communication.
- 1.2 Johari Window.
- 1.3 Persuasion techniques.
- 1.4 Stages of Team Building by Bruce Tuckman; Qualities of a team player/leader.

UNIT-2 2.0 Listening and Speaking skills

- 2.1 Importance of listening-- Types of listening; Note taking.
- 2.2 Speaking skills: Presentation Skills (on Projects/ Topics related to the branch).

UNIT-3 3.0 Reading and Writing skills

- 3.1 Reading strategies- SQ3R (Survey, Question, Read, Recite & Review); Types of Comprehension - Global, Factual and Inferential.
- 3.2 Features of Writing-Principles of writing paragraphs (Coherence, Cohesion & Unity); Use of appropriate linkers/connectives; Focus on cause, effects, comparison, definition, classification, problem/ solution, process, argument.
- 3.3 Email-Etiquette.

UNIT-4 4.0 Vocabulary Building and Grammar

- 4.1 **Vocabulary Building:** Synonyms, Antonyms, One-word substitutes; Words often confused; Collocations, Idioms.
- 4.2 Functional Grammar: Tense and Aspect; Subject-Verb agreement; Sentence Types (Declarative sentence, Interrogative sentence, Exclamatory sentence and Imperative sentence)

UNIT-5 5.0 Reading for appreciation of literary texts

- 5.1 **Prose text** : The Knowledge Society by APJ Abdul Kalam.
- 5.2 **Poem** : 'What Life should be' by 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

Paul V. Anderson – Technical Communication.

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 + Assignments + Quizzes & SEE:

1 No. of Internal tests : Max.Marks :

2	No. of assignments	:	3	Max. Marks	:	5
3	No. of Quizzes	:	3	Max. Marks	:	5
4	SEE	:	1	Max Marks	:	60

Duration of Internal Tests : 90 Minutes
Duration for SEE : 180 Minutes

SIGNATURES:-

<p><i>Jaqueline</i> Dr. JACQUELINE AMARAL Mod-HSS BoS CHAIRMAN <i>17/5/24</i></p>	<p><i>17/5/24</i> Dr. B. VIJAYA CHAIRPERSON-BoS, OU OSMANIA UNIVERSITY NOMINEE TO HSS VCE PROFESSOR & HEAD Department of English OSMANIA UNIVERSITY HYDERABAD-500 007</p>
<p><i>HJ</i> Dr. JOY ANURADHA SUBJECT EXPERT UNIVERSITY OF HYDERABAD <i>University of Hyderabad</i></p>	<p>Dr. JOY HANS CORPORATE REPRESENTATIVE</p>
<p>MEMBERS OF HSS VCE :- <i>17/5/24</i> Dr. G. MEENA <i>17/5/24</i> Dr. K. JHANSI RANI</p>	<p>MEMBERS OF HSS VCE :- <i>17/5/24</i> Dr. B. SHEELA RANI SIMON <i>17.5.24</i> Dr. T. SUNAND EMMANUEL</p>