

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

**ENGLISH LANGUAGE AND COMMUNICATION-II**

(Common for all branches)

**SYLLABUS FOR BE 1/4 - II SEMESTER**

Instruction: 2 Hours	SEE : 60	Course code : U19HS210EH
Credits : 2	CIE : 40	Duration of SEE : 3 Hours
<p><b>COURSE OBJECTIVES</b></p> <p>To enable the students to:</p> <ol style="list-style-type: none"> <li>1. Identify words for use both in informal and formal contexts, to persuade and instruct and to inform.</li> <li>2. Adapt and cooperate with people in varied contexts to function effectively, individually and in teams.</li> <li>3. Communicate in interpersonal and intrapersonal contexts.</li> <li>4. Read and write letters and essays etc. independently.</li> <li>5. Write sustained piece of texts exhibiting qualities of coherence and cohesion.</li> </ol>		<p><b>COURSE OUTCOMES</b></p> <p>At the end of the course the learners will be able to:-</p> <ol style="list-style-type: none"> <li>1. Participate confidently in discussions both in the classroom and outside.</li> <li>2. Work in teams, share ideas, agree and disagree politely.</li> <li>3. Compose coherent letters, essays and resumes for varied situations.</li> <li>4. Interpret and write a piece of text with coherence and cohesion.</li> <li>5. Write paragraphs on any given topic following the rules of grammar and use appropriate vocabulary.</li> </ol>

**UNIT-1 1.0 Interpersonal Communication**

- 1.1 Johari Window
- 1.2 Team building skills and team work
- 1.3 Persuasion techniques

**UNIT-2 2.0 Speaking skills**

- 2.1 Speaking strategies:- Making Power Point Presentations (research oriented topics)

**UNIT-3 3.0 Writing Practices**

- 3.1 Précis Writing

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- 3.2 Essay Writing-General and Creative
- 3.3 Email-etiquette
- 3.4 Request letters
- 3.5 Application letters and resume

**UNIT-4 4.0 Advanced Remedial English and Vocabulary:-** (In context)

- 4.1 Grammar-Active and Passive Voice; Subject-Verb agreement
- 4.2 Vocabulary:- Words often confused, One-word substitutes; Collocations, phrasal verbs; Idiomatic usage.

**UNIT-5 5.0 Reading skills and Comprehension**

- 5.1 Getting acquainted with major type of questions
- 5.2 Prose text- Shiva Ayyadurai- The Inventor of the e-mail.
- 5.3 Poem by William Wordsworth - The World Is Too Much With Us

**Prescribed textbook for theory:**

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

**Suggested reading:**

- Essential English - E.Suresh Kumar, P. Sreehari, J. Savithri - Orient Blackswan 2011.
- Sunitha Mishra., C. Murali Krishna., Communication Skills for Engineers, Pearson, 2004.
- Practical English Usage. Michael Swan. OUP. 1995.
- Remedial English Grammar. F.T. Wood. Macmillan.2007
- On Writing Well. William Zinsser. Harper Resource Book. 2001
- Study Writing. Liz Hamp-Lyons and Ben Heasley. Cambridge University Press. 2006.
- Communication Skills. Sanjay Kumar and PushpLata. Oxford University Press. 2011. (vi) Exercises in Spoken English. Parts. I-III. CIEFL, Hyderabad. Oxford University Press

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