

22EN101	COMMUNICATIVE ENGLISH		SEMESTER I			
PREREQUISITIES		CATEGORY	HS	Credit		3
Basic language skills listening, speaking, reading and writing		Hours/Week	L	T	P	TH
			2	0	2	4
COURSE OBJECTIVES						
1.	To develop the communicative skills of learners by engaging them in reading, writing and grammar learning activities					
2.	To inculcate learners' ability to read texts, summaries, articles and user manuals					
3.	To assist learners to acquire writing skills for academic, social and professional purposes					
4.	To improve learners' vocabulary and grammar to supplement their language use at different contexts					
UNIT I			6	0	6	12
<p>Listening – Interview with personal assistant, An interview with a business consultant, Describing changes in a company, Describing dimensions of products.</p> <p>Speaking - Self-introduction, name, home background, study details, area of interest, hobbies, strengths and weaknesses, etc.</p> <p>Reading - Reading for detailed comprehension, specific information, Understanding notices, messages, timetables, graphs relevant to technical contexts.</p> <p>Writing – Dialogue writing in a business context.</p> <p>Grammar - Parts of speech, Tenses, Voices, Common errors in English, Subject-Verb agreement, Noun-Pronoun agreement, Prepositions and Articles.</p>						
UNIT II			6	0	6	12
<p>Listening – An interview about a production process, Telephone conversations, Making and changing appointments, Description of how a product is advertised.</p> <p>Speaking - Personal interview, dress code, body language, required skills, corporate culture and mock interview.</p> <p>Reading - Reading technical texts from journals, newspapers and technical blogs.</p> <p>Writing - Writing checklists, Recommendations.</p> <p>Grammar - Prefix and suffix, Synonyms, Antonyms, Verb forms - Auxiliary verbs, Modal verbs, Phrasal verbs, Pronouns, Adverbs and Adjectives.</p>						
UNIT III			6	0	6	12
<p>Listening - Conversation between two employees, Interview about change in job and corporate gift giving, Creating good teams: a presentation.</p> <p>Speaking - Role play - examiner and candidate, customer and sales manager, team leader and team member, interviewer and applicant, industrialist and candidate.</p> <p>Reading - Reading advertisements, gadget reviews, user manuals.</p> <p>Writing - Providing instruction, Writing E-mails - Attending workshops, Paper submission for seminars and conferences, Arranging and cancelling a meeting.</p> <p>Grammar - Conditional statements, Redundancies, Collocations and Meanings of individual words.</p>						
UNIT IV			6	0	6	12

Listening – Working in an international team, Statistical information, Interview with investor relations, Radio interviews.					
Speaking – Giving a speech, Describing given data, Discussing company information, Summarizing an article.					
Reading - Reading longer technical texts, cause and effect essays, newspaper articles, company profiles.					
Writing - Essay writing on social topics, Technical Report Writing – Status reports on projects, Feasibility reports and event reports on seminars, conferences, meeting.					
Grammar - Compound words, Conjunctions, Sentence completion, Negation in statements and questions.					
UNIT V		6	0	6	12
Listening – An interview with career advisor and recruitment agent, Feedbacks, Meeting extracts.					
Speaking – Qualities required for employability, Improving employee productivity, presentation on problem-solving skills, teamwork, creativity and leadership quality.					
Reading - Reading brochures, telephone messages, social media messages relevant to technical contexts.					
Writing - Letter Writing – Formal Letters and Informal Letters - cover letter with resume, Mind maps, Charts - interpreting statistical data, charts, graphs and tables.					
Grammar - One word substitution, Abbreviations and acronyms in technical contexts and technical vocabulary, Idioms.					
Total (30L + 30P) = 60 Periods					

REFERENCE BOOKS:	
1.	Meenakshi Raman and Sangeeta Sharma. Professional English. Oxford University Press, New Delhi, 2019.
2.	Krishna Mohan, Meera Bannerji. Developing Communication Skills. Macmillan India Ltd, Delhi, 1990.
3.	Sanjay Kumar, Pushp Lata. English Language and Communication Skills for Engineers. Oxford University Press, 2018.
E-RESOURCES:	
1.	https://learnenglish.britishcouncil.org/
2.	https://www.bbc.co.uk/learningenglish

COURSE OUTCOMES:			Bloom's Taxonomy Mapped
Upon completion of this course, the students will be able to:			
CO1	:	comprehend the main ideas, key details and inferred meanings of technical texts	L2: Understanding
CO2	:	use language effectively at technical and professional contexts	L3: Applying
CO3	:	apply the academic and functional writing skills in formal and informal communicative contexts	L3: Applying
CO4	:	interpret pictorial representation of statistical data and charts	L3: Applying