

EC/ChE/CS/IT-110**ENGLISH FOR COMMUNICATION****L T P C****4 - - 3****COURSE OBJECTIVES:**

1. To enable students improve their lexical and communicative competence.
2. To equip students with oral and written communication skills.
3. To understand and learn the correct usage and application of Grammar principles.
4. To get acquainted with the features of successful professional communication.
5. To enable students acquire various specific features of effective written communication.

COURSE OUTCOMES:**After successful completion of the course, the students are able to**

1. demonstrate Lexis, Communication, Grammar, Written Communication and Composition.
2. compose effectively the various forms of professional communication.
3. apply grammar rules efficiently in spoken and written forms.
4. understand and overcome the barriers in communication.
5. develop professional writing.

UNIT I**(12)****Lexis:**

- (a) i. Synonyms & Antonyms ii. Words often confused.
 (b) i. One Word Substitutes ii. Analogies

UNIT II**(12)****Written Communication:**

- (a) Note-taking & Note-making (b) Writing a Proposal (c) Memo Writing (d) Paragraph writing

UNIT III**(12)**

Exposure to basics of grammar with emphasis on

- (a) Articles & Prepositions (b) Tenses (c) Voice (d) Speech

UNIT IV**(12)****Communication:**

Types: Oral & Written - Barriers to communication - Non-verbal Communication - Kinesics, Proxemics, Occulesics, Haptics

UNIT V**(12)****Composition:**

- a) E-mail
 b) Letter-writing: order, complaint, job application, invitation.
 c) Precis writing
 d) Biographical writing: i. APJ Abdul Kalam ii. Ratan Tata iii. Sudha Murthy iv. Mother Teresa

LEARNING RESOURCES:**TEXT BOOK(S):**

1. Technical English - by Dr. M.Sambaiah, Wiley India Pvt. Ltd, New Delhi 2014.

2. Communication Skills by Sanjay Kumar & Pushpa Latha, Oxford University Press, 2015 [This text is prescribed for the topics: (1) One Word Substitutes(Unit-I), (2) Note-taking (Unit-II) and (3) Haptics (Unit-IV)].

REFERENCE BOOK(s):

1. Dictionary of Synonyms and Antonyms, Oxford & IBH, III Ed -, 2010
2. Objective English III Edition, Mc-Graw Hill Companies- by Hari Mohan Prasad, Uma Rani Sharma, 2007
3. Technical Communication - Principles & Practice. II Ed, by Meenakshi Raman & Sangeetha Sharma, 2015
4. Oxford Michael Swan- Practical English Usage - III Ed, New international Students Ed,OUP, 2007
5. Business Communication II Ed. Meenakshi Raman & Prakash Singh, OUP, 2012
6. A course in English Communication by Kiranmai Dutt, Rajeevan, C.L.N Prakash, 2013.
7. The Most Common Mistakes in English Usage - Thomas Elliott Berry, 2012.