

21ENG01	BASICS IN COMMUNICATION	L	T	P	C
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<b>Course Objectives:</b>					
<ul style="list-style-type: none"> <li>To enable learners of Engineering and Technology develop their basic communication skills in English.</li> <li>To emphasize specially the development of speaking skills amongst learners of Engineering and Technology.</li> <li>To ensure that learners use the electronic media such as internet and supplement the learning and materials used in the classroom to develop the listening skill.</li> <li>To inculcate the habit of reading and writing leading to effective and efficient communication.</li> </ul>					
<b>UNIT-I</b>	<b>LISTENING SKILLS</b>	<b>12 Hours</b>			
Listening to the sounds, silent letters & stress in English - words & sentences - Listening to conversation & telephonic - greetings, comments on the topic-excuses- general wishes, positive comments, thanks- telephonic conversation- viewing model interviews (face to face, video conferencing)- viewing a model group discussion and reviewing the performance of each participant- Sentence definition - Spelling & punctuation.					
<b>UNIT-II</b>	<b>SPEAKING SKILLS</b>	<b>12 Hours</b>			
Self-introduction -Expressing personal opinion -Dialogue & Conversation -Simple oral interaction - Speaking on a topic - Expressing views for & against. Adverbs -Adjectives – Comparative and Numerical adjectives -Nouns & compound nouns -Prefixes and suffixes. , Imperative forms-sequencing of sentences- Wh- questions					
<b>UNIT-III</b>	<b>READING SKILLS</b>	<b>12 Hours</b>			
Reading anecdotes, short stories, poems- an article from newspaper, critical reading - Reading pie chart & bar chart- Skimming and scanning -Reading-comprehension exercises - Words and their function -Different grammatical forms of the same word- Speed reading- reading passages with time limit- reading the job advertisement and the profile of the company concerned – note making skills- making notes from books or any form of written material.					
<b>UNIT-IV</b>	<b>WRITING SKILLS</b>	<b>12 Hours</b>			
Writing emails, notes, messages, memos, notices, agendas, advertisements, leaflets, brochures - Instructions, recommendations & checklists -Writing paragraphs -Comparisons & contrasts -Process description of Flow charts - Interpretation of Bar charts & Pie charts. - Correction of errors - Subject-verb Concord -Articles -Prepositions - Tenses- Active and passive voice- Impersonal passive					
<b>UNIT-V</b>	<b>INTRODUCTION TO COMMUNICATION</b>	<b>12Hours</b>			
Need for effective communication - Functions of Communication & Induction to the students - barriers to effective communication - non-verbal communication - body language. - Introduce oneself -Reading Newspaper - Magazine - Journal etc.					

**Course Outcomes:**

- Learners should be able to speak clearly, confidently, comprehensibly, and communicate with one or many listeners using appropriate communication strategies.
- Write cohesively and coherently and flawlessly avoiding grammatical errors, using a wide vocabulary range organizing their ideas logically on a topic.
- Read different genres of texts adopting various reading strategies.
- Listen/ view and comprehend different spoken discourses/ excerpts in different accents.

**Text Books:**

1. Muralikrishna C., Sunita Mishra “Communication Skills for Engineers” 2nd edition, Pearson, New Delhi 2010
2. Mahalakshmi.N. English workbook – 1 for Engineers. Chennai, VK Publications, 2013.

**Reference:**

1. Vyas Manish A., Yogesh L. Patel, “Tasks for the English Classroom”, MacMillan, New Delhi, 2012.
2. Achar Deeptha, Charul Jian and et al, English for Academic Purposes, Book-1&2 University Granthnirman Board, Gujarat, 2011
3. Michael Vince, ‘Advanced Language Practice’, Macmillan Education, Oxford, 2003
4. Eisenbach Iris, “English for Materials Science and Engineering”, Springer Fachmedien Wiesbaden GmbH 2011
5. Loughed Lin, “Business Correspondence: A Guide to Everyday Writing’, Longman, Pearson Education, Inc, 2003.