

## PROFESSIONAL COMMUNICATION IN ENGLISH

**B.Tech. I Year I Sem.**

Course Code: **EN104HS/EN204HS**

**L T/P/D C**

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### INTRODUCTION

In view of the growing importance of English as a tool for global communication and the consequent emphasis on training students to acquire language skills, the syllabus of English has been designed to develop linguistic and communicative competencies of Engineering students.

In English classes, the focus should be on the skills development in the areas of vocabulary, grammar, reading and writing. For this, the teachers should use the prescribed text book for detailed study. The students should be encouraged to read the texts/poems silently leading to reading comprehension. Reading comprehension passages are given for practice in the class. The time should be utilized for working out the exercises given after each excerpt, and also for supplementing the exercises with authentic materials of a similar kind, for example, from newspaper articles, advertisements, promotional material, etc. *The focus in this syllabus is on skill development, fostering ideas and practice of language skills.*

### Course Objectives:

The course will help students to:

- a. Improve the language proficiency of students in English with an emphasis on Vocabulary, Grammar, Reading and Writing skills.
- b. Equip students to study academic subjects more effectively using the theoretical and Practical components of English syllabus.
- c. Develop study skills and communication skills in formal and informal situations.

### Course Outcomes:

Students will be able to:

1. Use English Language effectively in spoken and written forms.
2. Comprehend the given texts and respond appropriately.
3. Communicate confidently in formal and informal contexts.

### SYLLABUS

#### Reading Skills:

#### Objectives:

1. To develop an awareness in students about the significance of silent reading and comprehension.
2. To develop students' ability to guess meanings of words from the context and grasp the overall message of the text, draw inferences, etc., by way of:
  - Skimming and Scanning the text
  - Intensive and Extensive Reading
  - Reading for Pleasure
  - Identifying the topic sentence

- Inferring lexical and contextual meaning
- Recognizing Coherence/Sequencing of Sentences

**NOTE:** The students will be trained in reading skills using the prescribed texts for detailed study. They will be tested in reading comprehension of different ‘unseen’ passages which may be taken from authentic texts, such as magazines/newspaper articles.

### Writing Skills:

#### Objectives:

1. To develop an awareness in the students about writing as an exact and formal skill
2. To create an awareness in students about the components of different forms of writing, beginning with the lower order ones through;
  - Writing of sentences
  - Use of appropriate vocabulary
  - Paragraph writing
  - Coherence and cohesiveness
  - Narration / description
  - Note Making
  - Formal and informal letter writing
  - Describing graphs using expressions of comparison

In order to improve the proficiency of the students in the acquisition of language skills mentioned above, the following text and course contents, divided into Five Units, are prescribed:

#### Text Books:

1. *“Fluency in English – A Course book for Engineering Students”* by Board of Editors: **Hyderabad: Orient BlackSwan Pvt. Ltd. 2016. Print.**
2. Raman, Meenakshi and Sharma, Sangeeta. *“Technical Communication- Principles and Practice”*. **Third Edition. New Delhi: Oxford University Press. 2015. Print.**

The course content / study material is divided into **Five Units**.

**Note:** *Listening and speaking skills are covered in the syllabus of ELCS Lab.*

#### UNIT –I:

Chapter entitled ‘*Presidential Address*’ by *Dr. A.P.J. Kalam* from *“Fluency in English– A Course book for Engineering Students”* published by Orient BlackSwan, Hyderabad.

**Vocabulary:** Word Formation -- Root Words --The Use of Prefixes and Suffixes-- Collocations-- Exercises for Practice.

**Grammar:** Punctuation – Parts of Speech- Articles -Exercises for Practice.

**Reading:** *Double Angels* by David Scott-Reading and Its Importance- Techniques for Effective Reading- Signal Words- Exercises for Practice

**Writing:** Writing Sentences- Techniques for Effective Writing-- Paragraph Writing-Types, Structure and Features of a Paragraph-Coherence and Cohesiveness: Logical, Lexical and Grammatical Devices - Exercises for Practice

## UNIT –II:

Chapter entitled *Satya Nadella: Email to Employees on his First Day as CEO* from “*Fluency in English– A Course book for Engineering Students*” Published by Orient BlackSwan, Hyderabad.

**Vocabulary:** Synonyms and Antonyms – Homonyms, Homophones, Homographs- Exercises for Practice (Chapter 17 ‘*Technical Communication- Principles and Practice*’. *Third Edition* published by Oxford University Press may also be followed.)

**Grammar:** Verbs-Transitive, Intransitive and Non-finite Verbs – Mood and Tense— Gerund – Words with Appropriate Prepositions – Phrasal Verbs - Exercises for Practice

**Reading:** Sub-skills of Reading- Skimming, Scanning, Extensive Reading and Intensive Reading - *The Road Not Taken* by **Robert Frost** -- Exercises for Practice

**Writing:** Letter Writing –Format, Styles, Parts, Language to be used in Formal Letters- Letter of Apology – Letter of Complaint-Letter of Inquiry with Reply – Letter of Requisition -- Exercises for Practice

## UNIT –III:

From the book entitled ‘*Technical Communication- Principles and Practice*’. *Third Edition* published by Oxford University Press.

**Vocabulary:** Introduction- A Brief History of Words – Using the Dictionary and Thesaurus– Changing Words from One Form to Another – Confusables (From Chapter 17 entitled ‘*Grammar and Vocabulary Development*’)

**Grammar:** Tenses: Present Tense- Past Tense- Future Tense- Active Voice – Passive Voice- Conditional Sentences – Adjective and Degrees of Comparison. (From Chapter 17 entitled ‘*Grammar and Vocabulary Development*’)

**Reading:** Improving Comprehension Skills – Techniques for Good Comprehension- Skimming and Scanning- Non-verbal Signals – Structure of the Text – Structure of Paragraphs – Punctuation – Author’s viewpoint (Inference) – Reader Anticipation: Determining the Meaning of Words – Summarizing- Typical Reading Comprehension Questions. (From Chapter 10 entitled ‘*Reading Comprehension*’)

**Writing:** Introduction- Letter Writing-Writing the Cover Letter- Cover Letters Accompanying Resumes- Emails. (From Chapter 15 entitled ‘*Formal Letters, Memos, and Email*’)

## UNIT –IV:

Chapter entitled ‘*Good Manners*’ by **J.C. Hill** from *Fluency in English – A Course book for Engineering Students*” published by Orient Blackswan, Hyderabad.

**Vocabulary:** Idiomatic Expressions –One- word Substitutes --- Exercises for Practice (Chapter 17 ‘*Technical Communication- Principles and Practice*’. *Third Edition* published by Oxford University Press may also be followed.)

**Grammar:** Sequence of Tenses- Concord (Subject in Agreement with the Verb) – Exercises for Practice

**Reading:** ‘*If*’ poem by **Rudyard Kipling**--Tips for Writing a Review --- Author’s Viewpoint – Reader’s Anticipation-- Herein the Students will be required to Read and Submit a Review of a Book (Literary or Non-literary) of their choice – Exercises for Practice.

**Writing:** Information Transfer-Bar Charts-Flow Charts-Tree Diagrams etc., -- Exercises for Practice.  
Introduction - Steps to Effective Precis Writing – Guidelines- Samples (Chapter 12 entitled ‘*The Art of Condensation*’ from ***Technical Communication- Principles and Practice. Third Edition*** published by Oxford University Press)

**UNIT –V:**

Chapter entitled ‘*Father Dear Father*’ by **Raj Kinger** from ***Fluency in English – A Course book for Engineering Students***” Published by Orient BlackSwan, Hyderabad

**Vocabulary:** Foreign Words—Words borrowed from other Languages- Exercises for Practice

**Grammar:** Direct and Indirect Speech- Question Tags- Exercises for Practice

**Reading:** Predicting the Content- Understanding the Gist – SQ3R Reading Technique- Study Skills – Note Making - Understanding Discourse Coherence – Sequencing Sentences. (From Chapter 10 entitled ‘**Reading Comprehension**’ - ***Technical Communication- Principles and Practice. Third Edition*** published by Oxford University Press.)

**Writing:** Technical Reports- Introduction – Characteristics of a Report – Categories of Reports –Formats- Prewriting – Structure of Reports (Manuscript Format) - Types of Reports - Writing the Report. (From Chapter 13 entitled ‘**Technical Reports**’ - ***Technical Communication- Principles and Practice. Third Edition*** published by Oxford University Press.)

 **Exercises from both the texts not prescribed shall be used for classroom tasks.**

**References**

- 1 Green, David. *Contemporary English Grammar –Structures and Composition*. MacMillan India. 2014 (Print)
2. Rizvi, M. Ashraf. *Effective Technical Communication*. Tata Mc Graw –Hill. 2015 (Print).