

B.Tech. Communicative English Syllabus
Common Syllabus for All the Courses
(Effect from 2023-24 Academic year onwards)



DEPARTMENT OF ENGLISH
UNIVERSITY COLLEGE OF ARTS & SOCIAL SCIENCES
MAHATHA GANDHI UNIVERSITY
NALGONDA-508-254

B.Tech. Syllabus
(With effect from the Academic Year 2023-24)
Common For All Courses

S. No.	Code	Course Title	Scheme of Instruction			Contact Hrs./Week	Scheme of Evaluation			Credits
			L	T	P		Hrs.	CIE	SEE	
			Theory							
1.		Communicative English	3	0	-		3	40	60	3
PRACTICALS										
1.		Communicative English Lab			2		3	25	50	1

Course Objectives:

- Communicate clearly, accurately and appropriately
- Know and use verbal and non-verbal communication appropriately
- Infer information from texts
- Learn basic grammar of the English language
- Use appropriate idiomatic expressions, one word substitutes etc.

Course Outcomes:

On completion of this course the student will be able:

- Heighten the awareness of correct usage of English Grammar and vocabulary in writing and speaking besides improving their fluency and comprehensibility.
- Develop their ability as critical readers and writers and will produce paragraphs independently on any context with coherence
- Draft effective business letters and emails

- Exercise critical reading skills by enhancing the quality of life and support lifelong learning.
- Will produce short reports using the drafting process.

UNIT-I

Importance of listening, Types of listening, Importance of communication, types of communication, styles of communication, Communication barriers, listening for specific purposes, Do' s and Don'ts of Listening, Discourse markers & linking words,

UNIT-II

Homonyms, Homophones, Homographs, Synonyms and Antonyms, Concord. one-word substitutes, tenses. Auxiliary Verbs, Question Tags, Root words, Active and Passive voice.

UNIT- III

Importance of reading, reading Comprehensions, Types of Comprehension questions, reading skills-skimming, scanning, intensive and extensive reading, critical reading passages,

UNIT-IV

Letter writing (Official Letter writing), Email Writing & Email Etiquette, Principles of Good Writing, (How to write Introduction and Conclusions for different types of writings) paragraph and precise writing, Essay writing

UNIT-V

Redundancy. Listening to various texts-continued... (In language Lab Inferential passages) Effective presentation, Proverb Expansion through JAM, Idioms and Phrases, Common Errors- I, Common Errors-II

Suggested Reading:

1. Ashraf, M. Rizvi. Effective Technical Communication. Tata McGrail, 2006.
2. Language and Life Skills Approach, Orient Black Swan, 2018.
3. Michael Swan Practical English Usage. OUP, 1995.
4. Meenakshi Ramanan and Sangeetha Sharma. Technical Communication: Principles and Practice-II, Oxford Uni. Press, 2011.
5. Signger. F. L. (1975). Engineering Mechanics Statics and Dynamics, III Edition, Harper Collings International Edition.

COMMUNICATIVE ENGLISH LABORATORY

Course Objectives:

- Learn IPA and transcription, using dictionary, Decode Phonetic Transcription, overcome the difficulties with the sounds of English, self-learning through CALL.
- Demonstrate Use of English, Speech sounds, Stress and Intonation in day-to-day situations/ conversations/interactions.
- Introducing one self in various context: Social, Academic and Professional
- Improve listening and understand various accent- GIE, RP and GenAm.
- Learn to participate in various contexts: Extempore, Group Discussions and presentation.

Course Out comes:


- On completion of this course the students will be able to
- Sensitize the nuances of English Speech Sounds with computer – Assisted Individualized and independent Language learning.
- Use Better pronunciation and right accent and Intonation.
- Use functional English.
- Listen and speak effectively by understanding various accents.
- Increase possibilities of job prospects and communicate confidently.

UNIT-I

English Sound system: Sounds of English, Vowels, consonants, Using Dictionary to decode phonetic transcription, Transcription exercises with the help CALL (Computer aided language Lab)

UNIT-II

Stress and Intonation: Syllable, word stress and its importance, intonation-falling falling and rising tones.


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UNIT-III

Introduction and presentation skills: In social, formal, Academic and Professional context, JAM, Picture description/Prescription, Role plays: Use of Dialogues in various situations and settings, Occasions to give various presentations with emphasis on visual aids and body language.

UNIT-IV

Listening comprehension: Listening to various accents, Listening practice and Exercises, Resume/CV writing

UNIT-V

Group discussions: Types of group discussions, case studies, Do's and Don'ts's of group discussion- Intensive practice., Interview skills- Mock Interviews

Suggested reading/ software:

1. T. Balasubramanian. A Text Book of English Phonetics for Indian students, McMillan, 2008.
2. J. Sethi et al. A Practical Course in English pronunciation (With CD) prentice Hall of India, 2005.
3. Hari Mohan Prasad. How to prepare for Group Discussions and Interviews, TATA McGraw-Hill, 2006.
4. English for Engineers and Technologists (Combined edition Vol. I & II) Orient Black swan, 2010.
5. Software
 1. Sky pronunciation Suit.
 2. Study Skills
 3. English Pronunciation Dictionary-CALD


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