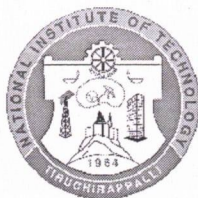


DEPARTMENT OF HUMANITIES AND SOCIAL SCIENCES

COURSE PLAN – PART I			
Name of the programme and specialization	B Tech Civil Engineering		
Course Title	ENGLISH FOR COMMUNICATION		
Course Code	HSIR11	No. of Credits	04
Course Code of Pre-requisite subject(s)	NIL		
Session	July2022	Section (If, applicable)	B
Name of Faculty	Ms. Chrisalice Ela Joseph	Department	HSS
Official Email	409119001@nitt.edu	Telephone No.	8301942699
Name of Course Coordinator(s) (if, applicable)			
Official E-mail		Telephone No.	
Course Type (please tick appropriately)	<input checked="" type="checkbox"/> Core course	<input type="checkbox"/> Elective course	
<b>Syllabus(approved in BoS)</b>			
<b>COURSE CONTENT</b>			
<p><b>Theory:</b> Language and communication-reading strategies: skimming, scanning, inferring, predicting and responding to content – Guessing from context – Note making – Vocabulary extension - speed reading practice – use of extensive reading texts.</p> <p>Analytical and critical reading practice- critical, creative and lateral thinking- language and thinking – thinking process and language development.</p> <p>Effective writing practice – Vocabulary expansion - Effective sentences: role of acceptability, appropriateness, brevity &amp; clarity in writing – Cohesion &amp; coherence in writing –Writing of definitions, descriptions - Paragraph writing.</p> <p>Reciprocal relationship between reading and writing –thinking and writing - Argument Writing practice – Perspectives in writing –professional writing - Narrative writing.</p> <p><b>Lab:</b> Listening process &amp; practice – Exposure to recorded &amp; structured talks, class room lectures – Problems in comprehension &amp; retention – Note-taking practice – Listening tests-Importance of listening in the corporate world.</p> <p>Barriers to listening: Physical &amp; psychological – Steps to overcome them – Purposive listening practice – Active listening and anticipating the speaker – Use of technology to improve the skill.</p> <p>Fluency &amp; accuracy in speech –Improving self-expression – Tonal variations – Listener oriented speaking -Group discussion practice – Interpersonal Conversation -Developing</p>			





persuasive speaking skills.

Barriers to speaking – Building self-confidence & fluency – Conversation practice- Improving responding capacity - Extempore speech practice – Speech assessment.

Reference Books

1. M. Ashraf Rizvi, Effective Technical Communication, Tata McGraw-Hill, New Delhi, 2005.
2. Strunk, William, and E B. White, The Elements of Style. Boston: Allyn and Bacon, Pearson Edition, 1999.
3. Garner, Bryan A, HBR Guide to Better Business Writing, Harvard Business Review Press, Boston, Massachusetts, 2013.

**COURSE OBJECTIVES**

To develop in the under-graduate students of engineering a level of competence in English required for independent and effective communication for academic and social needs.

The course aims to

1. Enable the students to express themselves effectively in their academic and professional environment
2. Help the students to improve their listening skills
3. Improve their reading and comprehension skills
4. Enable them to interact and communicate effectively in a team

**MAPPING OF COs with POs**

Course Outcomes	Programme Outcomes (PO) (Enter Numbers only)
1. The students will be able to communicate efficiently in their academic and social spaces	9, 10
2. They will be able to speak proficiently and interact effectively in a team	9,11,12
3. They will be able to write coherent sentences and paragraphs in English	10
4. They will be able to read and comprehend English texts at a speed suited to their needs	10
5. They will be capable of identifying the problems related to listening in different contexts and will be good listeners and efficient communicators.	9, 10,11

**COURSE PLAN – PART II**

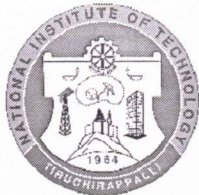
**COURSE OVERVIEW**

The course introduces the students to the four basic skills required for effective communication- Listening, Speaking, Reading and Writing. The theory focuses on the barriers to effective reading and writing and also the techniques to overcome the barriers in order to read and write effectively. The students are also introduced to the language lab and given hands on practice in order to improve their listening and speaking skills

**COURSE TEACHING AND LEARNING ACTIVITIES**

S.No.	Week/Contact Hours	Topic	Mode of Delivery
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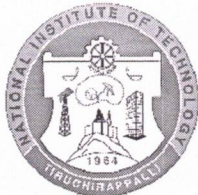




1	Week 1	Importance of communication	PPT, Lecture
2	Week 2 and 3	Reading-Reading Strategies- Improving Comprehension Skills- - Notetaking – Summarizing and Paraphrasing-	PPT, Lecture, Reading Exercises
3	Week 4 and 5	Types of listening - Improving Listening Comprehension- note taking practice - Importance of Listening in the Corporate World - Barriers to listening	PPT, Lecture, Language Lab
4	Week 6	Listening and Reading Comprehension test	Language lab
5	week 7 and 8	Writing Effective Sentences- Paragraph Writing- Reading Critically -Developing Cohesion, Coherence and Clarity in Writing	PPT, Lecture, Writing Exercises
6	Week 9 and 10	Professional Writing- writing formal letters, Email, Cover letter, Resume, Writing of Definitions, Descriptions, Argument Writing	PPT, Lecture, Writing Exercises
5.	Week 11	Mid Sem review	Written Exam
6	Week 12 and 13	Improving Self-expression-effective speaking skills- interpersonal communication	Language Lab
7	Week 14	Group Discussion and Formal Presentation	Language Lab
8	Week 15	End Semester Exam	Written

**COURSE ASSESSMENT METHODS**

S.No.	Mode of Assessment	Week	Duration	% Weightage
1	Listening and Reading Comprehension Test	6	1 hr	10marks
2	Group Presentation (Oral)	From week 7 onwards	20 minutes for each group	10marks
3	Mid Sem Review (Written Exam)	11	2hrs	30 marks



CPA	Compensation Assessment (Oral and Written)	12	2hrs	20marks
5	End Semester Exam- Written	15	3hrs	50 marks

### **COURSE EXIT SURVEY**

Feedback may be provided during the Class Committee Meeting.

Feedback will also be collected after the mid semester Review.

Formal online feedback will be collected by the Institute at the end of the course.

### **COURSE POLICY**

#### **MODE OF CORRESPONDENCE (email/ phone etc)**

Given on page 1

#### **COMPENSATION ASSESSMENT**

One Compensation Assessment is permitted. Will be for 20 marks and 2 hours duration. It will comprise both oral and written assessments. Only genuine cases of absence will be considered

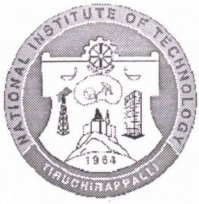
#### **ATTENDANCE POLICY** (A uniform attendance policy as specified below shall be followed)

- At least 75% attendance in each course is mandatory.
- A maximum of 10% shall be allowed under On Duty (OD) category.
- Students with less than 65% of attendance shall be prevented from writing the final assessment and shall be awarded 'V' grade.

#### **ACADEMIC DISHONESTY & PLAGIARISM**

- Possessing a mobile phone, carrying bits of paper, talking to other students, copying from others during an assessment will be treated as punishable dishonesty.
- Zero mark to be awarded for the offenders. For copying from another student, both students get the same penalty of zero mark.
- The departmental disciplinary committee including the course faculty member, PAC chairperson and the HoD, as members shall verify the facts of the malpractice and award the punishment if the student is found guilty. The report shall be submitted to the Academic office.
- The above policy against academic dishonesty shall be applicable for all the





programmes.

**ADDITIONAL INFORMATION, IF ANY**

Faculty is available for discussion(with prior appointment after class hours. Students are advised to meet the faculty at a mutually convenient time) at the HSS Department (Lyceum 2 Floor). Contact details (email and mobile number) are provided in the page 1 of the course plan

**FOR APPROVAL**

*Arishice*  
Course Faculty

*P. Juma* 2/12/22  
CC- Chairperson  
*Dr. R. Senthilkumar*

*S. T. Manan*  
HOD