



DEPARTMENT OF HUMANITIES and SOCIAL SCIENCES

COURSE PLAN – PART I			
Name of the programme and specialization	B.Tech Electrical and Electronics, 1 st Year		
Course Title	English for Communication		
Course Code	HSIR 11	No. of Credits	4
Course Code of Pre-requisite subject(s)	NIL		
Session	Jan 2023	Section (if, applicable)	B
Name of Faculty	Dr. Umasankar Patra	Department	Humanities and Social Sciences
Official Email	umasankar@nitt.edu	Telephone No.	
Name of Course Coordinator(s) (if, applicable)			
Official E-mail		Telephone No.	
Course Type (please tick appropriately)	<input type="checkbox"/>	General Institute Requirements (ECE)	

Syllabus (approved in BoS)

COURSE CONTENT

Theory: 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.

Analytical and critical reading practice- critical, creative and lateral thinking- language and thinking – thinking process and language development.

Effective writing practice – Vocabulary expansion - Effective sentences: role of acceptability, appropriateness, brevity & clarity in writing – Cohesion & coherence in writing –Writing of definitions, descriptions - Paragraph writing.

Reciprocal relationship between reading and writing –thinking and writing - Argument Writing practice – Perspectives in writing –professional writing - Narrative writing.

Lab: Listening process & practice – Exposure to recorded & structured talks, class room lectures– Problems in comprehension & retention – Note-taking practice – Listening tests-Importance of listening in the corporate world.

Barriers to listening: Physical & psychological – Steps to overcome them – Purposive listening practice – Active listening and anticipating the speaker – Use of technology to improve the skill.

Fluency & accuracy in speech –Improving self-expression – Tonal variations – Listener oriented speaking -Group discussion practice – Interpersonal Conversation -Developing 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

The course aims to:

1. Enable the students use English effectively for their professional requirements.
2. Help them write their ideas in English in an intelligible manner to different levels.
3. Make them improve their reading and listening skills.
4. Induce them to speak fluently and acceptably in English.

MAPPING OF COs with POs

Course Outcomes	Programme Outcomes (PO) (Enter Numbers only)
1. Students will be able to express themselves in English in an intelligible way	1. Will be able to effectively communicate their ideas in English
2. They will be able to write acceptable sentences and paragraphs in English	2. Apply critical reading to arrive at solutions.
3. They will be able to read material in English at a speed and comprehension level suited to their needs.	
4. They will develop an awareness of the problems related to listening in different contexts.	



COURSE PLAN – PART II			
COURSE OVERVIEW			
The course will enable the students have an awareness of the role of Communication in their career by exposing them to appropriate corporate materials and practices related to their domain.			
COURSE TEACHING AND LEARNING ACTIVITIES			(Add more rows)
S.No.	Week/Contact Hours	Topic	Mode of Delivery
1	Week 1	Importance of communication	Lecture, PPT
2	Week 2 and 3	Reading Strategy and reading comprehension	Lecture and Practice sessions
3	Week 4	Paragraph writing and reading critically	Lecture, PPT and Practice sessions
4	Week 5	Test 1	
5	Week 6	Essay Writing	Lecture, PPT and Practice sessions
6	Week 7 and 8	Email Writing and Letter Writing	Lecture, PPT and Practice sessions
7	Week 9	Test 2	
8	Week 10	Speaking and listening skills, Group Discussion	Lecture and Practice sessions
9	Week 12 and 13	Theories of Communication, Barriers to Communication	Lecture and PPT
10	Week 14	End Semester Exam	Test



COURSE ASSESSMENT METHODS

S.No.	Mode of Assessment	Week/Date	Duration	% Weightage
1	Group Discussion	Throughout the semester	25 mins per team	25
2	Test 1	Week 5		20
3	Test 2	Week 9		15
CPA	Compensation Assessment#	Week 12		
4	End Semester Exam*	Week 14	3 hr	40

***mandatory; refer to guidelines on page 6**

One compensation assessment for absentees in the assessments (other than the final assessment) will be conducted for 25 marks comprising the syllabus of both Assessment-2 and Assessment-3. **Only genuine cases of absence shall be considered.**

COURSE EXIT SURVEY (mention the ways in which the feedback about the course shall be assessed)

1. Students can meet the faculty (with prior appointment) at any stage in the course duration in case he/she finds difficulty in understanding the topic.
2. Descriptive Feedback will be collected after the mid semester examination and on the eve of the end semester examination. Students are requested to give genuine feedback about the course.

COURSE POLICY (including compensation assessment to be specified)

75% attendance is required to write the semester exam. Attendance during the assessment days is compulsory.

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



NATIONAL INSTITUTE OF TECHNOLOGY, TIRUCHIRAPPALLI

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

FOR APPROVAL

Umaramban Perfor
Course Faculty _____

S. Kayalvi
29/03/23
Dr. S. KAYALVI
CC- Chairperson _____

g. h. up
30/03/23
HOD _____



Guidelines

- a) The number of assessments for any theory course shall range from 4 to 6.
- b) Every theory course shall have a final assessment on the entire syllabus with at least 30% weightage.
- c) One compensation assessment for absentees in assessments (other than final assessment) is mandatory. Only genuine cases of absence shall be considered.
- d) The passing minimum shall be as per the regulations.

B.Tech. Admitted in				P.G.
2018	2017	2016	2015	
35% or (Class average/2) whichever is greater.		(Peak/3) or (Class Average/2) whichever is lower		40%

- e) Attendance policy and the policy on academic dishonesty & plagiarism by students are uniform for all the courses.
- f) Absolute grading policy shall be incorporated if the number of students per course is less than 10.
- g) Necessary care shall be taken to ensure that the course plan is reasonable and is objective.