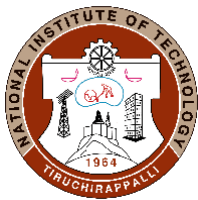




# NATIONAL INSTITUTE OF TECHNOLOGY, TIRUCHIRAPPALLI

## DEPARTMENT OF MECHANICAL ENGINEERING

COURSE PLAN – PART I			
Name of the programme and specialization	I B.Tech – MECHANICAL ENGINEERING		
Course Title	ENGLISH FOR COMMUNICATION		
Course Code	HSIR11	No. of Credits	4
Course Code of Pre-requisite subject(s)	Nil		
Session	July 2021	Section (if, applicable)	-
Name of Faculty	Dr. D. Jeba	Department	HSS
Official Email	jeba@nitt.edu	Telephone No.	9952728288
Course Type	Core 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. 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. 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 persuasive speaking skills. Barriers to speaking – Building self-confidence &amp; fluency – Conversation practice- Improving responding capacity - Extempore speech practice – Speech assessment.</p>			
<b>Reference Books</b>			
<ol style="list-style-type: none"> <li>1. M. Ashraf Rizvi, Effective Technical Communication, Tata McGraw-Hill, New Delhi, 2005.</li> <li>2. Strunk, William, and E B. White, The Elements of Style. Boston: Allyn and Bacon, Pearson Edition, 1999.</li> </ol>			



3. Garner, Bryan A, HBR Guide to Better Business Writing, Harvard Business Review Press, Boston, Massachusetts, 2013.

**COURSE OBJECTIVES**

The primary objective is 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.

**MAPPING OF COs with POs**

Course Outcomes	Programme Outcomes (PO)
1. Students will be able to express themselves orally in English in an intelligible way.	8
2. They will be able to write acceptable sentences and paragraphs in English.	9
3. They will be able to read and comprehend materials of different difficulty levels in English at a speed suited to their needs.	10
4. They will develop an awareness of the problems related to listening in different contexts.	11

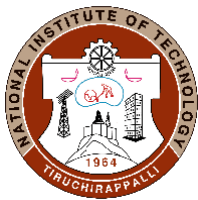
**COURSE PLAN – PART II**

**COURSE OVERVIEW**

The course will enable the students to 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**

S.No.	Week/Contact Hours	Topic	Mode of Delivery
1.	Week 1 & 2	Language and communication – Process of communication –Levels of Communication – Flow of communication within an organisation- Barriers to communication	Lecture with PPT slides
2.	Week 3	Reading – Types of Reading strategies - Note-making - vocabulary extension - speed reading practice – Extensive reading practice	Lecture & Practice
3.	Week 4	Effective sentences: role of acceptability, appropriateness, brevity & clarity in writing	Lecture with PPT slides
4.	Week 5	Assignment 1	Through Google Forms
5.	Week 6	Listening – Types of Listening – Significance of active listening - Barriers to Listening –	Lecture & Tutorial



6.	Week 7	Mid-Semester Review Test	Assessment
7.	Week 8	Note-taking practice - listening practice - Fluency & accuracy in speech	Lecture & Practice
8.	Week 9	Cohesion & coherence in writing – Writing of definitions, descriptions - Paragraph writing	Lecture & Practice
9.	Week 10	Assessment 1 Listening and Reading Test	Google Forms
10.	Week 11 & 12	Perspectives in writing - Professional writing- Letter Writing – Report Writing – Resume Writing	Lecture, Tutorial & Practice
11.	Week 13	Assessment 2 Individual Presentation	Assessment
12.	Week 14	Creative writing and practice - Reciprocal relationship between reading and writing - Argument Writing practice	Lecture & Practice
13.	Week 15	Final Assessment	Assessment

**COURSE ASSESSMENT METHODS** (shall range from 4 to 6)

S.No.	Mode of Assessment	Week/Date	Duration	% Weightage
1	Assignment 1	Week 5	One Week	10
2	Mid-Semester Review	Week 7	90 minutes	30
3	Assessment 1 Listening and Reading Test	Week 10	60 minutes	20
4	Assessment 2 Individual Presentation	Week 13	3-5 minutes per individual	10
CPA	Compensation Assessment	Week 14	60 minutes	30
5	Final Assessment *	Week 15	3 hours	30

\*mandatory; refer to guidelines on page 4



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

1. Feedback from students during class committee meetings.
2. Anonymous feedback through questionnaire at the end of the semester.

**COURSE POLICY** (including compensation assessment to be specified)

**ASSESSMENT POLICY**

- Compensation assessment will be conducted only for Mid-Semester Review Test. In case of candidate's absence for compensation assessment he/she will be forfeiting his/her marks.
- The passing minimum shall be 35 or class average/2 whichever is greater.
- Minimum 20% must be secured in the Final Assessment for passing the course.

**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**

- Copying from other resources during an online assessment will be treated as punishable dishonesty.
- Zero mark to be awarded for the offenders.
- 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 after class hours. Students are advised to fix a mutually convenient time in virtual platform to clarify their doubts.

**Contact Detail: [jeba@nitt.edu](mailto:jeba@nitt.edu)**

**FOR APPROVAL**



Course Faculty    *P. Jay*    CC- Chairperson \_\_\_\_\_ 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.