



NATIONAL INSTITUTE OF TECHNOLOGY, TIRUCHIRAPPALLI

DEPARTMENT OF METALLURGICAL AND MATERIALS ENGINEERING

COURSE PLAN – PART I			
Name of the programme and specialization	B.TECH - Metallurgical and Materials Engineering		
Course Title	ENGLISH FOR COMMUNICATION		
Course Code	HSIR11	No. of Credits	4
Course Code of Pre-requisite subject(s)	Nil		
Session	July 2019	Section (if, applicable)	
Name of Faculty	Dr. R. K. Raghavi	Department	HSS
Official Email	rkraghavi@nitt.edu	Telephone No.	8668109962
Name of Course Coordinator(s)	Dr. R Joseph Ponniah		
Official E-mail	joseph@nitt.edu	Telephone No.	9487368155
Course Type	Core course		
Syllabus (approved in BoS)			
COURSE CONTENT			
<p>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.</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 & 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.</p> <p>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.</p> <p>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.</p>			



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 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.	2
2. They will be able to write acceptable sentences and paragraphs in English.	4
3. They will be able to read and comprehend materials of different difficulty levels in English at a speed suited to their needs.	7
4. They will develop an awareness of the problems related to listening in different contexts.	9

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

S.No.	Week/Contact Hours	Topic	Mode of Delivery
1	Week 1	Language and communication – Process of communication – Flow of communication within an organization - Barriers to communication	Lecture & Tutorial
2	Week 2 & 3	Reading – Types of Reading strategies - Note-making - vocabulary extension - speed reading practice – Extensive reading practice	Lecture & Practice
3	Week 4 & 5	Listening – Types of Listening – Significance of active listening - Barriers to Listening -	Lecture, Tutorial & Practice
4	Week 6	Effective sentences: role of acceptability, appropriateness, brevity & clarity in writing - presentation of survey group activity	Lecture & Tutorial



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5	Week 7	Cohesion & coherence in writing – Writing of definitions, descriptions - Paragraph writing	Lecture & Practice
6	Week 8	Mid-Semester Review Test	Assessment
7	Week 9	Note-taking practice - listening practice - Fluency & accuracy in speech	Lecture & Practice
8	Week 10	Reciprocal relationship between reading and writing - Argument Writing practice	Lecture & Practice
9	Week 11 & 12	Individual Task	Assessment
10	Week 13	Perspectives in writing - Professional writing- Letter Writing – Report Writing – Resume Writing	Lecture, Tutorial & Practice
11	Week 14 and 15	Team Task	Assessment
12	Week 16	Final Assessment	Assessment

COURSE ASSESSMENT METHODS (shall range from 4 to 6)

S.No.	Mode of Assessment	Week/Date	Duration	% Weightage
1	Mid-Semester Review Test	Week 8	60 minutes	20
2	A) Individual Assessment	Week 11	30 minutes	10
	B) Individual Assessment	Week 11 and 12	5 minutes per individual	10
3	Team Task	Week 14 and 15	30 minutes per team	20
CPA	Compensation Assessment	Week 15	60 minutes	20
4	Final Assessment *	Week 16	3 hours	40

*mandatory; refer to guidelines on page 4

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



Descriptive feedback will be collected by the faculty a week before the mid-semester test and a week before the End Semester Examination.

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.

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 after class hours. Students are advised to meet the faculty at a mutually convenient time at the HSS Department on the second floor of Lyceum. Room No 303 Contact Detail: rkraghavi@nitt.edu

FOR APPROVAL

Course Faculty 

CC- Chairperson 

HOD 