



DEPARTMENT OF PRODUCTION ENGINEERING

| COURSE PLAN – PART I | | | |
|--|---------------------------------|--------------------------|------------|
| Name of the programme and specialization | B.TECH – PRODUCTION 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) | A |
| Name of Faculty | J.S.Kavitha | Department | HSS |
| Official Email | kavithajs@nitt.edu | Telephone No. | 9789023082 |
| Name of Course Coordinator(s) (if, applicable) | Dr. R Joseph Ponniah | | |
| Official E-mail | joseph@nitt.edu | Telephone No. | 9487368155 |
| Course Type (please tick appropriately) | 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.</p> <p>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.</p> <p>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.</p> <p>Barriers to speaking – Building self-confidence & fluency – Conversation practice- Improving responding capacity - Extempore speech practice – Speech assessment.</p> <p>Reference Books</p> <ol style="list-style-type: none"> 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. | | | |



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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) (Enter Numbers only) |
|---|---|
| 1. Students will be able to express themselves orally in English in an intelligible way. | 10, 12 |
| 2. They will be able to write acceptable sentences and paragraphs in English. | 10, 12 |
| 3. They will be able to read and comprehend materials of different difficulty levels in English at a speed suited to their needs. | 9, 10, 12 |
| 4. They will develop an awareness of the problems related to listening in different contexts. | 9, 10, 12 |

COURSE PLAN – PART II

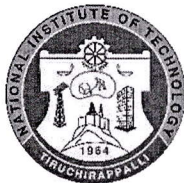
COURSE OVERVIEW

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 | Language and communication - reading strategies - speaking (Lab) | Lecture, Tutorial |
| 2 | Week 2 & 3 | Note-making - vocabulary extension - speed reading practice - Speaking and Listening (Lab) | Lecture, Practice |
| 3 | Week 4 & 5 | Use of extensive reading texts - Effective writing practice - Barriers to Listening | Lecture, Tutorial and Practice |
| 4 | Week 6 | Effective sentences: role of acceptability, appropriateness, brevity & clarity in writing - presentation of survey group activity | Lecture and Tutorial |
| 5 | Week 7 | Cohesion & coherence in writing – Writing of definitions, descriptions - Paragraph writing | Lecture, Practice |
| 6 | Week 8 | Mid-Semester Review Test | Assessment |



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| | | | |
|----|----------------|---|--------------------------------|
| 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 - Listening and Speaking | Assessment |
| 10 | Week 13 | Perspectives in writing - Professional writing - Narrative writing | Lecture, Tutorial and 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)



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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.

Contact Detail: kavithajs@nitt.edu

FOR APPROVAL

Course Faculty _____

J-S.Kavitha

CC- Chairperson _____

HOD _____