



DEPARTMENT OF HUMANITIES AND SOCIAL SCIENCES
COLLEGE OF ENGINEERING (A), ANDHRA UNIVERSITY

Common Syllabus for First Year B.E./B.Tech w.e.f. 2008-09.

ENGLISH

The emphasis on English Language is enormously increasing as an effective medium of communication in all sectors the World over. As a consequence of this, the acquisition of effective communication skills in English has become most important to the students to flourish in their careers. In this connection there is a need to train the students to equip themselves with the necessary skills required for effective communication in English thereby enabling them to get a good placement immediately after the completion of their undergraduate courses. To meet the objectives of developing proficiency in English communication skills and developing Listening, Speaking, Reading and Writing (LSRW) skills. The following curriculum is designed.

CURRICULUM : THEORY AND PRACTICE (LANGUAGE LAB)

1. A TEXT WITH FOCUS ON SKILLS APPROACH

Intended to develop the language skills of Listening, Speaking, Reading and Writing.

2. VOCABULARY :

- a) One – Word Substitutes.
- b) Words often Confused – Pairs of Words.
- c) Synonyms and Antonyms.
- d) Foreign Phrases.
- e) Phrasal verbs derived from the following dynamic verbs
 ___Go, Get, Run, Take, Look, Hold, Put, Stand Etc.
- f) Idioms and phrases.

3. GRAMMAR :

- a) Error Analysis
 - Correction of Errors in a given sentence – errors in the use of words
 – errors of indianisms – use of slang – errors in punctuation
- b) Concord
- c) Articles, Prepositions and words followed by prepositions.
- d) Tenses.

4. Writing skills :

1. Précis writing
2. Note Making
3. Letter writing.
4. Technical Report Writing.
5. Preparation of C.V and Resume writing.
6. Reading Comprehension.
7. Memo.
8. Notices/Circulars Agenda and Minutes of a Meeting.
9. E-Mail etiquette
10. Essay writing.

Text Book Prescribed :

In order to improve the proficiency of the student in the acquisition of the above mention skills, the following texts and course content is prescribed.

- **LEARNING ENGLISH** : A Communicative Approach, Hyderabad: Orient Long man. (selected lessons)

The following lessons are prescribed from the above Text:

- I. Astronomy (1)
- II. Travel and Transport (3)
- III. Humour (4)
- IV. Environment (6)
- V. Inspiration (7)
- VI. Human Interest (8)

Reference Books Prescribed :

1. Sharma, G.V.L.N., **English for Engineering Students.**
2. Margaret M Maison, **Examine your English**, Orient Longman
3. Krishnaswami, N and Sriraman, T., **Current English for Colleges**, Macmillan.
4. Krishnaswami, N. and Sriraman, T., **Creative English for Communication**, Macmillan.
5. Rizvi, M Ashraf. **Effective Technical Communication.** McGraw – Hill.
6. English for Technical Communication K.R Lakshminarayana, SCITECH.



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SOFT SKILLS

Globalisation has brought in numerous opportunities for the teeming millions, with more focus on the students' overall capability apart from academic competence. Many students, particularly those from non-English medium schools, find that they are not preferred due to their inadequacy of communication skills and soft skills, despite possessing sound domain knowledge along with technical capability. Keeping in view their pre-employment needs and career requirements, this course on Communication Skills will prepare students to adapt themselves with ease to the industry environment, thus rendering them as prospective assets to industries. The course will equip the students with the necessary communication skills that would go a long way in helping them in their profession.

OBJECTIVES:

- To equip students with effective speaking and listening skills in English.
- To help them develop their soft skills and people skills, which will make the transition from college to workplace smoother and help them to excel in their jobs.
- To enhance students' performance at Placement Interviews, Group Discussions and other recruitment exercises.

The Students will be able to:

- Develop their personal traits.
- Understand and converse with their higher authorities/ subordinates/ other persons concerned.
- Expose their personality effectively.
- Develop good relations/contacts with different types of persons concerned.
- Develop skill of impromptu speech as well public speech.

1. Communication†

- Importance of Communication
- Non Verbal Communication
 - Personal Appearance
 - Posture
 - Gestures
 - Facial Expressions
 - Eye Contact
 - Space Distancing

2. Goal Setting

- Immediate, Short term, Long term,
- Smart Goals
- Strategies to Achieve goals

3. Time Management

- Types of Time
- Identifying Time Wasters
- Time Management Skills

4. Leadership and Team Management

- Qualities of a Good Leader
- Leadership Styles
- Decision Making
- Problem Solving
- Negotiation Skills

5. Group Discussions

- Purpose (Intellectual ability, Creativity, Approach to a problem, Solving, Tolerance, Qualities of a leader)
- Group Behaviour
- Analysing Performance

6. Job Interviews

- Identifying job openings
- Preparing Resumes & CV
- Covering Letter
- Interview (Opening, Body-Answer Q, Close-Ask Q)
- Types of Questions

Reference Books :

1. Rizvi, M Ashraf. **Effective Technical Communication**. McGraw – Hill.
2. Mohan Krishna & Meera Banerji. **Developing Communication Skills**. Macmillan.
3. Krishnaswami, N and Sriraman, T., **Creative English for Communication**, Macmillan.
4. Jain, Alok, Pravin S.R. Bhatia & A.M. Sheikh **Professional Communication Skills**. S.Chand.