

## Communicative English

BEG105SH

Year: I

semester: I

Teaching Schedule Hours/week			Examination Scheme				Internal Assessment		Total Marks	Remarks
			Final				Theory Marks	Practical Marks		
L	P	T	Duration	marks	duration	marks				
3		1	3	80	-	-	20	-	100	

### Course Description:

This course is designed for the students of B.E. level: first year, first semester of Purbanchal University who have completed either Diploma level in Engineering or I.Sc. or +2 from any institution recognized by this university .it attends to develop and strength in students the basic and communicative skills in the English language with emphasis on speaking, reading and writing.

### Course objectives:

This course intends to develop:

- Skills needed for group discussion, meeting conduction and technical talk.
- Intensive and extensive reading skills in technical and non-technical reading materials.
- Skills in writing description, official letters and letters of application, proposals and formal technical reports.

### Course in detail:

#### Unit 1: Oral Communication

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##### A. Fundamental of Effective Speaking :

Posture, Gesture, Facial expression Voice, Eye contact, Space distancing etc.

##### A. Group discussion on objects of general and technical interest.

##### B. Meetings

- a. Notice preparation
- b. Agenda preparation
- c. Minutes preparation
- d. Meeting conduction
- e. Writing minutes

##### A. Technical talk/ writing and presenting a seminar paper

- a. Writing complete manuscript for technical talk.
- b. Presenting technical talk based on manuscript.

#### Unit 2: Reading: Intensive and Extensive

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##### A. Intensive Reading:

- a. How to tackle intensive reading materials.

##### b. Practicing on contextual grammar

- (i) Preposition
- (ii) Voice (Active/Passive)
- (iii) Tense based Practice

- c. Reading Techniques
  - (i) Skimming      (ii) Scanning      (iii) Note Making
  - (iv) Summary Writing      (v) 4 levels

- A. Extensive Reading:
  - a. How to tackle extensive reading materials.
  - b. Practicing extensive reading.

### C. Reading

- i. 'The mother of A Traitor' by maxim Gorky.
- ii. 'A Tale' by B.P.Koirala.
- iii. 'Who Was To Blame' by Anton Chekhov.
- iv. 'Marriage is A Private Affair' by Chinua Achebe.
- v. 'Keeping Errors At Bay' - By Butraned Russel.

### Unit 3: writing

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- A. Fundamental of effective writing. Unity, coherences, conciseness, clarity.
- B. Description Writing. Mechanical, electrical or electronic objectives, tables graphs, charts, landscape, technical process
- C. Letters
  - a. Official letters
    - i. Standard letter formats.
    - ii. Writing letters for asking and giving instruction, letters of request, apology and explanation, complaint and order.
  - a. Letters of application
    - i. Standard format.
    - ii. Preparing Bio-data and resume.
    - iii. Writing letters of application.
- A. Proposal Writing
  - a. Format for technical proposals.
  - b. Writing technical proposals.
- A. Technical Report Writing
  - a. Format for technical reports
  - b. Writing technical reports

### Prescribed Book:

1. English for Engineers and Technologist 2, Orient Longman, Anna University, Chennai 1990, (reading and language focus all and oral and writing as mentioned in the syllabus)

### References Books:

1. Adhikari usha ,et.al. Communicative Skills in English ,Research training unit, Department of Science and Humanities, Institute of Engineering, Pulchowk Campus 2002.
2. "Technical Writing" Sharon J.Gerson/Steven M.Gerson-Pearson Education
3. Study skills in English - Michal J.Wallace.
4. A communicative grammar of English-Leeach,G,Savertink,J
5. Oxford English Dictionary.
6. Developing Communication Skills-Krishna Mohan, Meena Baneifi