

Course Number and Name												
BEN101 - ENGLISH - I												
Credits and Contact Hours												
3 & 60												
Course Coordinator's Name												
Dr. Manimozhi												
Text Books and References												
TEXT BOOK												
1. Department of Humanities and Social Sciences Division, Anna University, Oxford University Press, 2013.												
REFERENCES:												
1. S.P.Danavel, English and Communication for Students of Science and Engineering, Orient Blackswan, Chennai, 2011.												
2. Rizvi, M.Asharaf, Effective Technical Communication, New Delhi, Tata McGraw Hill Publishing Company, 2007.												
3. Murali Krishna and Sunitha Moishra, Communication Skills for Engineers. Pearson, New Delhi, 2011.												
Course Description												
To make the students learn the basic modes of communication for fluency and attainment of confidence in speech, reading and writing.												
Prerequisites						Co-requisites						
+2 Level English						NIL						
required, elective, or selected elective (as per Table 5-1)												
Course Outcomes (COs)												
CO1	Understand the importance of being responsible, logical, and thorough.											
CO2	Respond to the situations where short reports and instructions are required.											
CO3	Explain “how things work”, and what to suggest when “things don’t work											
CO4	Develop our confidence and authority in the practical use of language.											
CO5	Understand the importance of being responsible, logical, and thorough.											
CO6	Able to Face interviews and competitive examinations											
Student Outcomes (SOs) from Criterion 3 covered by this Course												
COs/SOs	a	b	c	d	e	f	g	h	i	j	k	
CO1	H	H	H	H	H	M	L	L	H	H	H	
CO2							L					
CO3	H						H		H			
CO4	H	M				M	L	H	H			
CO5							L					

	CO6	H		H	H	H	H	L		H	H	M	
List of Topics Covered													
UNIT	I												STRUCTURES
12													
Parts of speech - Active and passive voices - Subject verb agreement. - Writing about School life, Hobbies, Family and friends – Word formation with prefixes and suffixes - Tenses - Concord - Summarizing - Note-making													
UNIT II	TRANSCODING												12
Cause and effect relations – Punctuations –Differences between verbal and nonverbal communication -E - mail communication – Homophones - Etiquettes of E mail communication. Interpreting graphic representation - Flow chart and Bar chart.													
UNIT III	REPORTING												12
Degrees of comparison – Positive, Comparative, Superlative - questions- SI units -Lab reports - Physics chemistry, workshop and Survey report for introducing new product in the market.													
UNIT IV	FORMAL DOCUMENTATION												12
Writing project proposals - Presentation skills - Prefixes and suffixes - If conditions - Writing a review- Preparing minutes of the meeting, Agenda, official circulars.													
UNIT V	METHODOLOGY												12
Accident reports (due to flood and fire) - Hints development - Imperatives - Marking the stress Connectives , prepositional relatives													