

Academic Course Description

BHARATH University
Faculty of Engineering and Technology
Department of Civil Engineering

BEN101 Technical English I
First Semester, 2017-18 (Odd Semester)

Course(catalogue) description

This course makes the students aware of the methodologies to be followed while preparing the official documents. The students will understand the need of the hour to perform in a suitable way once they join any job.

Compulsory/Elective course: Compulsory for all branch students

Credit & Contact hours : 3 credits & 60 hours

Course Coordinator : Ms. Jemima Daniel, Asst. Professor

Instructors : Mrs. SUMITHRA

Name of the instructor	Class handling	Office location	Office phone	Email (domain:@bharathuniv.ac.in)	Consultation
Ms. JEMIMA DANIEL	All First Year Students	FIRST YEAR MAIN BULIDING		daniel_jemima@yahoo.co.in	9.00-9.50 AM
Mrs. SUMITHRA	All First Year Students	FIRST YEAR MAIN BULIDING		sumithraks@gmail.com	12.45-1.15 PM

Relationship to other courses:

Pre –requisites : BEN101 Technical English – I

Assumed knowledge : The students will have a basic understanding of English language obtained at a high school (or Equivalent) level. In particular, they will have a knowledge about the procedure to communicate through letters and e-mail.

Following courses : -

Syllabus content

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

Computer usage: Nil

Professional component

General	-	100%
Basic Sciences	-	0%
Engineering Sciences & Technical Arts	-	0%
Professional Course	-	0%

Broad area : Telephone etiquettes | Transformation of sentences | Presentation skills | Writing reports

Test Schedule

S. No.	Test	Tentative Date	Portions	Duration
1	Cycle Test-1	August 1 st week	Session 1 to 14	2 Periods
2	Cycle Test-2	September 2 nd week	Session 15 to 28	2 Periods
3	Model Test	October 1 st week	Session 1 to 45	3 Hrs
5	University Examination	TBA	All sessions / Units	3 Hrs.

Mapping of Instructional Objectives

To develop speaking skills and understanding of the language. It will help the students to communicate with the strangers and introduce themselves. This course emphasizes:	Correlates to program outcome		
	H	M	L
1. To develop an understanding of the oral skills.	b,c,d,j	a,f,k	e,g
2. To develop the ability to discussion in a group confidently.	b,c,f	a,d,g,h	j
3. To be able to write essays efficiently.	a,d,e	b,g	j,k
4. Introduce students to telephone etiquettes.	a,d,e	b,g,h,k	f,j
5. To be able to use the grammatical rules in the language correctly.	e	a,b,c,d,g	j,k

H: high correlation, M: medium correlation, L: low correlation

Draft Lecture Schedule

Session	Topics	Is it grammar-related exercise? (Yes/No)	Text / Chapter
UNIT I			
1.	Parts of Speech	Yes	[T1]
2.	Active and passive voice	Yes	
3.	Subject-verb agreement	Yes	
4.	Writing about school life, hobbies, family and friends	No	
5.	Word formation with prefixes and suffixes	Yes	
6.	Tenses	Yes	
7.	Summarizing and note making	No	
UNIT II			
8.	Cause and effect relations	Yes	[T1]
9.	Punctuations	Yes	
10.	Differences between verbal and non-verbal communication	No	
11.	e-mail communication and its etiquettes	No	
12.	Homophones	Yes	
13.	Interpreting graphic representation - flow chart and bar chart	No	
UNIT III			
14.	Degrees of comparison	Yes	[T1]
15.	Wh- questions	Yes	
16.	S.I. units	No	
17.	Lab reports - Physics and Chemistry	No	
18.	Workshop Report	No	
19.	Survey report for introducing new product	No	

	in the market		
UNIT IV			
20.	Writing project proposals	No	[T1]
21.	Presentation skills	No	
22.	If conditionals	Yes	
23.	Writing a review, Preparing minutes of the meeting	No	
24.	Agenda, Official circulars	No	
UNIT V			
25.	Accident reports	No	[T1]
26.	Hints development	No	
27.	Imperatives	Yes	
28.	Marking the stress	Yes	
29.	Connectives	Yes	
30.	Prepositional relatives	No	

Teaching Strategies

The teaching in this course aims at establishing a good fundamental understanding of the language:

- Formal face-to-face conversations
- Tutorials, which allow for exercises in transforming sentences and frame sentences
- Lectures and seminar presentations, which provide the student with practical demonstration.
- Small exercise solving tasks, to enable the students to assess their understanding of the concepts.

Evaluation Strategies

Cycle Test – I	-	5%
Cycle Test – II	-	5%
Model Test	-	5%
Attendance	-	10%
Assignment	-	5%
Final exam	-	70%

Prepared by: Ms. Jemima Daniel, Assistant professor , Department of English

Dated :

Addendum

ABET Outcomes expected of graduates of B.Tech /Civil / program by the time that they graduate:

- a. An ability to apply knowledge of mathematics, science, and engineering
- b. An ability to design and conduct experiments, as well as to analyze and interpret data
- c. An ability to design a system, component, or process to meet desired needs within realistic constraints such as economic, environmental, social, political, ethical, health and safety, manufacturability, and sustainability
- d. An ability to function on multidisciplinary teams
- e. An ability to identify, formulate, and solve engineering problems
- f. An understanding of professional and ethical responsibility
- g. An ability to communicate effectively
- h. The broad education necessary to understand the impact of engineering solutions in a global, economic, environmental, and societal context
- i. A recognition of the need for, and an ability to engage in life-long learning
- j. A knowledge of contemporary issues
- k. An ability to use the techniques, skills, and modern engineering tools necessary for engineering practice.

Program Educational Objectives

PEO1: PREPARATION

Civil Engineering graduates will have knowledge to apply the fundamental principles for a successful profession and/or for higher education in Civil Engineering based on mathematical, scientific and engineering principles, to solve realistic and field problems that arise in engineering and non engineering sectors

PEO2: CORE COMPETENCE

Civil Engineering graduates will adapt to the modern engineering tools and construction methods for planning, design, execution and maintenance of works with sustainable development in their profession.

PEO3: PROFESSIONALISM

Civil Engineering Graduates will exhibit professionalism, ethical attitude, communication and managerial skills, successful team work in various private and government organizations both at the national and international level in their profession and adapt to current trends with lifelong learning.

PEO4: SKILL

Civil Engineering graduates will be trained for developing soft skills such as proficiency in many languages, technical communication, verbal, logical, analytical, comprehension, team building, inter personal relationship, group discussion and leadership skill to become a better professional.

PEO5: ETHICS

Civil Engineering graduates will be installed with ethical feeling, encouraged to make decisions that are safe and environmentally-responsible and also innovative for societal improvement.

Course Teacher	Signature
Ms. JEMIMA DANIEL	

Course Coordinator

HOD/Civil