

Course Number and Name												
BEN101 & English – I												
Credits and Contact Hours												
3 & 60												
Course Coordinator's Name												
Mr.Chinnappa												
Text Books and References												
Text Books:												
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 Publishibg 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)												
Required												
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	l
CO1	H	H	H	H	H	M	L	L	H	H	H	H
CO2							L					
CO3	H						H		H			H
CO4	H	M				M	L	H	H			H
CO5							L					
CO6	H		H	H	H	H	L		H	H	M	H
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.