#### **Course Number and Name**

BEN 201 & English II

#### **Credits and Contact Hours**

3 & 60

**Course Coordinator's Name** 

Dr.Manimozhi

### **Text Books and References**

**Text Books:** 

1. Meenakshi Raman, Sangeetha Sharma, Technical English for Communication: Principle Practice, OUP, 2009.

#### **References:**

- 1. Sumanth , English for Engineers, Vijay Nicole , Imprints Pvt ltd.2013.
- 2. Meenakshi Raman and Sangeetha Sharma, Technical Communication Principles and Pract Oxford University Press, 2009.
- 3. Sangeetha Sharma, Binod Mishra , Communication skills for engineers and scientists , Learning Pvt Ltd, New Delhi, 2010.

#### **Course Description**

Students will be able to actively participate in group discussions. Students will have Telephoni Skills, Giving Directions and Information Transfer

	Co-requisites											
		Nil										
required, elective, or selected elective (as per Table 5-1)												
Required												
Course Outcomes (COs)												
CO1: To make the students aware to different kinds of Learner-friendly modes of language to a												
variety of self- instructional learning (Computer based)												
CO2: To make students comprehend the habit of intelligent Reading as well as Computer- based												
competitive exams glob												
CO3: To achieve a reasonably good level of competency in Report Writing												
CO4: To make the students aware to different kinds of Learner-friendly modes of language to a												
variety of self- instructional learning (Computer based)												
CO5: To achieve a reasonably good level of competency in group discussions												
C06: To achieve a reasonably good level of competency in public speaking												
Student Outcomes (SOs) from Criterion 3 covered by this Course												
COs/SOs	а	b	с	d	e	f	g	h	Ι	j	k	1
CO1	Μ	L	Н	L	Μ			Н		Μ	L	
CO2			Н	L				Н		Μ	L	
			11					11		11/1		
CO3			Н	L	Μ			Н		Н	L	

CO4		Η	L	М		Η	М	L	
CO5		Н	L	М		Η	М	L	
CO6		Н	L	М		Η	М	L	

List of Topics Covered

### UNIT I ORIENTATION

Numerical adjectives - Meanings in context - Same words used as different parts of speech -Paragr writing - Non- verbal communication - Regular and Irregular verbs.

## UNIT II ORAL SKILL

Listening to audio cassettes - C.Ds, News bulletin - Special Lectures, Discourse - Note takin Sentence patterns - SV, SVO, SVC, SVOC, SVOCA - and Giving Instructions - Reac Comprehension answering questions. Inferring meaning.

# UNIT III THINKING SKILL

Self- introduction describing –Group Discussion – Debate –Role play- Telephone- Things- etique Recommendation and Sequencing jumbled sentences to make a suggestions-paragraph-advertisen and notice, Designing or drafting posters, writing formal and informal invitations and replies.

## UNIT IV WRITING SKILL

Definitions - Compound nouns - Abbreviations and acronyms - (a) business or official letters making enquiries, registering complaints, asking for and giving information, placing orders sending replies): (b) Letters to the editor (giving suggestions on an issue).

### UNIT V FORMAL INFORMATION

Editing – Prepositions - Articles - Permission letter for undergoing practical training, Essay writi Application for a job, letter to the principal authorities regarding admissions, other iss requirement or suitability of course etc.

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