Course Nun	aharan	d Nome										
			2									
BEN201 - English-II Credits and Contact Hours												
3 & 60	Contac	t Hours	•									
Course Coo	rdinator	r's Nan	ne									
Dr.Manimo		1 5 1 (all										
Text Books		ference	• 6									
TEXT BOO		10101100										
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 Sumantl Meenak Oxford Sangeet Pvt Ltd, 	shi Rai Univers ha Shar	man ar sity Pre ma, Bir	nd Sang ss, 2009 nodmis	geethaS 9.	harma	, Tech	inical (Commu	nicatio		-	
Course Des	cription											
Students w	vill be	able to	active	ely parti	icipate i	n grou	p discus	ssions.	Studen	ts will	have	
Telephonic	Skills, (Giving	Directi	ons an	nd Infor	mation	Transf	er				
	F	Prerequi	isites					(Co-requ	uisites		
English I						Nil						
		requi	ired, ele	ective, o	or select	ted elec	tive (as	s per Ta	ble 5-1	1)		
Required												
Course Out		,										
CO1	To make the students aware to different kinds of Learner-friendly modes of language variety of self- instructional learning (Computer based)											
CO2	To make students comprehend the habit of intelligent Reading as well as Computer - b 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 variety of self- instructional learning (Computer based)											
CO5	To achieve a reasonably good level of competency in group discussions											
CO6					od leve		•	• 1	ıblic sp	eaking		
Student Out	1	È é	1	1	1		1	1	:	:	1-	1
COs/SOs CO1	a M	b L	c H	d L	e M	f	g	h H	i	J M	k L	1
	IVI	L	11	L	IVI			11		141	L	
CO2			Η	L				Η		М	L	
CO3			Η	L	М			Η		Η	L	

	CO5			Н	L	М			Н		М	L	
	CO6			Н	L	М			Н		М	L	
List of Topics Covered													

UNIT I ORIENTATION

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

UNIT II ORAL SKILL

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

UNIT III THINKING SKILL

Self- introduction describing –Group Discussion – Debate –Role play- Telephone- Things- etiquette-Recommendation and Sequencing jumbled sentences to make a suggestions-paragraph-advertisement 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(for making enquiries, registering complaints, asking for and giving information, placing orders and 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 writing - Application for a job, letter to the principal authorities regarding admissions, other issues, requirement or suitability of course etc.

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