MALAVIYA NATIONAL INSTITUTE OF TECHNOLOGY JAIPUR
DEPARTMENT OF HUMANITIES AND SOCIAL SCIENCES

Scheme/Specialization: B.Tech. I Year

DETAILS OF THE COURSE

Course Code	Course Title	Credits	Lecture	Tutorial	Practical
22HST106	**English Communication Skills**	**02**	**02**	**0**	**0**

PREREQUISITE

None

COURSE OBJECTIVES

- To improve the language proficiency of students in English with an emphasis on Vocabulary, Grammar, Reading, Listening, Speaking, and Writing skills.
- To equip students to study academic subjects effectively using the theoretical and practical components of Technical Communication syllabus.
- To develop study skills and communication skills in formal and informal situations.

COURSE OUTCOMES:

At the end of the semester, the students should be able to:

CO1	Expand vocabulary through several interactive exercises.
CO2	Improve their ability to read and understand the written word in everyday life through the study of basic comprehension skills, such as main idea, major and minor details, and patterns of organization.
CO3	Enhance listening and speaking skills through several interactive exercises.
CO4	Locate explicit textual information, draw complex inferences, describe, analyse, and evaluate the information within and across multiple texts of varying lengths.
CO5	Write complete, concise, concrete, correct, clear, and courteous letters and e-mails.

COURSE ASSESSMENT

The Course Assessment (culminating to the final grade), will be made up of the following three components:

S. No.	Component	Weightage
a)	**Continuous Assessment** (Flagship Project 10% + MOOC Course 05% + Attendance and Class performance 05%)	**20%**
b)	**Mid-term examination**	**30%**
c)	**End Semester Examination**	**50%**

COURSE CONTENTS

Texts:

1. Letter from *Infosys Founder Narayan Murthy to his daughter Akshata*

2. Email from *Satya Nadella's to his employees on his first day as CEO, Microsoft*

3. Essay entitled *Freedom and Choice* by N. Krishnaswamy, Lalitha Krishnaswamy and Revathi Krishnaswamy

Vocabulary

Vocabulary from the prescribed texts– Using Words in different Forms – Root Words - Affixes– Synonyms and Antonyms – Homonyms, Homophones –One-word Substitutes - Commonly misspelt words

Grammar

Grammar topics addressed in the texts– Subject Verb Agreement –Tense –Conditional Sentences – Common Errors

Reading

Comprehension Skills

Writing

Techniques for Effective Writing– Paragraph Writing– Precis Writing -- Job Application with Resume– Writing Emails.

Flagship Project

The students will create and submit their podcasts in groups

MOOC Course:

English and Academic Preparation - Pre-Collegiate offered by Rice University on Coursera, an online free course of 23 hrs. (Certificate of completion to be submitted by the students to the Course Coordinator at the end of the semester.)

BOOKS/ REFERENCE BOOKS:-

Text Book:

1. Raman, Meenakshi and Sharma, Sangeeta. *Technical Communication- Principles and Practice*. Third Edition. New Delhi: Oxford University Press. 2015.

Reference Books:

1. Roberts, Rachel, Antonia Clare and J.J. Wilson. *New Total English Intermediate Students Book*. Pearson Longman. 2011.

2. Green, David. *Contemporary English Grammar –Structures and Composition*. MacMillan India. 2014.

3. Rizvi, M. Ashraf. *Effective Technical Communication*. Tata Mc Graw –Hill. 2015.

4. Pickett, Nell Ann, Ann A. Laster and Katherine E. Staples. *Technical English: Writing, Reading and Speaking.* New York: Longman, 2001.

5. Bailey, Stephen. *Academic Writing: A practical guide for students.* New York: Rutledge, 2011.

6. Morgan, David and Nicholas Regan. *Take-Off: Technical English for Engineering Reading*: Garnet Publishing Limited, 2008.

7. Thorn, Michael and Alan Badrick. *An Introduction to Technical English*. Harlow: Prentice Hall Europe, 1993.

8. Taylor, Grant. *English Conversation Practice*. Mc Graw Hill, 2001.

9. Jones, Leo. *Functions of English a course for upper-intermediate and more advanced students - Student's Book.* New York: Cambridge University Press, 1982.