

MC 101 EG

WITH EFFECT FROM THE ACADEMIC YEAR 2015 – 2016

ENGINEERING ENGLISH
(Common to All Branches)

Instruction	3 periods per week
Duration of University Examination	3 Hours
University Examination	70 Marks
Sessional	30 Marks

The following are the **objectives** of the course:

To enable the students to

- communicate clearly, accurately and appropriately
- know and use verbal and non-verbal communication appropriately
- infer information from texts
- learn basic grammar of the English language
- use appropriate and idiomatic expressions

The following are the **outcomes** of the course:

The students will be able to

- communicate effectively
- use effective body language
- infer information from texts with workable ease
- apply basic grammar of English in their communication
- use appropriate and idiomatic expressions

UNIT – I

Effective communication: Role and importance of communication; Features of human communication; Process of communication; Importance of listening, speaking, reading, and writing, Types of listening, Tips for effective listening, Types of communication: Non-verbal communication, Verbal – Formal versus informal communication, One-way versus two-way communication; Barriers to communication

UNIT – II

Remedial English : Common errors, Tense and aspects, Connectives and correlative conjuncts, Simple, complex and compound sentences, Voice, concord, Direct and indirect speech, Degrees of comparison, Question tags, Punctuation

UNIT - III

Written Communication: Paragraph writing, Précis writing, Expansion, Essay writing, Personal Letters, General reports

UNIT – IV

Vocabulary: Technical vocabulary, Homonyms, Homophones, Synonyms, Antonyms, Words often confused, One-word substitutes, Idiomatic usage, Affixes

UNIT – V

Reading comprehension and reading strategies.

The following five lessons are prescribed:

1. Dr. A.P.J. Abdul Kalam
2. Sathya Nadella
3. Azim Premji
4. Sachin Tendulkar

5. Sam Pitroda

Suggested Reading:

1. E. Suresh Kumar, *Engineering English*, Orient Blackswan, 2014.
2. E. Suresh Kumar et al., *Communication Skills and Soft Skills*, Pearson, 2011.
3. Sanjay Kumar and Pushp Lata, *Communication Skills*, OUP, 2011.
4. Kavita Tyagi and Padma Misra, *Professional Communication*, PHI, 2011.
5. Meenakshi Raman and Sangeeta Sharma, *Technical Communication: Principles and Practice*, OUP, 2011.