

## VISVESVARAYA TECHNOLOGICAL UNIVERSITY, BELAGAVI

### Subject: Functional English for Engineers

[As per Choice Based Credit System (CBCS) scheme]

(Effective from the academic year 2018-19)

**Course Code: 18EGH18/28**

**Contact Hours/Week: 03 hr/week (1hr L+ 2hr lab)**

**Total Hours: 40 (14 hr lecture + 26 hr lab)**

**Semester: I/II**

**CIE Marks: 40**

**SEE Marks: 60**

**Exam: 03 hr**

**Credits: 02**

**Course Learning Objectives:** This course (18EGH18/28) will enable the students to assimilate and get familiarized with English vocabulary, to improve both speaking and writing skills, and to identify the common errors in spoken and writing English, to provide information on standard technical report writing and involving students in language lab for hands on experience and to enhance oral communication skills through group activities.

#### MODULE- I

**Basic Writing Skills:** Basic English Grammar and Remedial Grammar (Parts of Speech, Noun & Pronoun, Number, Gender, Verbs, Preposition, Articles, Conjunctions, Voices and other aspects).

The Kinds of Sentences & Sentence Structures, The functions of Tenses, Use of idioms and phrases, and clauses in Sentences.

Importance of proper punctuation, Creating coherence.

**(05 Hours)**

**(RBT Levels: L1 & L2)**

#### MODULE- II

**Vocabulary Building:** The concept of Word Formation, Root words from foreign languages and their use in English, Acquaintance with prefixes and suffixes from foreign languages in English to form derivatives.

Vocabulary Test, Synonyms and antonyms, Paronyms and Homonyms, Spelling Test

( Spelling Error), Cloze Test , Standard abbreviations & Contractions, Sentence Improvement , Sentence Arrangements and Theme Detection.

**Hours)**

**(05**

**(RBT Levels: L3 & L5)**

#### MODULE-III (Language Lab)

##### **Reading and Writing Practices**

This Module has to be covered in language laboratory. Activity based teaching with examples (Observation and Lab Notes Compulsory). In 2 hours lab session, first 30 minutes explanation by the Faculty member and then Topic/Activity execution by the Student interacting with the faculty.

- Reading Techniques, Technical Writing and Technical Proposals
- Letters, Memos, E-mail, Reports, Writing introduction and Conclusion
- The Art of Condensation (Precise, writing), Organizing principles of paragraphs in documents, Comprehensions, Paragraphs & Essays

- Workplace Communication
    - i) Business Letters: Types, Layouts, Structure
    - ii) Reports: Purpose, Types, Structure.
  - Research Paper, Dissertation, and Thesis: Types, Layouts, Structure, Referencing and Styling
    - Employment Communication: Resume & Cover Letter
- ( 07 sessions Lab of 2 hour duration each) (RBT Levels: L3 & L4, L6)**

#### MODULE- 4

#### **Spoken / Oral English Communication Skills**

GRE, IELTS, TOFEL, CIEFL- Hyderabad, Web links Videos and other exam activities with audio and videos may be used for the following topics.

- Communication Skills: Formal and Informal
- Listening Skills & Comprehensions
- Pronunciation, Intonation, Stress and Rhythm
- Speaking: Self-introduction, introducing one self, one's family, one's friends And relatives, one's country etc. Welcome Address, Vote of thanks, Extempore Speeches, Short speech on simple topics on simpler themes for about one minute
- Reading: Reading aloud – by students individually, reading rhymes, Proverbs, passages on various topics of interest, Newspaper Reading, Reading humorous passages, Anecdotes, Stories, tricky sounds(conditioners), Reading manuals, Reading individual sentences with articulation, pronunciation and Tones
- Common Everyday Situations: Conversations and Dialogues, Presentation skills & Formal Presentations by Students
- Inter-personal Communication skills and Group Discussion, Employment Interviews ( **07 sessions Lab of 2 hour duration each ) (RBT Levels: L3 & L4, L5)**

#### MODULE- V

#### **How to Write Correct English**

(Identifying Common Errors in writing & speaking)

Subject-verb agreement, Noun-pronoun agreement, Misplaced modifiers, Spotting errors exercises.

Common Errors: Due to the Confusion of words, in the use of Idioms

& Phrases, in the use of Noun & Pronouns, Proverbs and Gender, Singular & Plural, in the Sequence of Tense, Articles. Common Errors due to Indianism, Redundancies & Clichés.

**(04 Hours)**

**(RBT Levels: L4 & L5)**

**Course Outcomes: On completion of this course, students will be able to,**

- Improve the functional effectiveness through better workplace communication skills
- Acquire basic proficiency in English reading and listening, comprehensions, writing and speaking skills
- Write campus recruitment exams, engineering competitive exams and all other general competitive exams
- Improve business and technical communication skills and technical writing skills

#### **Question paper pattern:-**

- Examination will be Conducted for **100 marks**, and later reduced to **60 marks**
- The question paper comprises of **Ten** full questions carrying equal marks
- Each full question carries **20 marks**.(**Descriptive-15 marks & Objective type-5 marks**)
- Each module will have **two** full questions (with a **maximum** of **four** sub questions)
- The students will have to answer **five** full questions, selecting **one** full question from each module.

#### **Text Books:-**

- 1) Technical Communication – Principles and Practice, Third Edition, Meenakshi Raman and Sangeetha Sharma, Oxford University Press, 2015.
- 2) High School English Grammar & Composition, Wren & Martin (Upgraded Format), Revised by N D V Prasad, S Chand & Company Ltd, 2015.
- 3) English for Technical Communication, N. P. Sudharshana and C. Savitha, Cambridge University Press, India Pvt Ltd, 2017.
- 4) Communication Skills, Sanjay Kumar and Pushpa Lata, Oxford University Press, 2011.
- 5) Exercises in Spoken English, Parts I-III, CIEFL, Hyderabad, Oxford University Press, 2015.

#### **Reference Books:-**

- 1) Soft Skills and Employability Skills, Sabina Pillai and Agna Fernandez, Cambridge University Press, India Pvt Ltd, 2017.
- 2) Soft skills for everyone, Jeff Butterfield, Cengage learning India Pvt Ltd, 2017.
- 3) Business Communication (Connecting at Work), Hory Sankar Mukerjee, Oxford University Press, 2017.
- 4) Remedial English Grammar, F. T. Wood., Macmillan, 2007.
- 5) Books relating to GRE, TOFEL, GATE, SSC/CDS/SSB, IBPS, IES and other state and National level Exams (UPSC & KPSC).

## **Web Links and Video Lectures**

[www.unacademy.com/lesson/future-perfect-tense/YQ9NSNQZ](http://www.unacademy.com/lesson/future-perfect-tense/YQ9NSNQZ)

<https://goo.gl/mne8XW>

banking adda English - <https://t.me/adda247youtube> For All the

[www.india.oup.com/orcs/9780199457496](http://www.india.oup.com/orcs/9780199457496)

<https://goo.gl/LLAkQE>

[www.india.oup.com/orcs/9780199457069](http://www.india.oup.com/orcs/9780199457069)

<https://www.youtube.com/channel/UCzGB...>

<https://www.youtube.com/watch?v=dSeLymslYVM>

<https://www.ets.org/toefl>

Videos & Lectures relating to IELTS, GRE, TOFEL and other exams