Academic Course Description

BHARATH University
Faculty of Engineering and Technology
Department of Electronics and Communication Engineering

BEN101 Technical English I

First Semester 2017-2018 (Odd Semester)

Course (catalogue) description

This course makes the students aware of the methodologies to be followed while preparing the official documents. The students will understand the need of the hour to perform in a suitable way once they join any job.

Compulsory/Elective course : Compulsory for all branch students
Credit & Contact hour : 3 & 45
Course Coordinator : Dr. Manimozhi, Professor

Instructors :

Name of the instructor	Class handling	Office location	Office phone	Email (domain:@ bharathuniv.ac.in	Consultation
Dr. Manimozhi	All First Year Students	FIRST YEAR MAIN BULIDING		manisayee2006@yahoo.co.in	9.00-9.50 AM

Relationship to other courses:

Pre –requisites **:** +2 English

Assumed knowledge : The students will have a basic understanding of English language obtained at a high school (or Equivalent) level. In particular, they will have a knowledge about the procedure to communicate through letters and e-mail.

Following courses : BEN 201 English–II

Syllabus content

UNIT I STRUCTURES 12
Parts of speech - Active and passive voices - Subject verb agreement. - Writing about School life, Hobbies, Family and friends – Word formation with prefixes and suffixes - Tenses - Concord - Summarizing - Note-making

UNIT II TRANSCODING 12
Cause and effect relations – Punctuations –Differences between verbal and nonverbal communication – E - mail communication – Homophones - Etiquettes of E mail communication. Interpreting graphic representation – Flow chart and Bar chart.

UNIT III REPORTING 12
Degrees of comparison – Positive, Comparative, Superlative - questions- SI units -Lab reports - Physics chemistry, workshop and Survey report for introducing new product in the market.

UNIT IV FORMAL DOCUMENTATION 12

Writing project proposals - Presentation skills - Prefixes and suffixes - If conditions - Writing a review-Preparing minutes of the meeting, Agenda, official circulars.

UNIT V METHODOLOGY 12

Accident reports (due to flood and fire) - Hints development - Imperatives - Marking the stress Connectives , prepositional relatives

TEXT BOOK

1. Department of Humanities and Social Sciences Division, Anna University, Oxford University Press, 2013.

REFERENCES:

1. S.P.Danavel, English and Communication for Students of Science and Engineering, Orient Blackswan, Chennai, 2011.
2. Rizvi, M.Asharaf, Effective Technical Communication, New Delhi, Tata McGraw Hill Publishing Company, 2007.
3. Murali Krishna and Sunitha Moishra, Communication Skills for Engineers. Pearson, New Delhi, 2011.

Computer usage: Nil

Professional component

General	-	100%
Basic Sciences	-	0%
Engineering Sciences & Technical Arts	-	0%
Professional Course	-	0%

Broad area : Telephone etiquettes | Transformation of sentences | Presentation skills | Writing reports

Test Schedule

S. No.	Test	Tentative Date	Portions	Duration
1	Cycle Test-1	August 1st week	Session 1 to 14	2 Periods
2	Cycle Test-2	September 2nd week	Session 15 to 28	2 Periods
3	Model Test	October 1st week	Session 1 to 45	3 Hrs
4	University Examination	TBA	All sessions / Units	3 Hrs.

Mapping of Instructional Objectives

To develop speaking skills and understanding of the language. It will help the students to communicate with the strangers and introduce themselves. This course emphasizes:	Correlates to program outcome		
	H	M	L
1. To develop an understanding of the oral skills.	b,c,d,j	a,f,k	e,g
2. To develop the ability to discussion in a group confidently.	b,c,f	a,d,g,h	j
3. To be able to write essays efficiently .	a,d,e	b,g	j,k
4. Introduce students to telephone etiquettes.	a,d,e	b,g,h,k	f,j

5. To be able to use the grammatical rules in the language correctly.	e	a,b,c,d,g	j,k

H: high correlation, M: medium correlation, L: low correlation

Draft Lecture Schedule

Session	Topics	Is it grammar-related exercise? (Yes/No)	Text / Chapter
	UNIT I		
1.	Parts of Speech	Yes	[T1]
2.	Active and passive voice	Yes	
3.	Subject-verb agreement	Yes	
4.	Writing about school life, hobbies, family and friends	No	
5.	Word formation with prefixes and suffixes	Yes	
6.	Tenses	Yes	
7.	Summarizing and note making	No	
	UNIT II		
8.	Cause and effect relations	Yes	[T1]
9.	Punctuations	Yes	
10.	Differences between verbal and non-verbal communication	No	
11.	e-mail communication and its etiquettes	No	
12.	Homophones	Yes	
13.	Interpreting graphic representation - flow chart and bar chart	No	
	UNIT III		
14.	Degrees of comparison	Yes	[T1]
15.	Wh- questions	Yes	
16.	S.I. units	No	
17.	Lab reports - Physics and Chemistry	No	
18.	Workshop Report	No	
19.	Survey report for introducing new product in the market	No	
	UNIT IV		
20.	Writing project proposals	No	[T1]
21.	Presentation skills	No	
22.	If conditionals	Yes	
23.	Writing a review, Preparing minutes of the meeting	No	
24.	Agenda, Official circulars	No	
	UNIT V		

25.	Accident reports	No	[T1]
26.	Hints development	No	
27.	Imperatives	Yes	
28.	Marking the stress	Yes	
29.	Connectives	Yes	
30.	Prepositional relatives	No	

Teaching Strategies

The teaching in this course aims at establishing a good fundamental understanding of the language:

- Formal face-to-face conversations
- Tutorials, which allow for exercises in transforming sentences and frame sentences
- Lectures and seminar presentations, which provide the student with practical demonstration.
- Small exercise solving tasks, to enable the students to assess their understanding of the concepts.

Evaluation Strategies

Cycle Test – I	-	5%
Cycle Test – II	-	5%
Model Test	-	10%
Assignments/Seminar/online test/quiz	-	5%
Attendance	-	5%
Final exam	-	70%

Prepared by: Dr. Manimozhi, professor , Department of English **Dated :**

Addendum

ABET Outcomes expected of graduates of B.Tech / ECE / program by the time that they graduate:

a) An ability to apply knowledge of mathematics, science, and engineering
b) An ability to design and conduct experiments, as well as to analyze and interpret data
c) An ability to design a hardware and software system, component, or process to meet desired needs within realistic constraints such as economic, environmental, social, political, ethical, health and safety, manufacturability, and sustainability
d) An ability to function on multidisciplinary teams
e) An ability to identify, formulate, and solve engineering problems
f) An understanding of professional and ethical responsibility
g) An ability to communicate effectively
h) The broad education necessary to understand the impact of engineering solutions in a global, economic, environmental, and societal context
i) A recognition of the need for, and an ability to engage in life-long learning
j) A knowledge of contemporary issues
k) An ability to use the techniques, skills, and modern engineering tools necessary for engineering practice.

Program Educational Objectives

PEO1: PREPARATION
Electronics Engineering graduates are provided with a strong foundation to passionately apply the fundamental principles of mathematics, science, and engineering knowledge to solve technical problems and also to combine fundamental knowledge of engineering principles with modern techniques to solve realistic, unstructured problems that arise in the field of Engineering and non-engineering efficiently and cost effectively.

PEO2: CORE COMPETENCE
Electronics engineering graduates have proficiency to enhance the skills and experience to apply their engineering knowledge, critical thinking and problem solving abilities in professional engineering practice for a wide variety of technical applications, including the design and usage of modern tools for improvement in the field of Electronics and Communication Engineering.

PEO3: PROFESSIONALISM Electronics Engineering Graduates will be expected to pursue life-long learning by successfully participating in post graduate or any other professional program for continuous improvement which is a requisite for a successful engineer to become a leader in the work force or educational sector.

PEO4: SKILL
Electronics Engineering Graduates will become skilled in soft skills such as proficiency in many languages, technical communication, verbal, logical, analytical, comprehension, team building, interpersonal relationship, group discussion and leadership ability to become a better professional.

PEO5: ETHICS
Electronics Engineering Graduates are morally boosted to make decisions that are ethical, safe and environmentally-responsible and also to innovate continuously for societal improvement.

Course Teacher	Signature
Dr. Manimozhi	

Course Coordinator **HOD/ECE**