Academic Course Description

> BHARATH University
> Faculty of Engineering and Technology
> Department of Electronics and Communication Engineering
> **BEN201 Technical English II**
> **Second Semester 2016-17 (Even Semester)**

Course(catalogue) description

This course makes the students learn the basics of communication in order o talk fluently, confidently and vividly. It makes them master the techniques of professional communication so that they become employable after completing the course.

Compulsory/Elective course: Compulsory for all branch students
Credit & contact hours   :   3 & 45
Course Coordinator   :   Dr.Manimozhi, Asst. 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	12.45-1.15 PM

Relationship to other courses:

Pre –requisites   :   BEN101 Technical English – I

Assumed knowledge   :   The students will have a basic understanding of English language obtained at a high school (or Equivalent) level. In particular, they will know the basics of grammar and will be able to transform the sentences from ne form to another.

Following courses   :   -

Syllabus Content

UNIT   I   ORIENTATION   12
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   12
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   12
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 **12**

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 **12**

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.

TEXT BOOK:

1. Meenakshi Raman, Sangeetha Sharma , Technical English for Communication: Principle and Practice, OUP, 2009.

REFERENCES:

1. Sumanth , English for engineers, Vijay Nicole , Imprints pvt ltd.2013.
2. Meenakshi Raman and Sangeetha Sharma , Technical Communication Principles and Practice, Oxford University Press, 2009.
3. Sangeetha Sharma, Binodmishra , Communication skills for engineers and scientists , PHI Learning Pvt Ltd, NewDelhi, 2010.

Computer usage: Nil

Professional component

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

Broad area : Essay Writing | e-mail communication | Report Writing | Writing project proposals

Test Schedule

S. No.	Test	Tentative Date	Portions	Duration
1	Cycle Test-1	February 1st week	Session 1 to 14	2 Periods
2	Cycle Test-2	March 2nd week	Session 15 to 28	2 Periods
3	Model Test	April last 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 grammatical rules.	b,c,d,j	a,f,k	e,g
2. To develop the ability to apply the theoretical knowledge of the language into practice.	b,c,f	a,d,g,h	j
3. To develop the reading and writing skills .	a,d,e	b,g	j,k
4. Introduce students to formal and informal way of communication.	a,d,e	b,g,h,k	f,j
5. To be able to speak the language fluently.	e	a,b,c,d,g	j,k

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

Draft Lecture Schedule

Session	Topics	Exercise Related Questions (Yes/No)	Text / Chapter
	UNIT I ORIENTATION		
1.	Numerical adjectives	Yes	[T1]
2.	Meanings in context	Yes	
3.	Same words used as different parts of speech	No	
4.	Paragraph writing	Yes	
5.	Non-verbal communication	No	
6.	Regular verbs	Yes	
7.	Irregular Verbs	Yes	
	UNIT II ORAL SKILL		
8.	Listening to audio cassettes - C.Ds, News bulletin	No	[T1]
9.	Special lectures, Discourse	No	
10.	Note taking	No	
11.	Sentence patterns - SV,SVO, SVC, SVOC, SVOCA	Yes	
12.	Giving instructions	No	
13.	Reading Comprehension and answering questions	Yes	
	UNIT III THINKING SKILL		
14.	Self-introduction	No	[T1]
15.	Describing things	No	
16.	Group discussion, Debate, Role play	No	
17.	Telephone etiquette	No	
18.	Recommendations and Suggestions	No	
19.	Sequencing jumbled sentences to make a paragraph	Yes	
	UNIT IV WRITING SKILL		
20.	Definitions	Yes	[T1]
21.	Compound nouns	Yes	
22.	Abbreviations and acronyms	Yes	
23.	Business or official letters	No	
24.	Letters to the editor	No	

	UNIT V	FORMAL INFORMATION	
25.	Editing	No	
26.	Prepositions	Yes	
27.	Articles	Yes	[T1]
28.	Permission letter for undergoing practical training	No	
29.	Essay writing	No	
30.	Application for a job, letter to the principal authorities regarding admissions, other issues, requirement or suitability of course, etc.	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

- Group discussions and seminar sessions, which support the formal lecture material and also provide the student with practical demonstration.

- Small periodic class tests, 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, Assistant 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**