Course Number and Name

BEN101 - ENGLISH – I

Credits and Contact Hours

3 & 60

Course Coordinator's Name

Dr. Manimozhi

Text Books and References

Text Book:

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

Reference:

- 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 Publishibg Company, 2007. Murali Krishna and Sunitha Moishra, Communication Skills for Engineers. Pearson, New Delhi, 2011.

Course Description

To make the students learn the basic modes of communication for fluency and attainment of confidence in speech, reading and writing.

Prerequisites	Co-requisites						
+2 level English	Nil						
required, elective, or selected elective (as per Table 5-1)							
Required							

Course Outcomes (COs)

CO1: Understand the importance of being responsible, logical, and thorough.

CO2: Respond to the situations where short reports and instructions are required.

CO3: Explain "how things work", and what to suggest when "things don't work

CO4: Develop our confidence and authority in the practical use of language.

CO5 : Able to Face interviews and competitive examinations

Student Outcomes (SOs) from Criterion 3 covered by this Course

COs/SOs	a	b	c	d	e	f	g	h	i	j	k
CO1	Н	Н	Н	Н	Н	M	L	L	Н	Н	Н
CO2							L				
CO3	Н						Н		Н		
CO4	Н	M				M	L	Н	Н		
CO5							L				

List of Topics Covered

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 - wh 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.