

MUZAFFARPUR INSTITUTE OF TECHNOLOGY
MUZAFFARPUR



COURSE FILE
OF
COMMUNICATIVE ENGLISH
(HSMC101)

Faculty Name:

DR. NIDHISH KUMAR SINGH

HOD Name:

Dr Ashutosh Kumar



विज्ञान एवं प्रावैधिकी विभाग
Department of Science and Technology
Government of Bihar

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Department of English

Vision

- The department of English at MIT Muzaffarpur is dedicated to making students proficient in using English for their intellectual, professional and social development.

Mission

- To further students professional ability by endowing them with flawless communication skills.
- To aid students in overcoming language barrier and in carving their path of professional and social development positively.
- To facilitate learning English by employing various pedagogies.

Communicative English Program Educational Objectives

Engineering graduates would be able to:

- Express themselves effectively in English.
- Able to use English skillfully that has become one of the necessary requirements for growth and success in professional world.
- Able to adapt to the changing phenomenon of the twenty-first century.
- Engage in life-long learning and pursue advanced level studies.

Communicative English Student Outcomes

Students who complete the B. Tech. degree would be able to:

1. Communicate in Standard English.
2. Possess potential to design their writing according to the objective.
3. Decode whatever they listen or read.
4. Speak with standard and internationally intelligible pronunciation.
5. Detect and resolve communicative problems.
6. Employ the techniques and modern tools for effective communication.
7. Have a deep sense of professional and social responsibility.

Course Description

This course is designed to develop engineering student communication skills. With globalization, internationalization, interculturalization and IT revolution the English language has become one of the most essential element of the 21st century professional world. Acquiring merely the knowledge and skills of engineering is not enough for getting success in this competitive environment. Communication skill is also required. The course is designed to develop all the four dimensions of communication skills and to make learners proficient in employing them.

Course Objectives

1. Introduce basic aspects of English communication.
2. Develop listening, reading, writing and speaking skills.
3. Facilitate dynamics of professional presentation.
4. Enhance art of technical communication.

Course Outcomes

HSMC101. 1	:	Effective use of Vocabulary.
HSMC101. 2	:	Perfection in writing.
HSMC101. 3	:	Accuracy in writing and editing.
HSMC101. 4&5	:	Develop technical writing skill.
HSMC101. 6	:	Skilled in professional and technical oral communication.

CO-PO MAPPING

Course Outcomes	PO1	PO2	PO3	PO4	PO5	PO6	PO7
HSMC101. 1 Effective use of Vocabulary.	2	2	2	1	1	-	1
HSMC101. 2 Perfection in writing.	2	3	-	-	2	2	1
HSMC101. 3 Accuracy in writing and editing.	2	3	-	-	3	2	1
HSMC101. 4&5 Develop technical writing skill.	2	3	-	-	2	3	1
HSMC101. 6 Skilled in professional and technical oral communication.	3	1	2	3	2	3	2

Correlation level: 1- Slight (Low) 2- moderate (Medium) 3- Substantial (High)

Syllabus
B. Tech. I Semester (EE and ECE)
Communicative English (HSMC101)

L T P/D Total
2-0-2 3

Max Marks: 100
Final Exam: 70 Marks
Sessional: 20 Marks
Internals: 10 Marks.

1. Vocabulary Building

- 1.1 The concept of Word Formation
- 1.2 Root words from foreign languages and their use in English
- 1.3 Acquaintance with prefixes and suffixes from foreign languages in English to form derivatives.
- 1.4 Synonyms, antonyms, and standard abbreviations.

2. Basic Writing Skills

- 2.1 Sentence Structures
- 2.2 Use of phrases and clauses in sentences
- 2.3 Importance of proper punctuation
- 2.4 Creating coherence
- 2.5 Organizing principles of paragraphs in documents
- 2.6 Techniques for writing precisely

3. Identifying Common Errors in Writing

- 3.1 Subject-verb agreement
- 3.2 Noun-pronoun agreement
- 3.3 Misplaced modifiers
- 3.4 Articles
- 3.5 Prepositions
- 3.6 Redundancies
- 3.7 Clichés

4. Nature and Style of sensible Writing

- 4.1 Describing
- 4.2 Defining
- 4.3 Classifying
- 4.1 Providing examples or evidence
- 4.5 Writing introduction and conclusion

5. Writing Practices

- 5.1 Comprehension
- 5.2 Précis Writing
- 5.3 Essay Writing

6. Oral Communication

(This unit involves interactive practice sessions in Language Lab)

- Listening Comprehension
- Pronunciation, Intonation, Stress and Rhythm
- Common Everyday Situations: Conversations and Dialogues
- Communication at Workplace
- Interviews
- Formal Presentations

Suggested Readings:

- i) Practical English Usage. Michael Swan. OUP. 1995.
- ii) Remedial English Grammar. F.T. Wood. Macmillan.2007
- iii) On Writing Well. William Zinsser. Harper Resource Book. 2001
- iv) Study Writing. Liz Hamp-Lyons and Ben Heasley. Cambridge University Press. 2006.
- v) Communication Skills. Sanjay Kumar and Pushp Lata. Oxford University Press. 2011.
- vi) Exercises in Spoken English. Parts. I-III. CIEFL, Hyderabad. Oxford University Press

GATE SYLLABUS

Verbal Ability: English grammar, sentence completion, verbal analogies, word groups, instructions, critical reasoning and verbal deduction.

MUZAFFARPUR INSTITUTE OF TECHNOLOGY
MUZAFFARPUR

COURSE FILE OF COMMUNICATIVE
ENGLISH
(HSMC101)

DEPARTMENT
OF
ENGLISH

Faculty: Dr Nidhish Kumar Singh.

HOD: Dr Ashutosh Kumar.

Institute/College Name:	Muzaffarpur Institute of Technology, Muzaffarpur.
Program Name:	B.Tech (First Year, 1st Semester)
Course Code:	HSMC101
Course Name:	Communicative English
Lecture/Tutorial(per week):	2:0:2
Course Credits:	3
Course Co-coordinator Name:	Dr Nidhish Kumar Singh

1. Scope and Objective of Course

This course is designed to develop engineering student communication skills. With globalization, internationalization, interculturalization and IT revolution the English language has become one of the most essential element of the 21st century professional world. Acquiring merely the knowledge and skills of engineering is not enough for getting success in this competitive environment. Communication skill is also required. The course is designed to develop all the four dimensions of communication skills and to make learners proficient in employing them.

Course Objectives

1. Introduce basic aspects of English communication.
2. Develop listening, reading, writing and speaking skills.
3. Facilitate dynamics of professional presentation.
4. Enhance art of technical communication.

2. Textbooks

1. Practical English Usage. Michael Swan. OUP. 1995.
2. Remedial English Grammar. F.T. Wood. Macmillan.2007.
3. On Writing Well. William Zinsser. Harper Resource Book. 2001.
4. Study Writing. Liz Hamp-Lyons and Ben Heasley. Cambridge University Press. 2006.
5. Communication Skills. Sanjay Kumar and Pushp Lata. Oxford University Press. 2011.
6. Exercises in Spoken English. Parts. I-III. CIEFL, Hyderabad. Oxford University Press.
7. English Grammar and Effective Business Communication by M.A. Pink & S.E. Thomas — S.Chand & Company Ltd.
8. Comprehensive English Grammar. C.J.Joseph & EG Myall — Inter Univ. Press.
9. Technical English. Sharon J Garson and Steve M Garson.
10. Gartside's Model Business Letters. Shirley Taylor — Pitman Publishing.
11. A Practical English Grammar. 4th Edition. A. J. Thomson and A.V. Martinet. Oxford University Press.

12. Oxford English Grammar Course. Michael Swan and Catherine Walter. Oxford University Press.
13. *Word Power Made Easy*, Lewis Norman.
14. English Phonetics and Phonology: A Practical Course. 4th Edition. Peter Roach. Cambridge University Press.
15. English for Technical Communication. N.P.Sudarshana & C. Savitha, Cambridge University Press.
16. Effective Technical Communication. M Ashraf Rizvi. McGraw Hill education.

3. Reference Books

1. Communication in English for Technical Student by Oriental Longman.
2. Business Correspondence & Report Writing by R.C. Sharma & Krishna Mohan – Tata McGraw Hill.
3. English Pronouncing Dictionary by Daniel Jones.
4. A Student’s Grammar of the English Language by Sidney Greendaum & Randolph Quirk – Pearson Education.

Other readings and relevant websites

S. No.	Link of journals, Magazines, websites and Research papers
1.	www.bbc.co.uk/learningenglish/
2.	https://www.youtube.com/user/JamesESL
3.	https://mooc.com/courses/elementary-english-course
4.	http://mooc.org/
5.	www.engvid.com

Course plans

<u>Lecture No.</u>	<u>Date of Lecture</u>	<u>Topics</u>	<u>Web Links for Videos Lecture</u>	<u>Text Books/Reference books/Reading Materials</u>	<u>Page No. of Text Books</u>
1		Introduction			
2-5		Vocabulary Building		(TB 13)	
6-9		Basic Writing Skills		(TB1,2,3,7,8,11,12)	
		Sentence structure, Phrases, Clauses etc.			
10-14		Common Errors in Writing		(TB 1,2,3,6,7)	
15-17		Nature and Style of Sensible Writing		(TB 3,4,5,15,16)	
		Describing, Defining, Introduction etc.			
		Assignment 1			
18-19		Writing Practices		(TB 3,4,5,10,15,16)	
		Comprehension, Precise, Essay			
		Oral Communication		(TB 5,15,16)	
20-21		Listening Comprehension		(TB 5,14,15,16)	
22-27		Phonetics (Symbol and Transcription), Pronunciation		(TB 1,2,14)	
28-32		Conversation, Dialogue,		(TB 5,6,15,16)	
33-35		Interviews		(TB 5,6,10)	
		Assignment II			
36-38		Presentation		(TB 1,3,5,6,7,9,15,16)	

Syllabus

<u>Topics</u>	<u>No. of Lectures</u>	<u>Weightages</u>
1. Vocabulary Building	4	
2. Basic Writing Skills.	4	
3. Identifying Common Errors in Writing	5	
4. Nature and Style of Sensible Writing	3	
5. Writing Practices	2	
6. Oral communication.	19	

Evaluation and Examination Blue Prints:

Internal assessment is done through tests, quizzes, and group discussions. Evaluation is a very transparent. The components of evaluation along with their weightage followed by the university are as follows:

Component-1	Sessional test-1	20%
	Sessional test-2	
	Sessional test-3	
Component-2	Assignments, Quiz's, Test, Seminars	10%
Component-3	End Term Examination	70%
Totals		100%

<u>Designation</u>	<u>Name</u>	<u>Signature</u>
Course Coordinator	Dr Nidhish Kumar Singh	
H.O.D	Dr. Ashutosh Kumar	
Date	10/08/2018	

Institute / School Name:	Muzaffarpur Institute of Technology		
Program Name	B.Tech. I Sem.		
Course Code	HSMC101		
Course Name	Communicative English		
Lecture / Tutorial/ Practical (per week):	2:0:2	Course Credits	03
Course Coordinator Name	Dr. Nidhish Kumar Singh		

LECTURE PLAN

Topics	Lecture Number	Date on which the Lecture was taken
Introduction	1	
Vocabulary Building		
The concept of Word Formation	2	
Root words,	3	
Prefixes and suffixes	4	
Synonyms, antonyms, and standard abbreviations.	5	
Basic Writing Skills		
Sentence Structures	6	
Use of phrases and clauses in sentences	7	
Punctuation, Creating coherence	8	
Principles of paragraphs, Writing precisely	9	
Identifying Common Errors in Writing		
Subject-verb agreement	10	
Noun-pronoun agreement; Misplaced modifiers	11	
Articles	12	
Prepositions	13	
Redundancies; Clichés	14	
Nature and Style of sensible Writing		
Describing, Defining	15	
Classifying; Providing examples or evidence	16	
Writing introduction and conclusion	17	
Writing Practices		
Comprehension	18	
Précis Writing; Essay Writing	19	
Oral Communication		
Listening Comprehension	20-21	
Pronunciation, Intonation, Stress and Rhythm	22-27	
Conversations and Dialogues; Communication at Workplace	28-32	
Interviews	33-35	
Formal Presentations	36-38	

Muzaffarpur Institute of Technology

Muzaffarpur-842003

2nd Semester (Mid-Semester) Exam – 2017

COMMUNICATIVE ENGLISH

Time: 2 hours

Full Marks: 20

Figures in the margin indicate the full marks of the question. Attempt four Questions in all. Question No. 1 is compulsory.

Q.No. 1. Answer any four of the following:

a) Fill in the blanks with suitable prepositions (any four)

- i.) He was absorbed his book.
- ii) She is afraid the dark.
- iii) She insisted paying for herself.
- iv) Don't touch it bare hands.
- v) We camped A lake.
- vi) Passengers should be time for the train.

b) Fill in the blanks with suitable articles (any four)

- i) He goes to prison to give lectures.
- ii) car must be insured.
- iii) We have quite few books on art.
- iv) horses are dangerous.
- v) I want to have sleep now.
- vi) Tell me everything in nutshell.

c) Change into passive (any four)

- i) This book interests me.
- ii) Bring a glass of water.
- iii) Mohan gave me a book.
- iv) green grass has grown over the field.
- v) who has stolen my pen?

d) Write suitable antonyms of any four of the following:

- i) Descend (ii) Absent (iii) Strength
- iv) Peace (v) Death (vi) Remember

e) Fill in the blanks with suitable tense forms of the verbs (any four)

- i) I (Wait) for two hours.

- ii) She (reach) the station before the train left.
- iii) The sun (rise) in the east.
- iv) Oil (float) on water.
- v) I (wait)for you now.
- vi) She (learn) English for two months.

f) Choose the correct option.

i) Voiceless alveolar fricative consonant sound:

- A.** /f/ **B.** /s/ **C.** /z/ **D.** /θ/

ii) Voiced bilabial plosive consonant sound:

- A.** /h/ **B.** /p/ **C.** /t/ **D.** /b/

Q2. On behalf of the principal of your college, write a letter to the Vice chancellor, AKU Patna to extend the date of filling up examination forms.

Q3. Write an application to the personal Manager TCS, New Delhi for the post of “Software Engineer”. Attach your Resume/CV too.

Q4. Write a paragraph on any one of the following (150 words).

- i) Sweet are the uses of adversity.
- ii) Empty vessels sound much.
- iii) A good friend.
- iv)

Q5. Write an essay on any one of the following topics.

- i) Advantages and disadvantages of Internet.
- ii) Inflation.
- iii) Dowry system is a curse.
- iv)

Q6. Discuss different types of speech organs and their functions.

Q7. How many fricative sounds are there in English? Give definition of each fricative sound.

B.Tech 2nd Semester Exam., 2018

COMMUNICATIVE ENGLISH

Time : 3 hours

Full Marks : 70

Instructions :

- (i) The marks are indicated in the right-hand margin.
- (ii) There are **NINE** questions in this paper.
- (iii) Attempt **FIVE** questions in all.
- (iv) Question No. 1 is compulsory.

1. Answer any seven of the following : $2 \times 7 = 14$

- (a) Fill in the blanks with suitable tense forms of the verbs given in brackets :

$\frac{1}{2} \times 4 = 2$

Larkin Stephen is one of the most brilliant theoretical physicists. He was

(be) also a popular writer. His first book,

A Brief History of Time _____ (publish)

in 1988 and _____ (become) an inter-

national bestseller. In it, he _____

(explain) about the birth and death of

the universe to the layperson.

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(Turn Over)

(2)

(b) Choose the correct form of verb that agrees with the subject : $\frac{1}{2} \times 4 = 2$

(i) The Minister, together with his wife, _____ (greet, greets) the press cordially.

(ii) The players, as well as the captain, _____ (want, wants) to win.

(iii) Neither the teacher nor the students _____ (seem, seems) to understand this assignment.

(iv) One of my teachers _____ (have, has) written a letter of recommendation for me.

(c) Make the passive of the following : $1 + 1 = 2$

(i) Lord of Wales loves all.

(ii) David painted the wall beautifully.

(d) Fill in the blanks with appropriate articles : $\frac{1}{2} \times 4 = 2$

(i) Shweta studies in _____ European University.

(ii) This is _____ boy who killed _____ snake.

(iii) Venika eats _____ egg everyday.

(3)

(e) Make sentences with the phrases given below : $1+1=2$

(i) Far and near

(ii) Call off

(f) Give homonyms of the following : $\frac{1}{2} \times 4 = 2$

(i) Berth

(ii) Site

(iii) Bite

(iv) Fare

(g) Fill in the blanks with appropriate prepositions : $1+1=2$

(i) Amogh gets up _____ five o'clock in the morning.

(ii) I ran after him and caught him _____ the arm.

(h) Give the superlatives of the adjectives given below :

(i) Good $\frac{1}{2} \times 4 = 2$

(ii) Pretty

(iii) Bold

(iv) Beautiful

8AK/327

(Turn Over)

(4)

- (i) Rewrite the sentences into reported speech : 1+1=2
- (i) Anne says, "She loves me."
- (ii) "Finish the work in an hour," said my teacher.
- (j) Write opposite of the following : 1+1=2
- (i) Romantic
- (ii) Knowledge
2. Write in not more than 250 words on any one of the following : 14
- (a) The use and abuse of Internet
- (b) Advertisement that has impelled me to buy things
3. Write a note on any one of the following : 14
- (a) Demonetization
- (b) Cybercrime
4. Give eight recommendations for how to save water. 14
5. Electronic waste is a major problem in most of the countries since it has become a major cause for different diseases. Write an essay not exceeding 300 words on health effects of electronic wastes. 14

8AK/327

(Continued)

6. Write notes on any two of the following : $7 \times 2 = 14$

(a) Auxiliary verb

(b) Bilabial nasal

(c) Stress

7. Write a covering letter, forwarding your CV to the Head of a firm, for any entry-level position. 14

8. For non-English speakers everywhere, English has become a common tongue. Support this statement from your own experience. 14

9. Write a letter to the Editor of a newspaper expressing your concern about the increase in the number of suicides among the teenagers or youths. 14

Quality Measurement Sheets

a. Course End Survey

ACADEMIC YEAR:	SEM:	DATE:
COURSE:	CLASS:	FACULTY:

Please evaluate on the following scale:

Excellent(E)	Good(G)	Average(A)	Poor(P)	No Comment(NC)
5	4	3	2	1

SNO	QUESTIONNAIRE	E	G	A	P	NC	Avg %
GENERAL OBJECTIVES:		5	4	3	2	1	
1	Did the course achieve its stated objectives?						
2	Have you acquired the stated skills?						
3	Whether the syllabus content is adequate to achieve the objectives?						
4	Whether the instructor has helped you in acquiring the stated skills?						
5	Whether the instructor has given real life applications of the course?						
6	Whether tests, assignments, projects and grading were fair?						
7	The instructional approach (es) used was (were) appropriate to the course.						
8	The instructor motivated you to do your best work.						
9	To what extent you feel the course outcomes have been achieved.						
Please provide written comments:							
a) What was the most effective part of this course							
b) What are your suggestions, if any, for changes that would improve this course?							
c) Given all that you learned as a result of this course, what do you consider to be most important?							
d) Do you have any additional comments or clarifications to make regarding your responses to any particular survey item?							
e) Do you have any additional comments or suggestions that go beyond issues addressed on this survey?							

TEACHING EVALUATION

COLLEGE NAME

Department of Humanities (English)

Course Assessment

ACADEMIC YEAR:	SEM:	DATE:
COURSE:	CLASS:	FACULTY:

Assessment	Criteria Used	Attainment Level		Remarks
Direct (d)	Theory			
	External Marks	—		
	Internal Marks (Theory)			
	Assignments			
	Tutorials			
Indirect (id)	Course End Survey			
Theory: Course Assessment (0.6 × d+ 0.4 × id)				