APPENDIX 2

Faculty member: C. Meenakshi Sundaram

A Preamble

A major constraint of Engineering education today is the heterogeneous group of students joining the programme from different backgrounds. This heterogeneity is seen to the maximum in their English proficiency. Around 50% of the students joining the B.E programme are not able to use English on their own. They cannot follow classroom lectures fully or speak a sentence in English on their own. Their English reading is confined only to their English textbooks and writing is related to their memorized answers.

For a successful engineer today effective and independent communication in English is very essential. When a large number of students joining the programme are weak in their basic language skills, it is not possible to improve their communication skills. In the traditional curriculum English is offered as a subject in the first semester. Giving a communication oriented course in English to a mixed group has not been successful. So a new method is suggested. When the students join the B.E programme a proficiency test covering the different language skills will be administered and students who do not have a particular level of proficiency will be identified. A foundation course in Basic English will be given to these students in the first semester. Past experience has shown that between 40 to 50% of the students fall in this category.

In the first semester timetable each section has some free slots; during these slots this foundation course will be offered to these students. Attendance to these classes will be compulsory and there will be periodic tests to assess their proficiency. As and when they attain the desired level of proficiency the students will be permitted to drop out of this course.

The salient features of this course are:

1) The class strength will be reduced to half the present strength; so individual attention can be given.
2) Exposure to the different language skills through relevant materials can be easily given to this group, as it will be homogeneous.
3) The students also will not have any complex of being weak in a mixed group.
4) As and when the students attain the desired level of proficiency they can drop out. So the number of weak students in the course of the semester will come down gradually and towards the end very few students will be there. Through intensive coaching they can also be made to attain the desired level of proficiency.

OBJECTIVES:

1) To make the students comprehend class room lectures and simple technically oriented passages so as to ensure their class room participation.
2) To equip them with the mechanics of writing
3) To enable the students write structured, and grammatically acceptable sentences
4) To improve their listening and conversing skills in English.

Course Work

(i) Reading: Exposure to different reading techniques; Reading with a purpose; looking for specific information; comprehending the given (short and simple) passages; global and local comprehension of the given passages - Vocabulary extension methods - Active and passive vocabulary.
(ii) Writing: Activating the students' partially acquired basic grammatical structures, avoiding common errors. Proper use of concord, voice, articles and modals. Introducing effective writing techniques - Brevity, clarity, objectivity and simplicity. Introducing the principles of paragraph writing. Practice in Note-making.

(iii) Listening: Listening to News bulletins and pre-recorded talks in the Indian accent - short and well structured tasks to be dealt in detail.

(iv) Speaking: Conversation tasks in a given social milieu, practice in giving small talks on local topics for a minute or two.

(v) Reference skills: Using the dictionary.

Reference Texts

2) Study Strategies in English - Sarah Freeman (Orient Longman)
3) English Communication - Swaminatha Pillai (OUP)
4) Written Communication in English - Sarah Freeman (Orient Longman)
5) The Structure of Technical English - A.J. Herbert (ELBS)
6) English Through Reading - N.S. Prabhu, S. Baskar (OUP)

01CC201 PROFESSIONAL COMMUNICATION

Faculty Member: C. Meenakshisundaram

Entry Requirement: The students should have passed the proficiency test conducted by the Department of English, RECT.

OBJECTIVES:

1) The primary objective of the course is to develop in the undergraduate students of engineering a level of competence in English required for independent and effective communication for academic, professional and social needs.

2) The course aims to enable the students use English effectively for the purpose of

i) Comprehending technical information in their field/branch of study.
ii) Participating in discussions and seminars in their subjects successfully.
iii) Expressing their ideas effectively in the written and spoken media.
iv) Listening to different speech styles and comprehending the essential meaning.

The course will provide the students adequate opportunities for individual practice.

Course Material: To achieve the above objectives, instruction will be imparted, through relevant ESP materials, articles from technical journals, popular magazines, sample materials from industries etc.
GOVERNMENT COLLEGE OF TECHNOLOGY, COIMBATORE
98FC01 COMMUNICATION SKILLS IN ENGLISH

1. **Reading**
   Reading for the purpose of skimming; skanning; guessing meanings of words from the context, Information transfer: notemaking; inference; evaluation: detailed Comprehension and Identifying stylistic features. (14 hours)

2. **Writing**
   a. Gap filling in text; Completion of charts / tables; Match the questions and answers; Frame questions; Correcting a written passage; Instructions Paragraphs; Transcoding; Writing letters and short essays.
   b. Technical writing: Scientific and technical vocabulary and usage; Scientific style; Language features of technical articles and popular science articles; The process of communication; Project Report Writing; Bibliography and Advertisements.

3. **Speaking**
   Guided oral practice to ask questions and answers; Free discussion on chosen topics; Situational conversation; Role play; Group discussion; How to face interviews and mock interviews.

4. **Focus on language and function**
   Word formation with prefixes and suffixes; Deriving other forms of words from the given form; Synonyms and Antonyms; Tenses; Participle and Gerund; Acronyms and Abbreviations; Expression of Comparison and contrast; Nominal phrases; Impersonal passive; Time links; Contracted time statements; Preposition and relative clause; spelling and punctuation.

**TEXTBOOK**

**REFERENCE BOOK**
UNIT I: READING

Comprehension of technical and non technical materials- skimming scanning, inferring, guessing the meaning of words from contexts and extension of vocabulary-predicting and responding to content. (9hrs)

UNIT II: WRITING

Effective sentences- cohesive writing- clarity and conciseness in writing- introduction to technical writing- better paragraphs- Definition- Description- Introduction- Practice in summary writing. (9hrs)

UNIT III: WRITTEN COMMUNICATION

Written communication: Report writing, Informal and formal reports, Memoranda, Notice, Instruction (9hrs)

UNIT IV: SPEAKING

Features of an effective speech- Practice in speaking fluently- dialogue practice- simple social exchanges- short extempore talks. (9hrs)

UNIT V: REFERENCE SKILLS

Use of dictionaries; library reference, search for information in books, journals and reference books. Use of indices and biographies. Developing of the reference skills of note taking, collecting information and organizing it and to present scientific information both in speech and writing. (9hrs) Total: 45 hrs.

TEXTBOOK