

VASAVI COLLEGE OF ENGINEERING (AUTONOMOUS), HYDERABAD-31
DEPARTMENT OF HUMANITIES AND SOCIAL SCIENCES

ENGLISH LANGUAGE AND COMMUNICATION (Theory)
Bridge Course for Lateral Entry Students

2023-2024 Batch – IV Semester

L: T: P (Hrs/Week) : 2	SEE Marks: 50	Course Code: UB20HS410EH
Credits: nil	CIE Marks: nil	Duration of SEE: Hours : 2

COURSE OBJECTIVES	COURSE OUTCOMES
The Course will enable the Learners to:	At the end of the course the students will be able to :
1. Converse effectively in various context.	1. Use language in appropriate contexts.
2. Listen for general and specific comprehension and write paragraphs.	2. Listen for global comprehension and infer meaning from spoken discourses.
3. Understand the elements of a good paragraph	3. Write paragraphs coherently.
4. Speak appropriately in daily conversations	4. Use phrases, essential vocabulary and polite expressions in every day conversations.

Unit-1 1.0: Communication & Functional English

- 1.1** Role and Importance of Communication, Process of Communication, Non- verbal communication, barriers to Communication, overcoming barriers.
 Conversational phrases: greetings, introductions, apology, compliments, agreeing and disagreeing, polite forms in everyday conversations.

Unit 2 2.0: Listening

- 2.1** Importance of listening, Active listening

Unit 3. 3.0: Writing

- 3.1** Paragraph writing, coherence and cohesion.

Unit 4 4.0: Grammar and Vocabulary

- 4.1** Common Errors, one word substitutes, collocations.

Unit-5 5.0: Reading

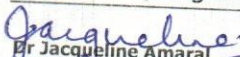
- 5.1** **Prose text-** Our Own Civilization—CEM Joad.


Prescribed textbook for theory:

Technical communication - Principles and Practice (2nd Edition 2014) - Meenakshi Raman and Sangeeta Sharma- Oxford University Press.


Suggested Reading

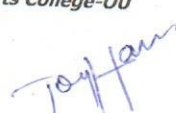
E.Suresh kumar, P. Sreehari and J. Savithri - Essential English
 Reading comprehension - Nuttal.J.C - Orient Blackswan
 Sunitha Mishra,C. Murali Krishna, Communication Skills for Engineers, Pearson, 2004.
 M. Ashraf Rizvi. Effective Technical Communication. Tata Mcgraw Hill, 2005.
 Allen and Waters., How English Works.
 Willis Jane., English through English.


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