Annexure-III
SPL BOS, APS: 27.3.2019

<table>
<thead>
<tr>
<th>Section</th>
<th>Course Designation</th>
<th>Year/ Semester</th>
<th>Course No.</th>
<th>Course Title</th>
<th>Course Type</th>
<th>Total Marks</th>
<th>Contact Hours/week</th>
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<tbody>
<tr>
<td>Applied Science and Humanities</td>
<td>Diploma in Engineering</td>
<td>First Year</td>
<td>BEN101/201</td>
<td>English and Communication Skills</td>
<td>Theory</td>
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**Course Assessment Method**

1. Assignments, Class Work and Oral Presentation (10 Marks)
2. Mid-Semester Examination (15 Marks) – 1 Hour
3. End-Semester Examination (75 Marks) – 2 Hours

**Course Objectives**

Today, English has become one of the major languages of the world. Therefore, English proficiency is required by the students to excel in all walks of life.

1. The course provides an opportunity for the students to acquire and enhance their English language skill—Listening, Speaking, Reading and Writing enabling them to communicate effectively in English and to perform better in other subjects as well.
2. The emphasis is to ensure their satisfactory progress beyond classroom to employment and social life.
3. It foregrounds behaviour/attitude appropriate to a University environment—team work, time management, utilizing information and digital literary skills.

**Course Outcomes**

1. Develop appropriate vocabulary and correct word forms through various word-building processes.
2. Use grammatical structures accurately for Listening, Speaking, Reading and Writing.
3. Apply the skills and strategies of a successful reader—skimming for main ideas, scanning for details, guessing and predicting meanings of unfamiliar words summarize/paraphrase information in a text.
4. Understand and apply the conventions of academic writing, use pre-writing strategies, use peer/teacher feedback to produce well written paragraphs, reports, letters, precis, CV and so on.
5. Classroom presentation involves research, note taking, paraphrasing, organizing, selecting, compiling information for an oral presentation promoting communication skills at the same time.

**Topics to be covered**

**Unit-I**

**VOCABULARY:**
Word Formation Processes: derivation compounding, clipping, blending, abbreviations, back formation etc.

**Unit-II**

**GRAMMER:**
Verb, tenses, articles, prepositions. Phrases, Clauses, Sentences: Basic Sentence Pattern—Simple, complex, compound, affirmative, negative, interrogative and exclamatory. Transformations.

**Unit-III**

**READING & WRITING:**
Local & Global Comprehension, unseen passages/general texts etc. Book reading.
Factual description—Objects/places, Precis, paragraph, report writing, CV/Biodata, letters and applications

**Unit-IV**

**COMMUNICATION:**
Dialogue Writing—Introducing a Guest: A Speaker /An Event
- Meeting a Stranger
- At the post office
- At the shopping centre
- Asking/telling directions
- Meeting a friend/relative
- At the Bank Counter etc.

Communication: Its importance and scope, types of communication, barriers to communication. Group discussion, speech and debate.

**Text Books and/or Reference Books**

1. High School English Grammar and Composition by Wren and Martin
2. English Grammar and Composition, S.C. Gupta
5. The Time Machine: H.G. Wells