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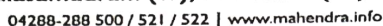04288-288 500 / 521 / 522 | www.mahendra.info

DEPARTMENT OF ENGLISH

REGULATION 2024 (CBCS)

I & II SEMESTER

THEORY

S. No.	Course Code	Course Title	L	T	P	C
01	24HS11001	**COMMUNICATIVE ENGLISH** (Common to all B.E ./ B.Tech Programmes) SEMESTER- I (FOR NON - CIRCUIT BRANCHES) SEMESTER- II (FOR CIRCUIT BRANCHES)	3	0	0	3

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SYLLABUS - REGULATION - 2024

SEMESTER – I (Non-Circuit Branches)						SEMESTER- II (Circuit Branches)

Course Code	Course Name	Hours / Week			Credit	Maximum Marks
		L	T	P	C	
24HS11001	**COMMUNICATIVE ENGLISH** (Common to all B.E/B.Tech Degree Programmes)	3	0	0	3	100

Objectives	- To help learners to improve their knowledge of grammar - To enable them to use vocabulary appropriately in different academic and professional contexts - To support learners to acquire listening and speaking skills - To facilitate them to develop their reading skills by familiarizing different types of reading strategies - To equip them with writing skills needed for academic as well as professional context
Outcomes	At the end of the course, the learners will be able to - Develop listening and reading skills and comprehend the academic articles in English - Develop vocabulary skills and use words appropriately in different academic contexts. - Analyze and interpret the data with correct usage of grammar - Demonstrate effective LSRW skills with emerging technology - Create strong communication skills in both personal and professional life

UNIT I	9 Hrs

Listening- Listening to Short Conversations (Formal and Informal)
Speaking – Introducing Oneself and Others
Reading – Skimming and Scanning-Reading Comprehension Passages and Answering Multiple Choice Questions
Writing - Leave/On Duty application, Bonafide Certificate-requisition, Check list, Instructions
Grammar & Vocabulary – Parts of Speech, Articles, Prefixes and Suffixes

UNIT II	9 Hrs

Listening – Listening to Telephonic Conversations
Speaking –Word Building Activity
Reading – Short stories
Writing- Recommendations, Composing E-Mail(Formal & Informal), Letter Writing- Letter to the Editor
Grammar & Vocabulary – Sentence Pattern, Tenses, British Terms and American Equivalents

UNIT III	9 Hrs

Listening - Listening to TED Talks and Note taking
Speaking – Role Play
Reading –Cloze Reading and Fill up the Gaps
Writing - Letter Writing – Permission Letter (In-Plant Training/Industrial Visit), Business letters- Calling for Quotation and Placing Order
Grammar & Vocabulary – Modal Verbs, Voice- Active Voice, Passive Voice and Impersonal Passive, Numerical Expressions

UNIT IV	9 Hrs

Listening - Listening to Audio Lectures
Speaking – Taking part in Casual Conversation
Reading - Reading Advertisements
Writing – Poster Making, and Job Application
Grammar & Vocabulary – Cause and Effect Expressions, Question tags, Gerunds and Infinitives, One word substitution

UNIT V	9 Hrs

Listening – Listening to Academic lectures
Speaking – Describing Objects
Reading – Transcoding (Conversion of Flow Chart, Bar chart, Pie chart into a paragraph)
Writing –Review writing (Films & Books), Essay Writing
Grammar & Vocabulary – If Conditionals, Concord, Same Word used as Noun and Verb, Nominal Compounds

	Total Hours	45

Textbook:

1	Murphy, Raymond, *English Grammar in Use*, Fifth Edition. Cambridge University Press, New Delhi, 2019
2	N.P.Sudharshana and C.Savitha, *English For Technical Communication*, Cambridge University Press, New Delhi, 2016

Reference Books:

1	Lewis Norman, *Word Power Made Easy,* Goyal Publishers: New Delhi. 2020.
2	Ashraf Rizvi. *Effective Technical Communication*, Tata McGraw Hill, 2017.
3	Jack C. Richards with Jonathan Hull and Susan Proctor, *Interchange*. 4th Edition, Cambridge University Press, New Delhi, 2016

Extensive Reading:

1	Khera, Shiv. *You can Win*. Macmillan, Delhi. 2014

Websites:

1	http://www.englishclub.com
2	http://www.talkenglish.com
3	https:// www.ted.com/talks
4	https://nptel.ac.in/

Chairperson

Board of Studies

Department of Humanities and Sciences

Dr. J. KAVITHA, M.A., M.Phil., Ph.D
Professor and Head,
Department of English,
Mahendra Engineering College
(Autonomous),
NAMAKKAL - 637 503.

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DEPARTMENT OF ENGLISH

REGULATION 2024 (CBCS)

SEMESTER - V

PRACTICAL

S. No.	Course Code	Course Title	L	T	P	C
01	24HS21003	**INTERVIEW SKILLS AND SOFT SKILLS** (Common to all B.E ./ B.Tech Programmes)	0	1	2	2

Syllabus - Regulation 2024

Department	English

Semester – V
(Common to all B.E./ B.Tech. Programmes)

Course code	Course Name	Hours/week				Maximum marks
		L	T	P	C	
24HS21003	INTERVIEW SKILLS AND SOFT SKILLS (Common to all B.E./B.Tech. Degree Programmes)	0	1	2	2	100

Objectives	➢ To improve the learners reading fluency skills through extensive reading ➢ To help the learners obtain speaking skills in both formal and informal situation. ➢ To make them acquire presentation skills and interview skills to face challenges in the career aspects
Outcomes	At the end of the course, the learners will be able to : ➢ Analyse the content and apply knowledge and skills efficiently wherever necessary. ➢ Create profile and other essential documents. ➢ Demonstrate soft skills effectively at the time of interview and workplace.

LIST OF EXERCISES

1.	Employability Skills (Interpersonal, Intrapersonal, Leadership, Decision Making and Problem Solving)
2.	Building Vocabulary (Advanced level)
3.	Short Conversations (Situation Based Dialogues)
4.	Art of Storytelling
5.	Professional E-mail Writing
6.	Preparing One Page Resume
7.	Interview Skills (Mock Interview & Interview Etiquette)
8.	Professional Etiquette (Polite Expressions, Telephone Etiquette, Online Etiquette)
9.	Group Discussion
10.	Public Speaking

Total Hrs : 30

Textbook:	
1	Joshi, Manmohan, *Soft Skills*, 1st Edition. Bookboon, 2017
Reference Books:	
1	Raman, Meenakshi & Sangeeta Sharma, *Technical Communication: Principles and Practice,* Ed.III, Oxford University Press, New Delhi. 2015.
2	Barun K. Mitra, Personality Development and Soft Skills, Oxford University Press, New Delhi, 2011
Online Websites:	
https:// www.ted.com/talks	
https://www.joshtalks.com	
https://quizziz.com	
www.pdfdrive.com	
www.talking books.com	

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DEPARTMENT OF ENGLISH

REGULATION 2024 (CBCS)

SEMESTER - I & II

PRACTICAL

S. No.	Course Code	Course Title	L	T	P	C
01	24HS21001	**PERSONALITY DEVELOPMENT PRACTICE** **(Common to all B.E ./ B.Tech. Programmes)** **SEMESTER- I (FOR NON - CIRCUIT BRANCHES)** **SEMESTER- II (FOR CIRCUIT BRANCHES)**	0	0	2	1

Syllabus - Regulation 2024

Department	English

Semester I – Non-Circuit Branches
Semester II – Circuit Branches
(Common to all B.E./ B.Tech. Programmes)

Course code	Course Name	Hours/week				Credit	Maximum marks
		L	T	P	C		
24HS21001	**Personality Development Practice**	0	0	2	1		100

Objectives	• To develop listening and speaking skills of students for a variety of purposes like making presentations, attending interviews and participating in discussions • To enhance the non-verbal and social interaction skills of students for becoming effective communicators • To enable learners to hone their linguistic (LSRW) skills with the help of Technology
Outcomes	**At the end of the course, the students will be able to** • Understand the language proficiency and its techniques • Prepare the resume with organized details • Develop soft skills to excel in their career

LIST OF EXERCISES

1.	Importance of Communication Skills
2.	Building Vocabulary (Basic level)
3.	Stage Dynamics (Group PPT Presentation)
4.	Predicting the Content of a Given Article (Newspaper, Magazine, etc.,)
5.	Common Errors in English
6.	Interview Skills
7.	Presentation skills
8.	Group Discussion
9.	Soft Skills (Self-Confidence, Team Work, Time Management, Adaptability, Openness to Criticism)
10.	Creative Writing – Any Essay type (Descriptive, Narrative etc.)

Total Hrs : 15

REFERENCE BOOKS:

1. Joshi, Manmohan, *Soft Skills*, 1st Edition. Bookboon, 2017
2. Raman, Meenakshi & Sangeeta Sharma. *Technical Communication: Principles and Practice*, Ed.III, Oxford University Press, New Delhi. 2015

Online Websites:

https:// www.ted.com/talks
https://quizziz.com
www.pdfdrive.com
https://www.calameo.com/read/00072308558ed20d410e7/

Activity:
Worksheets for relevant topics

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DEPARTMENT OF ENGLISH

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SEMESTER - IV

PRACTICAL

S. No.	Course Code	Course Title	L	T	P	C
01	24HS21002	**PROFESSIONAL COMMUNICATION SKILLS** (Common to all B.E ./ B.Tech Programmes)	0	1	2	2

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Syllabus - Regulation 2024

Department	English

Semester – IV
(Common to all B.E./B.Tech. Programmes)

Course code	Course Name	Hours/week				Credit	Maximum marks
		L	T	P	C		
24HS21002	PROFESSIONAL COMMUNICATION SKILLS (Common to all B.E./B.Tech. Degree Programmes)	0	1	2	2		100

Objectives	➢ To familiarize students with the stage dynamics ➢ To help the learners to improve their creative skills ➢ To make them acquire the ability to speak effectively in real life situations
Outcomes	**At the end of the course, the learners will be able to :** ➢ Apply suitable vocabulary in academic and workplace contexts ➢ Demonstrate communication skills effectively in both oral and written formats ➢ Create documents professionally and make presentations effectively

LIST OF EXERCISES

1.	Introduction to Professional Communication and SWOT Analysis
2.	Soft Skills (Goal Setting, Empathy, Stress Management, Emotional Intelligence, Conflict Resolution)
3.	Building Vocabulary (Intermediate Level)
4.	Welcome Address and Vote of Thanks
5.	Stage Dynamics (Body Language and Paralanguage – Individual Presentation for 3 minutes)
6.	Framing Questions (WH Questions & 'Yes' or 'No' Questions)
7.	Narrative Techniques - Narrating the Experience
8.	Master of Ceremony Skills
9.	Picture Description
10.	Impromptu Speech (Just a Minute)

Total Hrs : 30

Textbook:	
1	Joshi, Manmohan, *Soft Skills*, 1st Edition. Bookboon, 2017
Reference Books:	
1	Muralikrishna, & Sunita Mishra, *Communication Skills for Engineers*. Pearson, New Delhi, 2011.
2	Barun K. Mitra, Personality Development and Soft Skills, Oxford University Press, New Delhi, 2011
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