

<b>Course Code</b>	HS181002
<b>Course Title</b>	Functional English & Comprehension
<b>Credits</b>	L    T    P    C 3    0    2    4
<b>Prerequisites (if any)</b>	Basic knowledge of English.
<b>Course Coordinator</b>	Dr. Wati Longkumer
<b>Course Objective</b>	<ul style="list-style-type: none"> <li>• To understand the use of basic grammar.</li> <li>• To comprehend the concepts written in the second language.</li> <li>• Make them more towards the correct usage of grammar in both verbal and written communication.</li> <li>• Introduce them with the phonetics so as to lead them to the correct pronunciation of words.</li> </ul>
<b>Course Contents</b>	<p><b>Introductory lecture on effective communication:</b></p> <ul style="list-style-type: none"> <li>• Effective communication- active listening, adapting your communication style to your audience, confidence, volume and clarity.</li> <li>• Seven C'- clarity, correctness, conciseness, courtesy, concreteness, consideration and completeness.</li> <li>• English language fluency for Engineers- Global need/requirement.</li> </ul> <p><b>English as a second language:</b></p> <ul style="list-style-type: none"> <li>• English reading, writing, listening and speaking skills.</li> <li>• Learning how to speak English with a higher level of proficiency in both public speaking and normal English conversation to boost communication skills.</li> <li>• Focus on English grammar and composition for improved writing ability.</li> </ul> <p><b>Grammar:</b></p> <ul style="list-style-type: none"> <li>• Articles, Tenses, Prepositions, Modals, Moods of Verb, Concord, Active Passive, Direct Indirect Speech, Punctuation, Phrasal verbs.</li> </ul> <p><b>Writing:</b></p> <ul style="list-style-type: none"> <li>• Email Writing (drafting and etiquette), Notice Writing, Message Writing, Letter Writing, Note Making, Paragraph completion.</li> </ul> <p><b>Vocabulary:</b></p> <ul style="list-style-type: none"> <li>• Cloze test, Sentence completion, One word substitution, Confusing words Spelling correction, Idioms, Synonyms Antonyms, Pictionary, Homophones.</li> </ul> <p><b>Comprehension:</b></p> <ul style="list-style-type: none"> <li>• Engaging with reading and critical thinking skills, strategies:</li> </ul>

	<p>improve vocabulary, use context clues, looking for the main idea, break up the reading into smaller sections.</p> <p><b>Rhetoric Device:</b></p> <ul style="list-style-type: none"> <li>• Three types- Logos, Ethos, Pathos, its proper usage in speaking and writing, use of language to have an effect on its audience (listeners and readers)</li> </ul> <p><b>Lab Activities:</b></p> <ul style="list-style-type: none"> <li>• Grammar exercises; Comprehension exercises; general etiquettes; greetings; self-introduction; basic conversation;</li> </ul>
<p><b>Text books / References</b></p>	<ol style="list-style-type: none"> <li>1. Pradyumansinh Raj, Azhar Siddiqui, Shaili Kaviya (Eds). <i>Competitive English</i>. Macmillan Publisher India Pvt. Ltd.</li> <li>2. Brieger, Nick and Alison Pohl. <i>Technical English: Vocabulary and Grammar</i>. Cengage Learning. 2014.</li> <li>3. Raman Meenakshi, and Sangeeta Sharma. <i>Technical Communication 3E: Principles and Practice</i>. OUP. 2015.</li> <li>4. Jain Girish and Manzoor Moideen. <i>Decoding Communication: A Complete Handbook for Effective Communication</i>. Notion Press. 2021.</li> <li>5. Thomas L. Means (Ed.). <i>English and Communication for Colleges</i>. Cengage</li> <li>6. M. Hemamalini. <i>Technical English</i>. Wiley Grammar books for practice</li> <li>7. Kumar, Sanjay and Pushp Lata. <i>Communication Skills</i>. Oxford University Press. New Delhi. 2011.</li> </ol>