

**BAPATLA ENGINEERING COLLEGE**  
**(AUTONOMOUS)**

**Department of English**

Technical English (18EL002)

II B.Tech (Theory)

Lectures: 3 Periods/Week

Sem End Exam Duration: 3 hours

Continuous Assessment: 50M

Sem End Exam : 50M

**Course Schedule:** II B.Tech – I Semester (ECE, IT & EEE)

II B.Tech – II Semester (CSE, CIV, EI & Mech)

**Credits: 2**

UNIT-I	L	P	T
	12	0	0
1.1 Vocabulary Development: Familiarising Idioms & Phrases			
1.2 Grammar for Academic Writing: Making Requests			
1.3 Language Development: Using Transition & Link words			
1.4 Technical Writing: Letter Writing & Email Writing			
UNIT-II	L	P	T
	10	0	0
2.1 Vocabulary Development: Analogous words, Gender Sensitive language			
2.2 Grammar for Academic Writing: Tenses: Simple Past /Present Perfect, The Future: Predicting & Proposing			
2.3 Language Development: Cloze tests			
2.4 Technical Writing: Technical Reports			
UNIT-III	L	P	T
	10	0	0
3.1 Vocabulary Development: Abbreviations& Acronyms			
3.2 Grammar for Academic Writing: Describing(People/Things/Circumstances) : Adjectival & Adverbial groups			
3.3 Language Development: Transcoding (Channel conversion from chart to text)			
3.4 Technical Writing: Circular, Memos, Minutes of Meeting			
UNIT-IV	L	P	T
	10	0	0
4.1 Vocabulary Development: Corporate vocabulary			
4.2 Grammar for Academic Writing: Inversions & Emphasis			
4.3 Language Development: Reading Comprehension			
4.4 Technical Writing: Resume Preparation			

**Reference Books**

- ❖ Communication Skills, Sanjay Kumar & Pushpa Latha. Oxford University Press: 2011.
- ❖ Technical Communication Principles and Practice. Oxford University Press: 2014.
- ❖ Advanced Language Practice, Michael Vince. MacMilan Publishers: 2003.
- ❖ Objective English (Third Edition), Edgar Thorpe & Showick. Pearson Education: 2009
- ❖ English Grammar: A University Course (Second Edition), Angela Downing & Philip Locke, Routledge Taylor & Francis Group: 2016

## Technical English

### Course Objectives

The course aims

- at enhancing the vocabulary competency of the students
- to introduce corrective measures to eliminate grammatical errors in speaking and writing
- to learn writing as a process, including various invention heuristics (such as brainstorming), gathering evidence, considering audience, drafting, revising, editing, and proofreading
- use grammatical, stylistic, and mechanical formats and conventions appropriate for a variety of purposes
- produce coherent, organized, readable prose for a variety of rhetorical situations

### Course Outcomes

BY the end of the course the student would be able to

- make use of contextual clues to infer meanings of unfamiliar words from context
- understand how to apply technical information and knowledge in practical documents for a variety of purposes
- use grammatical, stylistic, and mechanical formats and conventions appropriate to various audiences and disciplines
- build confidence to participate actively in writing activities (individually and in collaboration) that model effective technical communication in the workplace

### CO-PO Mapping

Sr No	Outcome	KL
I	make use of contextual clues to infer meanings of unfamiliar words from context	K3
II	understand how to apply technical information and knowledge in practical documents for a variety of purposes	K3
III	analyse the content of the text in writing use grammatical, stylistic, and mechanical formats and conventions appropriate to various audiences and disciplines	K4
IV	build confidence to participate actively in writing activities (individually and in collaboration) that model effective technical communication in the workplace	K2

CO/PSO	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	PSOI	PSOII
I							1	2		3	2	2	2	1
II								2		3	2	2	2	1
III								2		3	2	2	2	1
IV								2	2	3	2	2	2	1

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**BAPATLA ENGINEERING COLLEGE**  
**(AUTONOMOUS)**

**Department of English**

Communicative English(18EL001)

I B.Tech (Theory)

Lectures: 3 Periods/Week

Sem End Exam Duration: 3 hours

Continuous Assessment: 50M

Sem End Exam : 50M

**Course Schedule:** I B.Tech – I Semester (CIV, CSE, EEE & EI)

I B.Tech – II Semester (ECE, IT& Mech)

**Credits: 2**

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UNIT-I	L	P	T
	12	0	0
1.1 <b>Vocabulary Development:</b> Word formation-Formation of Nouns, Verbs & Adjectives from Root words-Suffixes and Prefixes			
1.2 <b>Essential Grammar:</b> Prepositions, Conjunctions, Articles			
1.3 <b>Basic Writing Skills:</b> Punctuation in writing			
1.4 <b>Writing Practices:</b> Mind Mapping, Paragraph writing (structure-Descriptive, Narrative, Expository & Persuasive)			
UNIT-II	L	P	T
	10	0	0
2.1 <b>Vocabulary Development:</b> Synonyms and Antonyms			
2.2 <b>Essential Grammar:</b> Concord, Modal Verbs, Common Errors			
2.3 <b>Basic Writing Skills:</b> Using Phrases and clauses			
2.4 <b>Writing Practices:</b> Hint Development, Essay Writing			
UNIT-III	L	P	T
	10	0	0
3.1 <b>Vocabulary Development:</b> One word Substitutes			
3.2 <b>Essential Grammar:</b> Tenses, Voices			
3.3 <b>Basic Writing Skills:</b> Sentence structures (Simple, Complex, Compound)			
3.4 <b>Writing Practices:</b> Note Making			
UNIT-IV	L	P	T
	10	0	0
4.1 <b>Vocabulary Development:</b> Words often confused			
4.2 <b>Essential Grammar:</b> Reported speech, Common Errors			
4.3 <b>Basic Writing Skills:</b> Coherence in Writing: Jumbled Sentences			
4.4 <b>Writing Practices:</b> Paraphrasing & Summarising			

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Reference Books

- ❖ Communication Skills, Sanjay Kumar & Pushpa Latha. Oxford University Press: 2011.
- ❖ Practical English Usage, Michael Swan. Oxford University Press: 1995.
- ❖ Remedial English Grammar, F.T.Wood. Macmillan: 2007.
- ❖ Study Writing, Liz Hamp lyons & Ben Heasley. Cambridge University Press:2006

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## **Communicative English**

### **Course Objectives**

The course aims

- at enhancing the vocabulary competency of the students
- to enable the students to demonstrate proficiency in the use of written English, including proper spelling, grammar, and punctuation
- to enhance theoretical and conceptual understanding of the elements of grammar
- to make the students understand and apply the conventions of academic writing in English
- to enhance the learners' ability of communicating accurately and fluently

### **Course Outcomes**

By the end of the course the students would be able to

- understand how to build academic vocabulary to enrich their writing skills
- produce accurate grammatical sentences
- analyse the content of the text in writing
- produce coherent and unified paragraphs with adequate support and detail

### **CO-PO Mapping**

Sr No	Outcome	KL
I	understand how to build academic vocabulary to enrich their writing skills	K2
II	produce accurate grammatical sentences	K3
III	analyse the content of the text in writing	K4
IV	produce coherent and unified paragraphs with adequate support and detail	K3

CO/PSO	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	PSOI	PSOII
I								2		3	2	2	2	1
II								2		3	2	2	2	1
III								2		3	2	2	2	1
IV								2		3	2	2	2	1

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**BAPATLA ENGINEERING COLLEGE**  
**(AUTONOMOUS)**

**Department of English**

**English Communication Skills Laboratory (18ELL01)**

I B.Tech (Laboratory)

Lectures: 3 Periods/Week

Continuous Assessment: 50M

Sem End Exam Duration: 3 hours

Sem End Exam : 50M

**Course Schedule:** I B.Tech – I Semester (CIV, CSE, EEE & EI)

I B.Tech – II Semester (ECE, IT & Mech)

**Credits: 1**

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**UNIT-I**

- 1.1 Listening Skills; Importance – Purpose- Process- Types
- 1.2 Barriers to Listening
- 1.3 Strategies for Effective Listening

**UNIT-II**

- 2.1 Phonetics; Introduction to Consonant, Vowel and Diphthong sounds
- 2.2 Stress
- 2.3 Rhythm
- 2.4 Intonation

**UNIT-III**

- 3.1 Formal and Informal Situations
- 3.2 Expressions used in different situations
- 3.3 Introducing Yourself & Others-Greeting & Parting-Congratulating-Giving Suggestions & Advices-Expressing Opinions-Inviting People-Requesting-Seeking Permission-Giving Information- Giving Directions- Sympathizing- Convincing People- Complaining & Apologizing-Thanking Others- Shopping- Travelling- Conversational Gambits

**UNIT-IV**

- 4.1 JAM Session
  - 4.2 Debates
  - 4.3 Extempore
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**Reference Books:**

- ❖ Communication Skills, Sanjay Kumar and Pushpa Lata. Oxford University Press. 2011
- ❖ Better English Pronunciation, J.D. O' Connor. Cambridge University Press:1984
- ❖ New Interchange (4th Edition), Jack C Richards. Cambridge University Press:2015
- ❖ English Conversation Practice, Grant Taylor. Mc Graw Hill:2001

**Software:**

- ❖ Buzzers for conversations, New Interchange series
- ❖ English in Mind series, Telephoning in English
- ❖ Speech Solutions, A Course in Listening and Speaking

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## English Communication Skills (ECS) Lab

English Communication Skills (ECS) Lab focuses on the production and practice of sounds of language and familiarizes the students with the use of English in everyday situations both in formal and informal contexts. To facilitate computer-assisted multi-media instruction enabling individualized and independent language learning

### **Course Objectives:**

The course aims

- to sensitize the students to the nuances of English speech sounds, word accent, intonation and rhythm
- to bring about a consistent accent and intelligibility in students' pronunciation of English by providing an opportunity for practice in speaking
- to improve students' fluency in English and neutralize their mother tongue
- to make them use effective vocabulary both in formal and informal situations

### **Course Outcomes:**

By the end of the course the students would be able to

- better understand the nuances of English language through audio- visual experience and group activities
- develop neutralization of accent for intelligibility
- build confidence to enhance their speaking skills
- use effective vocabulary both in formal and informal situations

### **CO-PO Mapping**

Sr No	Outcome	KL
I	better understand the nuances of English language through audio-visual experience and group activities	K2
II	develop neutralization of accent for intelligibility	K4
III	build confidence to enhance their speaking skills	K2
IV	use effective vocabulary both in formal and informal situations	K4

CO/PSO	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	PSOI	PSOII
I									3	3	2	2	2	1
II									2	3	2	2	2	1
III									3	3	2	2	2	1
IV									3	3	2	2	2	1

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**BAPATLA ENGINEERING COLLEGE**  
**(AUTONOMOUS)**  
**Department of English**  
**Open Elective-II**  
**English for Competitive Examinations (18EL004)**  
 IV B.Tech (Theory)

Lectures: 3 Periods/Week  
 Sem End Exam Duration: 3 hours

Continuous Assessment: 50M  
 Sem End Exam : 50M

**Course Schedule: IV B.Tech-VIII Sem**  
**Credits: 2**

UNIT-I	L	P	T
	10	0	0

Orientation on different formats of competitive exams - Vocabulary – Verbal ability – Verbal reasoning - Exploring the world of words – High Frequency Words – Meaning and their usage – Synonyms-antonyms –Word substitution –Double Unit Analogies – Idioms and phrases – Commonly confused words – Spellings –Word variables – New words in use.

UNIT-II	L	P	T
	10	0	0

Grammar – Sentence improvement –Sentence completion – Rearranging phrases into sentences – Error identification –Tenses – Prepositions – Adjectives – Adverbs – Subject verb agreement – Voice – Reported speech – Articles.

Unit III	L	P	T
	10	0	0

Listening and Speaking  
 Contextual listening – Listening to instructions – Listening for specific information – Identifying detail, main ideas – Following signpost words – Connected Speech with Intonation Patterns - Speaking to respond and elicit ideas – Guided speaking (Visual Description) – Opening phrases (Formal & Informal) –Speaking on a topic – making an interactive presentation – Telling a story or a personal anecdote – Talking about oneself - Utterance – Speech acts- Brainstorming ideas – Group discussion.

Unit IV	L	P	T
	12	0	0

Reading& Writing:  
 Reading: Specific information and detail – Identifying main and supporting ideas – Speed with accuracy – Improving global reading skills – Linking ideas – Summarising – Understanding argument – Identifying opinion/attitude and making inferences - Critical reading  
 Writing: Pre-writing techniques – Mind Mapping - Describing pictures and facts- Focus on cohesion – Using cohesive devices – organizing points – Rhetoric writing -Analytic writing- Statements of Purpose – Structure, Content and Style

## Reference Books

- ❖ Showick Thorpe, English for Competitive Examinations, Pearson Education, India: Fifth edition, 2015.
- ❖ Philip Sunil Solomon, English for Success in Competitive Exams, Oxford University Press
- ❖ Sharon Weiner Green, Barron's GRE, Galgotia Publications: Seventeenth Edition, 2008.

## Course Description:

This course aims to prepare the Students for competitive examinations where the English language is a vital component. It is designed for students in the higher semesters, the course will help students to familiarise themselves with those aspects of English that are tested in these examinations.

## Course Objectives:

The course aims

- to train the students in the language components essential to face competitive examinations both at national (UPSC, Banking, Railway, Defence) and international levels (GRE, TOEFL, IELTS).
- to enhance an awareness of the specific patterns in language testing and the respective skills
- to gear up with verbal reasoning and verbal ability tests.
- to inculcate effective practices in language-learning in order to improve accuracy in the usage of grammar and coherence in writing.

## Course Outcomes:

Students will be able to

- develop and use vocabulary effectively and gain practical techniques
- utilize reading skills to comprehend a wide range of texts with the emphasis required
- apply principles of functional grammar to identify errors with precision and write with clarity and coherence
- develop improved competence in listening skills in order to follow and comprehend different accents and speak effectively

## **CO-PO Mapping**

Sr No	Outcome	KL
I	develop and use vocabulary effectively and gain practical techniques	K4
II	utilize reading skills to comprehend a wide range of texts with the emphasis required	K4



III	apply principles of functional grammar to identify errors with precision and write with clarity and coherence	K3
IV	develop improved competence in listening skills in order to follow and comprehend different accents and speak effectively	K4

CO/PSO	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	PSOI	PSOII
I										3	1	2	2	1
II										3	1	2	2	1
III										3	1	2	2	1
IV										3	1	2	2	1

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**BAPATLA ENGINEERING COLLEGE**  
**(AUTONOMOUS)**  
**Department of English**  
**Open Elective-I**  
**Professional Communication (18EL003)**  
 IV B.Tech (Theory)

Lectures: 3 Periods/Week  
 Sem End Exam Duration: 3 hours

Continuous Assessment: 50M  
 Sem End Exam : 50M

**Course Schedule: IV B.Tech – VII Semester**  
**Credits: 2**

UNIT-I	L	P	T
	10	0	0
<u>Preparing project reports</u>			
Research methods- Abstract writing- background knowledge of the research topic-Literature review—Plagiarism- methodology- sampling- data collection and analysis- Integrate tables, figures, and other images into documents -presenting the findings- conclusion- preparing references- Appendices			
UNIT-II	L	P	T
	10	0	0
<u>Oral presentation of the Projects (Viva voce)</u>			
Presentation and oral communication skills- presenting the findings of research- Maintaining audience orientation- body language- voice modulation- delivery of ideas			
Unit III	L	P	T
	10	0	0
<u>Life skills for professionals</u>			
Understanding career management- Networking professionally- Mastering Cross Cultural Etiquette - Respecting social protocols- Developing a long term career plan- Making career choices			
Unit IV	L	P	T
	12	0	0
<u>Corporate Etiquette</u>			
Power Dressing – Greeting – Introduction - Polishing Business Manners (Hand Shakes, Gifts, Humour, Office Behaviour) – The art of Small talk & Conversations - Dining Etiquette			

**Reference Books**

- ❖ Training in Interpersonal Skills: Tips for Managing People at Work, Pearson Education, India; 6 edition, 2015.
- ❖ The Ace of Soft Skills: Attitude, Communication and Etiquette for Success, Pearson Education; 1 edition, 2013.
- ❖ Butterfield Jeff, “Soft Skills for Everyone”, Cengage Learning India Pvt Ltd; 1 edition, 2011.

- ❖ Markel, Mike, Technical Communication (9th Edition) Boston: Bedford/St. Martin's, 2009.

### **Course Description**

This course is designed to help students develop writing skills that will enable them to produce clear and effective technical documents. Focus will be on basic principles of good technical writing like proposals and projects. While the emphasis will be on writing, oral communication of technical information will form an important component of the course. This course is also designed to enhance the employability and maximize the potential of the students by introducing them to the principles of personal and professional success, and help them acquire the skills needed to apply these principles in their lives and careers.

### **Objectives**

The course will enable students to

- improve grammar, mechanics and writing style for clarity, concision, coherence and emphasis and increase knowledge of technical communication
- identify and understand the facets and functions of the primary genres of technical writing, reports, proposals and project reports
- define and identify different life skills required in professional life
- explain the basic mechanics of effective communication and demonstrate these through presentations.

### **Outcomes**

The students will be able to

- use and apply writing skills in writing Technical reports, Project Proposals and make oral presentations of their findings
- develop strategies for addressing multiple audiences, expert and lay audiences.
- apply principles of cross cultural etiquette and build professional network
- demonstrate improved competency of Soft Skills required for the workplace

### **CO-PO Mapping**

Sr No	Outcome	KL
I	utilize writing skills in writing Technical reports, Project Proposals and make oral presentation of their findings	K4
II	develop strategies for addressing multiple audiences, expert and lay audiences	K4
III	apply principles of cross cultural etiquette and build professional network	K3
IV	demonstrate improved competency of Soft Skills required for	K3

	the workplace	
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CO/PSO	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	PSOI	PSOII
I								2		3	3	2	2	1
II								2		3	3	2	2	1
III								3	2	3	2	2	2	1
IV								3	2	3	2	2	2	1

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## BAPATLA ENGINEERING COLLEGE

(AUTONOMOUS)

### Department of English

Soft Skills Laboratory(18ELL02)

III B.Tech

Lectures: 3 Periods/Week

Sem End Exam Duration: 3 hours

Continuous Assessment: 40M

Sem End Exam : 60M

**Course Schedule:** III B.Tech – I Semester (Civ, CSE&EEE)

III B.Tech – II Semester (ECE, EIE, IT& Mech)

**Credits: 1**

#### UNIT-I

##### 1. Body Language & Identity Management

- Facial Expressions – Kinesics - Occulesics
- Haptics - Proxemics
- Para Linguistics
- Appearance
- Identity Management Communication

##### 2. Emotional Intelligence & Life Skills

- Self Awareness through Johari Window and SWOC analysis
- Self Motivation
- Empathy
- Assertiveness & Managing Stress
- Positive Attitude
- Time Management
- Goal Setting: Short term, Long Term, Vision, Mission.

##### 3. Business Presentations

- Preparing effective Presentations Power Point Presentations
- Power Point Presentations
- Using Visual Aids
- Mock Presentations

##### 4. Employability Skills

- a. Group Discussion
  - b. Team Building and Leadership Qualities
  - c. Interview Skills
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**Reference Books:**

- ❖ Personality Development and Soft skills (Second Edition), Barun K. Mithra. Oxford University Press: 2016
- ❖ The Definitive Book of Body Language, Allan & Barbara. Pease International:2004
- ❖ Working with Emotional Intelligence, Daniel Goleman. Bloomsbury:1998
- ❖ English for Jobseekers, Lina Mukhopadhyay. Cambridge University Press:2013
- ❖ The 7 Habits of Highly Effective People, Stephen R.Covey. St. Martin's Press:2014

### **Soft Skills Lab**

**Course Objectives**

The course aims

- to make the engineering students aware of the importance, the role and the content of soft skills through instruction, knowledge acquisition, demonstration and practice.
- to know the importance of interpersonal and intrapersonal skills in an employability setting
- actively participate in group discussions / interviews and prepare & deliver presentations
- function effectively in multi-disciplinary and heterogeneous teams through the knowledge of team work, Inter-personal relationships, stress management and leadership quality

**Course Outcomes**

By the end of the course the students would be able to

- use appropriate body language in social and professional contexts
- demonstrate different strategies in presenting themselves in professional contexts
- analyze and develop their own strategies of facing the interviews successfully
- develop team coordinating skills as well leadership qualities

**CO-PO Mapping**

Sr No	Outcome	KL
I	use appropriate body language in social and professional contexts	K3
II	demonstrate different strategies in presenting themselves in professional contexts	K3
III	analyze and develop their own strategies of facing the interviews successfully	K4
IV	develop team coordinating skills as well leadership qualities	K4

CO/PSO	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	PSOI	PSOII
I								1	2	3	1	2	2	1
II								1	1	3	1	2	2	1
III								1	1	3	1	2	2	1
IV								1	3	3	1	3	2	1

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