

GANPAT UNIVERSITY									
FACULTY OF ENGINEERING AND TECHNOLOGY (DIPLOMA PROGRAMMES)									
Programme	Diploma Programme				Branch/Spec.	All			
Semester	I				Version	1.0.0.0			
Effective from Academic Year				2018-19		Effective for the batch Admitted in : June-2018			
Subject code	1HS121		Subject Name		Communicative English - I				
Teaching scheme					Examination scheme (Marks)				
(per week)	Lecture(DT)		Practical(Lab.)		Total	CE		SEE	Total
	L	TU	P	TW					
Credit	4	0	0	-	4	Theory	40	60	100
Hours	4	0	0	-	4	Practical	00	00	00
Pre-requisites:									
Familiarity with basic knowledge of English language, strong determination and will-power for further language skill-set enhancement.									
Learning Outcome:									
At the end of the course, the students shall acquire satisfactory competency in the fundamental English language skills so as to be able to:									
<ul style="list-style-type: none"> • listen, understand and respond effectively in English • read, comprehend and apply the acquired knowledge/information in various real-life communication situations • speak efficiently on various occasions • write various drafts in clear, correct, concise and courteous manner 									
Methodology:									
<ul style="list-style-type: none"> • Task based teaching learning pedagogy • MOD-COM Approach 									
Detailed Syllabus									
Unit	Content								Hrs.
1.	Vocabulary Building: Vocabulary development using the list of 1000 most used words and subsequent activities like identification/formation/conversion/puzzles/crosswords and others. Synonyms-antonyms, Words often confused, word-analogies, one word substitutes, prefix-suffix, idioms and phrases, dictionary usage skills and drills using online and off-line digital dictionaries								15
2.	Task based Language (items) Learning: Parts of speech, capitalization and punctuation, Types of verbs (finite, non-finite, participle, gerund, causal) and verb forms (time based), Sentence formation and sentence transformation (affirmative, negative and interrogative), Sentence types (function and structure based), Concord (subject-verb agreement								15

3.	<p>Introduction to Communicative Competence:</p> <p>Listening: Small audio and video clips of everyday communication situations,</p> <p>Speaking: Introducing oneself and others, describing pictures and situations, narrating events and incidents,</p> <p>Reading: Reading and comprehension of advertisements for various purposes like admission, job advertisements, handbills, menu card, invitation cards, news paper cuttings etc.</p> <p>Writing: Diary writing, writing of messages for social networking, leave note, use of transitional tags in writing</p>	15
4.	<p>Study Skills (Elementary level)</p> <p>Note Making, note taking, summarizing, converting visual into text, describing information presented through chart, map, graph, table, picture, diagram, figure and flow chart</p>	15

Reference books:

Sr.No	Title of Books	Author	Publication
1	Holy Faith English Grammar and Compositions	J. T. Peechatt.	Holy Faith International
2	Murphy's English Grammar	Raymond Murphy	Cambridge University Press
3	A Communicative Grammar of English	Geoffery Leech and Fan Svartvik	Pearson Longman
4	Study Skills in English	English Team, CIEFL	CIEFL University, Hyderabad
5	Technical Communication; Principles and Practice	Meenakshi Raman & Sangeeta Sharma	Oxford University Press
6	The Fundamental Aspects of Communication Skills	Dr. Prashad	S. K. Katariya & Sons.
7	Effective Technical Communication	M Ashraf Rizvi	TMH Publication