

Course Name: English

Course Code: HM HU201

Contact: 3L

Semester: VI

Credit Points: 3

Lesson Plan

S. No.	Lecture/ Tutorial No.	Topics to be Covered	Text/ References	Teaching Pedagogy *
1.	L1	Familiarization of students with Institute and Department Vision, Mission, PEOs, POs, PSOs, COs and Overview of the syllabus Brief information about shared materials and Assignment, etc.		C&T, PPT
2.	L2	Vocabulary Building The concept of Word Formation Conversion, Compounding, Blending, Abbreviation, Back-Formation Suffixation with Nouns, Adjectives, Verbs, Adverbs, Negative Root words from foreign languages	T1	C&T, PPT, CD
3.	L3	Vocabulary Building Acquaintance with prefixes and suffixes from foreign languages in English to form derivatives. Prefixes, Suffixes (English, Latin, Greek, French)	T1, R1	C&T, PPT, CD
4.	L4	Synonyms, antonyms, and standard abbreviations. Initial Letter Abbreviations Acronyms, Abbreviations and clipping Plurals, Contractions	T1	C&T, PPT, CD
5.	L5	Basic Writing Skills Sentence Structures Types of Sentences Subject, Predicate, Phrase, Clause Four Sentence Structure – Simple, Compound, Complex, Complex-Compound Basic Sentence Structure [V, S+V, S+V+O etc.] Make Sentences Basic Writing Skills Use of phrases and clauses in sentences Adjective Phrase, Adverb Phrase, Noun Phrase Adjective Clause, Adverb Clause, Noun Clause	T1, T2 R1,	C&T, PPT, CD
6.	L6	Basic Writing Skills Importance of proper punctuation Full Stop, Comma, Semi Colon, Colon, Question Mark, Exclamation Mark, Inverted Commas, Dash, Hyphen, Apostrophe, Capital letters Exercise using Sentences & Paragraph	T1, T2	C&T, PPT, CD
7.	L7	Basic Writing Skills: Creating coherence Basic Writing Skills: Organizing principles of paragraphs in documents, Basic Features of a Paragraph Topic sentence, Supporting sentences, Concluding Sentences, Adding Examples Analysis of an Example Paragraph	T1, R1	C&T, PPT, CD, PS
8.	L8	Basic Writing Skills Techniques for writing precisely Use a specific word instead of a general term and a concrete word instead of an abstract word Choosing Active Voice over passive	T1, T2	C&T, PPT, CD, PS

		Using simple words Avoid Jargons		
9.	L9	Identifying Common Errors in Writing: Identifying Common Errors in Writing: Misplaced Modifiers Misplaced Adjectives Placement of Adverbs Misplaced phrases & clauses Subject-verb agreement Compound Subject Conjunctions in Subject Singular & Plural indefinite pronouns Always singular & always plural words Expressions like neither/ either of the..., one of the... Collective nouns as subjects the number/a number, per cent, fraction Measurements with money, time, weight, or volume	T1, R2	C&T, PPT, CD, Q, PS
10.	L10	Identifying Common Errors in Writing: Articles Indefinite & Definite Article Articles with Acronyms Omission of articles A brief look at Tenses Identifying Common Errors in Writing: Redundancies Discussion with examples Identifying Common Errors in Writing: Clichés What are clichés? Examples Reasons to avoid clichés in writing Preposition Prepositions of time, place, direction [including exceptions] etc. Dependent Prepositions Expressions without prepositions Identifying Common Errors in Writing Noun-pronoun agreement Selecting the right pronoun Agreement in number, person and gender Indefinite pronouns as antecedent The indefinite pronoun “one”	T1, T2, R2,	C&T, PPT, CD
11.	L11	Review - Identifying Common Errors in Writing Practice with example	T1, T2, R2	C&T, PPT, CD
12.	L12	Writing – Describing Descriptive essay/paragraph topic discussion Defining Key word definition from topic and from any new idea Classifying Outlining Argumentative – points categorization Providing examples or evidence Writing introduction and conclusion Paragraph & Essay	T1, T2, R1,	C&T, PPT, CD

13.	L13	Writing Practices: Cover Letter Structure of the Cover Letter How to write a job application Typical example(s)	R1	C&T, PPT, CD, Q, PS
14.	L14	Writing Practices: Resume Writing How to write a resume Structure & main headings Typical example	T1, T2, R1	C&T, PPT, CD
15.	L15	Solving questions of Cover Letter and Resume		
16.	L16	Writing Practices: Précis Writing What is a Précis? Rules of writing précis. Analysis of Example Writing Practices: Comprehension Tips to solve Identifying main Points Two types of MAKAUT questions Practice with example	T1, T2, R2	C&T, PPT, CD
17.	L17	Writing Practices: Business Letter Types: Enquiry, Quotation, Order, Complaint, Adjustment, Sales Analysis of example(s)	T1, T2, R2	C&T, PPT, CD
18.	L18	Writing Practices Essay Writing Types: Argumentative, Descriptive, Expository, Analytical, Reflective Analysis of Example(s)	T1, T2, R2	C&T, PPT, CD
19.	L19	Writing Practices Essay Writing Types: Argumentative, Descriptive, Expository, Analytical, Reflective Analysis of Example(s)	T1, T2, R2	C&T, PPT, CD
20.	L20	Writing Practices: Business Letters & E-mail Review of Email Structure & Rules of E-mail Writing Practice	T1, T2, R2	C&T, PPT, CD, PS
21.	L21	Writing Practices: Notice, Memo, Report Writing Definitions How to write Example	T1, T2, R2	C&T, PPT, CD
22.	L22	Solving university question paper		C&T, PPT, CD, PS

Learning Resources:

- (i) Kulbushan Kumar, R S Salaria, Effective Communication Skills, Khanna Publishing House, Delhi.
- (ii) Practical English Usage. Michael Swan. OUP. 1995.
- (iii) Remedial English Grammar. F.T. Wood. Macmillan. 2007
- (iv) On Writing Well. William Zinsser. Harper Resource Book. 2001
- (v) Study Writing. Liz Hamp-Lyons and Ben Heasley. Cambridge University Press. 2006.
- (vi) Communication Skills. Sanjay Kumar and PushpLata. Oxford University Press. 2011.
- (vii) Exercises in Spoken English. Parts. I-III. CIEFL, Hyderabad. Oxford University Press
- (viii) Universal English Prof. Prasad Kataria Publications, 2019.
- (ix) "Communication Skills for Professionals"-Nira Konar, Prentice Hall of India 2nd edition, New Delhi, 2011

(x) Gajendra Singh Chauhan, Smita Kashiramka and L. Thimmesha. Functional English. Cengage , 2019.

Text Books (T):

T1: Language & Communication Skills for Engineers. Sanjay Kumar and PushpLata. Oxford University Press. 2018

T2: Functional English. Gajendra Singh Chauhan, Smita Kashiramka and L. Thimesha

REFERENCE BOOKS (R):

R1. Practical English Usage by Michael Swan

R2. High School English Grammar and Composition, P C Wren and H Martin

R3: Technical Communication Principles and Practice by Meenakshi Raman and Sangeeta Sharma

WEB RESOURCES (WR):

1. https://onlinecourses.nptel.ac.in/noc24_ge37/preview?utm_source [Technical Communication for Engineers]
2. https://onlinecourses.nptel.ac.in/noc20_hs56/preview?utm_source [Technical English for Engineers]
3. https://onlinecourses.nptel.ac.in/noc22_hs05/preview?utm_source [Effective Writing]
4. https://onlinecourses.nptel.ac.in/noc25_hs159/preview?utm_source [Soft Skills]

***Teaching Pedagogy:**

S. No.	Abbreviation	Full Form
1.	C&T	Chalk & Talk
2.	PPT	Power Point Presentation
3.	CD	Classroom Discussions
4.	Q	Quiz
5.	PS	Problem Solving