





Department of English


Board of Studies – First meeting on 20-10-2022 at 02:00 pm

AGENDA

- Item-1:** Review /Approval of the academic regulation for the B.Tech Program.
- Item-2:** Review /Approval of the course structure of B.Tech Programs.
- Item-3:** Review/Approval of the detailed syllabi of English for Skill Enhancement, English Language Communication Skills Lab and Advanced Communication Skills Lab.
- Item-4:** Any other suggestions /advice to the department.


Dr. J. Madhavi


Dr. NVSU LAKSHMI


Md. Naseeruddin

BoS Chairman & HoD of H&S




**Department of English
Board of Studies Members**

S.No	Name	Designation	Position
1	Mr. Md.Naseeruddin	HoD, H&S Department	Chairman
2	Dr. N.V.S.N.Lakshmi	Asst. Prof. of English, JNTUH, UCEH	University Nominee
3	Dr. G.Kavitha	Assoc. Prof. Of English, SIET	Specialized Faculty-1
4	Dr. Bitla Srinivasu	Assoc. Prof. Of English, SIET	Specialized Faculty-2
5	Dr. J.Madhavi	Asst.Prof, Osmania University	Subject Expert
6	Mrs. M.Umarani	Asst.Prof, SIET	Faculty
7	Mrs. J.Sujatha	Asst.Prof, SIET	Faculty
8	Mr. G.Siddhanth	Asst.Prof, SIET	Faculty
9	Mr. T.Ravishankar	Asst.Prof, SIET	Faculty


Dr. N.V.S.N. LAKSHMI




Dr. S. Sai Satyanaryana Reddy
B.E., M.E., Ph.D.
PRINCIPAL
SREYAS INSTITUTE OF ENGG., AND TECH.,
#9-39, Beside Indu Aranya, Bandlaguda,
Nagole, Thattiannam, Hyd-68.



Suggestions/Remedies/Any other points

Suggestions made by Dr. N.V.S.N.Lakshmi, University Nominee

1. Dr.N.V.S.N Lakshmi approved R-22 academic regulation for the B.Tech program.
2. She agreed with course structure of B.Tech Programs:
 - a. English for Skill Enhancement & English Language and Communication Skills Lab – I B.Tech I/II Semesters.
 - b. Advanced Communication Skills Lab – III B.Tech I/II Semesters.
3. It is recommended that in I Semester, CSE – AIML, ECE, CIVIL and Mechanical I Year sections will have English for Skill Enhancement and English Language and Communication Skills Lab. CSE and CSE-DS section will have in their II Semester.
4. After a detailed discussion on JNTUH's R-22 syllabus, it is decided to follow the same syllabi of English for Skills Enhancement and ELCS Lab this academic year 2022-23.
5. Dr.N.V.S.N Lakshmi has explained in detail all the topics of ELCS Lab. She asked the faculty members not to deal the place and manner of articulation of Phonetics in depth as it may lead the students to confusion.
6. She made a good suggestion on Blended mode of teaching and learning.
7. She said that the two faculty members should assist the students in the lab.
6. She advised the faculty members to give handouts wherever necessary.

Suggestions made by Dr. N.V.S.N.Lakshmi, University Nominee

1. Dr. J.Madhavi, Subject Expert approved R-22 academic regulation and course structure for the B.Tech program.
2. She recommended the same syllabi of English for Skill Enhancement and English Language and Communication Skills Lab.
3. Dr.J.Madhavi has seen the Walden Infotech software of ELCS Lab. She asked the English faculty to explain the same on the board.
4. At the end, it is decided that ACS Lab syllabus will be discussed in the next meeting.

List of enclosures:

- 1) R22 Regulations
- 2) Course Structure
- 3) Syllabus



Department of English

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SREYAS INSTITUTE OF ENGINEERING AND TECHNOLOGY
(AUTONOMOUS)

ENGLISH FOR SKILL ENHANCEMENT
(Common to CIVIL, MECH, ECE, CSE(AIML))

B.Tech. I Year I Sem.

L T P C
2 0 0 2

UNIT - I

Chapter entitled '*Toasted English*' by R.K.Narayan from "*English: Language, Context and Culture*" published by Orient BlackSwan, Hyderabad.

Vocabulary: The Concept of Word Formation -The Use of Prefixes and Suffixes - Acquaintance with Prefixes and Suffixes from Foreign Languages to form Derivatives - Synonyms and Antonyms

Grammar: Identifying Common Errors in Writing with Reference to Articles and Prepositions.

Reading: Reading and Its Importance- Techniques for Effective Reading.

Writing: Sentence Structures -Use of Phrases and Clauses in Sentences- Importance of Proper Punctuation- Techniques for Writing precisely – Paragraph Writing – Types, Structures and Features of a Paragraph - Creating Coherence-Organizing Principles of Paragraphs in Documents.

UNIT - II

Chapter entitled '*Appro JRD*' by Sudha Murthy from "*English: Language, Context and Culture*" published by Orient BlackSwan, Hyderabad.

Vocabulary: Words Often Misspelt - Homophones, Homonyms and Homographs

Grammar: Identifying Common Errors in Writing with Reference to Noun-pronoun Agreement and Subject-verb Agreement.

Reading: Sub-Skills of Reading – Skimming and Scanning – Exercises for Practice

Writing: Nature and Style of Writing- Defining /Describing People, Objects, Places and Events – Classifying- Providing Examples or Evidence.

UNIT - III

Chapter entitled '*Lessons from Online Learning*' by F.Haider Alvi, Deborah Hurst et al from "*English: Language, Context and Culture*" published by Orient BlackSwan, Hyderabad.

Vocabulary: Words Often Confused - Words from Foreign Languages and their Use in English.

Grammar: Identifying Common Errors in Writing with Reference to Misplaced Modifiers and Tenses.

Reading: Sub-Skills of Reading – Intensive Reading and Extensive Reading – Exercises for Practice.

Writing: Format of a Formal Letter-Writing Formal Letters E.g., Letter of Complaint, Letter of Requisition, Email Etiquette, Job Application with CV/Resume.

UNIT - IV

Chapter entitled '*Art and Literature*' by Abdul Kalam from "*English: Language, Context and Culture*" published by Orient BlackSwan, Hyderabad.

Vocabulary: Standard Abbreviations in English

Grammar: Redundancies and Clichés in Oral and Written Communication.

Reading: Survey, Question, Read, Recite and Review (SQ3R Method) - Exercises for Practice

Writing: Writing Practices- Essay Writing-Writing Introduction and Conclusion -Précis Writing.

UNIT - V

Chapter entitled '*Go, Kiss the World*' by Subroto Bagchi from "*English: Language, Context and Culture*" published by Orient BlackSwan, Hyderabad.

Vocabulary: Technical Vocabulary and their Usage

Grammar: Common Errors in English (*Covering all the other aspects of grammar which were not covered in the previous units*)

Reading: Reading Comprehension-Exercises for Practice

Writing: Technical Reports- Introduction – Characteristics of a Report – Categories of Reports
Formats- Structure of Reports (Manuscript Format) -Types of Reports - Writing a Report.

Note: *Listening and Speaking Skills which are given under Unit-6 in AICTE Model Curriculum are covered in the syllabus of ELCS Lab Course.*

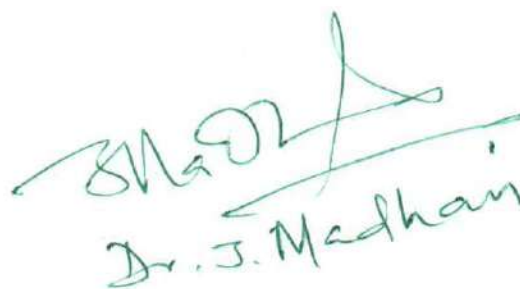
- **Note: 1.** As the syllabus of English given in AICTE Model Curriculum-2018 for B.Tech First Year is **Open-ended**, besides following the prescribed textbook, it is required to prepare teaching/learning materials **by the teachers collectively** in the form of handouts based on the needs of the students in their respective colleges for effective teaching/learning in the class.
- **Note: 2.** Based on the recommendations of NEP2020, teachers are requested to be flexible to adopt Blended Learning in dealing with the course contents. They are advised to teach 40 percent of each topic from the syllabus in blended mode.

TEXT BOOK:

1. "English: Language, Context and Culture" by Orient BlackSwan Pvt. Ltd, Hyderabad. 2022. Print.

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1. Effective Academic Writing by Liss and Davis (OUP)
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5. (2019). Technical Communication. Wiley India Pvt. Ltd.
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7. Swan, Michael. (2016). Practical English Usage. Oxford University Press. Fourth Edition.



Dr. J. Madhan

Include course Objectives
Course Outcomes

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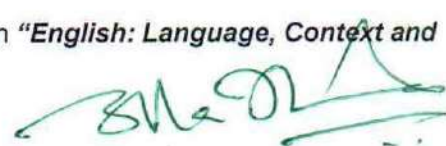
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ENGLISH LANGUAGE AND COMMUNICATION SKILLS LABORATORY
(Common to CIVIL, MECH, ECE, CSE(AIML))

B.Tech. I Year I Sem.

L T P C
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The **English Language and Communication Skills (ELCS) 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.

Syllabus: English Language and Communication Skills Lab (ELCS) shall have two parts:

- a. **Computer Assisted Language Learning (CALL) Lab**
- b. **Interactive Communication Skills (ICS) Lab**

Listening Skills:

Objectives

1. To enable students develop their listening skills so that they may appreciate the role in the LSRW skills approach to language and improve their pronunciation
2. To equip students with necessary training in listening, so that they can comprehend the speech of people of different backgrounds and regions

Students should be given practice in listening to the sounds of the language, to be able to recognize them and find the distinction between different sounds, to be able to mark stress and recognize and use the right intonation in sentences.

- Listening for general content
- Listening to fill up information
- Intensive listening
- Listening for specific information

Speaking Skills:

Objectives

1. To involve students in speaking activities in various contexts
 2. To enable students express themselves fluently and appropriately in social and professional contexts
- Oral practice
 - Describing objects/situations/people
 - Role play – Individual/Group activities



Just A Minute (JAM) Sessions

The following course content is prescribed for the English Language and

Communication Skills Lab. Exercise – I

CALL Lab:

Understand: Listening Skill- Its importance – Purpose- Process- Types- Barriers- Effective Listening. *Practice:* Introduction to Phonetics – Speech Sounds – Vowels and Consonants – Minimal Pairs- Consonant Clusters- Past Tense Marker and Plural Marker- *Testing Exercises*

ICS Lab:

Understand: Spoken vs. Written language- Formal and Informal English. *Practice:* Ice-Breaking Activity and JAM Session- Situational Dialogues – Greetings – Taking Leave – Introducing Oneself and Others.

Exercise

– II CALL

Lab:

Understand: Structure of Syllables – Word Stress– Weak Forms and Strong Forms – Stress pattern in sentences – Intonation. *Practice:* Basic Rules of Word Accent - Stress Shift - Weak Forms and Strong Forms- Stress pattern in sentences – Intonation - *Testing Exercises*

ICS Lab:

Understand: Features of Good Conversation – Strategies for Effective Communication. *Practice:* Situational Dialogues – Role Play- Expressions in Various Situations – Making Requests and Seeking Permissions - Telephone Etiquette.

Exercise -

III CALL

Lab:

Understand: Errors in Pronunciation-Neutralising Mother Tongue Interference (MTI). *Practice:* Common Indian Variants in Pronunciation – Differences between British and American Pronunciation - *Testing Exercises*

ICS Lab:

Understand: Descriptions- Narrations- Giving Directions and Guidelines – Blog Writing *Practice:* Giving Instructions – Seeking Clarifications – Asking for and Giving Directions – Thanking and Responding – Agreeing and Disagreeing – Seeking and Giving Advice – Making Suggestions.

Exercise –

IV CALL

Lab:

Understand: Listening for General Details.

Practice: Listening Comprehension Tests - *Testing Exercises*

ICS Lab:

Understand: Public Speaking – Exposure to Structured Talks - Non-verbal Communication- Presentation Skills.

Practice: Making a Short Speech – Extempore- Making a Presentation.

Exercise –

V CALL

Lab:

Understand: Listening for Specific Details.

Practice: Listening Comprehension Tests -*Testing Exercises*

ICS Lab:

Understand: Group Discussion

Practice: Group Discussion

Minimum Requirement of infrastructural facilities for ELCS Lab:

1. Computer Assisted Language Learning (CALL) Lab:

The Computer Assisted Language Learning Lab has to accommodate 40 students with 40 systems, with one Master Console, LAN facility and English language learning software for self- study by students.

System Requirement (Hardware component):

Computer network with LAN facility (minimum 40 systems with multimedia) with the following specifications:

- i) Computers with Suitable Configuration
- ii) High Fidelity Headphones

2. Interactive Communication Skills (ICS) Lab :

The Interactive Communication Skills Lab: A Spacious room with movable chairs and audio- visual aids with a Public Address System, a T. V. or LCD, a digital stereo –audio & video system and camcorder etc.

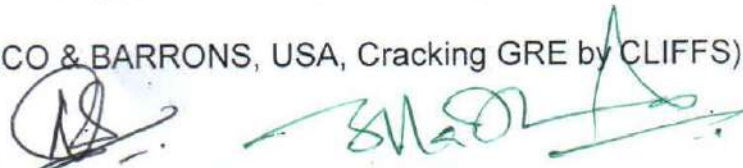
Source of Material (Master Copy):

- *Exercises in Spoken English. Part 1,2,3.* CIEFL and Oxford University Press

Note: Teachers are requested to make use of the master copy and get it tailor-made to suit the contents of the syllabus.

Suggested Software:

- Cambridge Advanced Learners' English Dictionary with CD.
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- Punctuation Made Easy by Darling Kindersley.
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- English Pronunciation in Use (Elementary, Intermediate, Advanced) Cambridge University Press.
- English Vocabulary in Use (Elementary, Intermediate, Advanced) Cambridge University Press.
- TOEFL & GRE (KAPLAN, AARCO & BARRONS, USA, Cracking GRE by CLIFFS).
- Digital All



- Orell Digital Language Lab (Licensed Version)

REFERENCE BOOKS:

1. (2022). *English Language Communication Skills – Lab Manual cum Workbook*. Cengage Learning India Pvt. Ltd.
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B.Tech. I Year II Sem.

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- Just A Minute (JAM) Sessions

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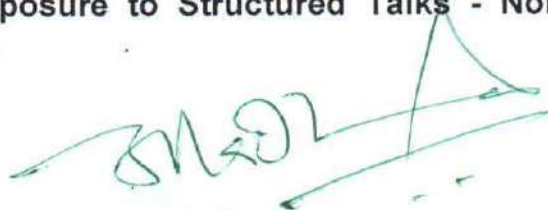
Exercise – IV CALL Lab:

Understand: Listening for General Details.

Practice: Listening Comprehension Tests - *Testing Exercises*

ICS Lab:

Understand: **Public Speaking – Exposure to Structured Talks - Non-verbal Communication- Presentation Skills.**



Exercise – IV CALL Lab:

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ICS Lab:

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Understand: Listening for Specific Details.

Practice: Listening Comprehension Tests - *Testing Exercises*

ICS Lab: *Introduction to*

Understand: Group Discussion

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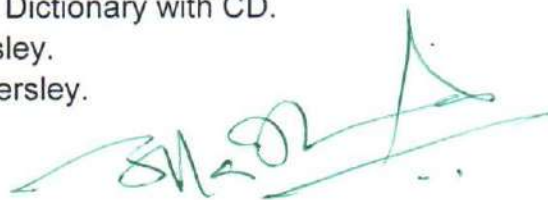
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