

## Department of Humanities & Sciences

Course/Subject Name: English

### Minutes of the Meeting- Board of Studies

Minutes of Board of studies of Humanities & Sciences, English meeting held on 14 August 2025 at 12:00 PM for B.Tech students admitted during the academic year 2025-26 as per SIET R 25 Regulations.

- 1) The Chairperson welcomed all members and introduced the Board of Studies members present.
- 2) The minutes of the previous BoS meeting were reviewed and confirmed.
- 3) The course structure for CSE, CSE (AI&ML), and ECE (R 25) for I-Year, I & II Semesters was presented and approved unanimously.

### Course Structure (R-25 Regulations)

Applicable from AY 2025-2026 Batch

### Computer Science and Engineering (CSE)

I-Year, I-Semester

S.No	Course Code	Course Title	L	T	P	Credits
1		Matrices and Calculus	3	1	0	4
2		Engineering Chemistry	3	0	0	3
3		English for Skill Enhancement	3	0	0	3
4		Electronic Devices and Circuits	3	0	0	3
5		Programming for Problem Solving	3	0	0	3
6		Engineering Chemistry Lab	0	0	2	1
7		Programming for Problem Solving Lab	0	0	2	1
8		English Language and Communication Skills Lab	0	0	2	1
9		Engineering Workshop	0	0	2	1
10		Induction Program				
Total Credits			15	1	8	20

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## ECE (Electronics and Communication Engineering)

### I-Year, I-Semester

S.No	Course Code	Course Title	L	T	P	Credits
1		Matrices and Calculus	3	1	0	4
2		Advanced Engineering Physics	3	0	0	3
3		Programming for Problem Solving	3	0	0	3
4		Introduction to Electrical Engineering	2	0	0	2
5		Engineering Drawing and Computer Aided Drafting	2	0	2	3
6		English for Skill Enhancement	3	0	0	3
7		Advanced Engineering Physics Lab	0	0	2	1
8		Programming for Problem Solving Lab	0	0	2	1
9		English Language and Communication Skills Lab	0	0	2	1
10		Induction Program				
Total Credits			16	1	8	21

## CSE (Artificial Intelligence & Machine Learning)

### I-Year, I-Semester

S.No	Course Code	Course Title	L	T	P	Credits
1		Ordinary Differential Equations and Vector Calculus	3	0	0	3
2		Engineering Chemistry	3	0	0	3
3		Data Structures	3	0	0	3
4		Electronic Devices and Circuits	3	0	0	3
5		English for Skill Enhancement	3	0	0	3
6		Engineering Chemistry Lab	0	0	2	1
7		Data Structures Lab	0	0	2	1
8		English Language and Communication Skills Lab	0	0	2	1
9		Engineering Workshop	0	0	2	1
10		Python Programming Lab	0	0	2	1
Total Credits			15	0	10	20

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4) The syllabus proposal for B.Tech, I-Year, I-Semester, '*English for Skill Enhancement*' (Theory), handled by the Department of English for CSE and ECE students, was discussed and approved.

S.No	Course Code	Course	L	T	P	Credits	Remarks
1		English for Skills Enhancement	3	0	0	3	
2		English Language <sup>and</sup> Communication Skills <sup>Lab</sup>	0	0	2	1	

5) The syllabus for B.Tech, I-Year, II-Semester Theory and Practical subjects, handled by the Department of English to CSE (AI&ML) students of SIET are approved.

S.No	Course Code	Course	L	T	P	Credits	Remarks
1		English for Skills Enhancement	3	0	0	3	
2		English Language <sup>and</sup> Communication Skills <sup>Lab</sup>	0	0	2	1	

Any other points with permission of the chair

Recommendations from the Panel Members:







- 1) Dr. NVSN Lakshmi has specified that pre-requisites mentioned in the syllabus copy are not applicable either to theory subject "*English for Skill Enhancement*" or *English Language and Communication Skills (ELCS) Lab*, and instructed to remove it.
- 2) Dr. J. Madhavi suggested to furnish the lab with systems and headphones to carry out listening activity effectively.

The Chairperson thanked all members for their participation and valuable inputs. The meeting concluded with an agreement to forward the approved course structure and syllabi to the Academic Council for implementation.

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## Board of Studies - Members

S.No	Name of the Member	Designation	Position	Signature
1	Dr. Batool Fatima Khaleel, Dept. of English Sreyas Institute of Engineering and Technology, Hyderabad	Asst. Prof. & Domain Lead	Chairperson	
2	Dr. N.V.S.N. Lakshmi, Dept. of English JNTUH, UCEH, Kukatpally, Hyderabad	Asst. Prof.	University Nominee	
3	Dr. J. Madhavi, Dept. of English Osmania University, Hyderabad	Asst. Prof.	Subject Expert-1	
4	Dr. Madhumathi Pasupathi, Dept. of English Rajiv Gandhi National Institute of Youth Development (RGNIYD), Chennai, TN	Assoc. Prof.	Subject Expert-2	
5	Dr. G. Anjaneyulu, Dept. of English Sreyas Institute of Engineering and Technology, Hyderabad	Assoc. Prof.	Member, Internal Faculty	
6	Dr. T. Suneeti, Dept. of English Sreyas Institute of Engineering and Technology, Hyderabad	Professor	Member, Internal Faculty	
7	Mr. G. Siddhanth, Dept. of English Sreyas Institute of Engineering and Technology, Hyderabad	Asst. Prof.	Member, Internal Faculty	
6	Mrs. J. Sujatha, Dept. of English Sreyas Institute of Engineering and Technology, Hyderabad	Asst. Prof.	Member, Internal Faculty	
7	Mr. T. Ravishankar, Dept. of English Sreyas Institute of Engineering and Technology, Hyderabad	Asst. Prof.	Member, Internal Faculty	

  
PRINCIPAL  
SREYAS INSTITUTE OF ENGG. AND TECH.,  
(AUTONOMOUS)  
D.No. 9-39, Beside Indu Aranya, G.S.I.,  
Bandlaguda, Nagole, Hyderabad-68.













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Coherence – Linkers and Connectives - Organizing Principles in a Paragraph –  
Defining- Describing People, Objects, Places and Events – Classifying- Providing  
Examples or Evidence - Essay Writing - Writing Introduction and Conclusion.

## UNIT – III:

**Theme: Attitude and Gratitude**

**Poems on 'Leisure' by William Henry Davies and 'Be Thankful' - Unknown**

**Author from the prescribed textbook titled English for the Young in the Digital**

**World published by Orient BlackSwan Pvt. Ltd.**

**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 – Identifying Topic Sentence and Providing Supporting Ideas - Exercises for Practice

**Writing:** Format of a Formal Letter-Writing Formal Letters E.g., Letter of Complaint, Letter of Requisition, Job Application with CV/Resume –Difference between Writing a Letter and an Email - Email Etiquette

## UNIT – IV:

**Theme: Entrepreneurship**

**Lesson on 'Why a Start-Up Needs to Find its Customers First' by Pranav Jain from the prescribed textbook titled English for the Young in the Digital World published by Orient BlackSwan Pvt. Ltd.**

**Vocabulary:** Standard Abbreviations in English – Inferring Meanings of Words through Context – Phrasal Verbs – Idioms.

**Grammar:** Redundancies and Clichés in Written Communication – Converting Passive to Active Voice and Vice-Versa.

**Reading:** Prompt Engineering Techniques– Comprehending and Generating Appropriate Prompts - Exercises for Practice

**Writing:** Writing Practices- Note Making-Précis Writing.

## UNIT – V:

**Theme: Integrity and Professionalism**

**Lesson on 'Professional Ethics' from the prescribed textbook titled English for the Young in the Digital World published by Orient BlackSwan Pvt. Ltd.**

**Vocabulary:** Technical Vocabulary and their Usage– One Word Substitutes – Collocations.

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

**Reading:** Survey, Question, Read, Recite and Review (SQ3R Method) – Inferring the Meaning and Evaluating a Text- Exercises for Practice

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

## TEXT BOOKS:

1. Board of Editors. 2025, *English for the Young in the Digital World*, Orient Black Swan Pvt. Ltd.

## REFERENCE BOOKS:

1. Swan, Michael. (2016), *Practical English Usage*, Oxford University Press. New Edition.
2. Karal, Rajeevan. 2023, *English Grammar Just for You*, Oxford University Press. New Delhi
3. 2024, *Empowering with Language: Communicative English for Undergraduates*, Cengage Learning India Pvt. Ltd. New Delhi

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4. Sanjay Kumar & Pushp Lata. 2022, <i>Communication Skills – A Workbook</i> , Oxford University Press. New Delhi
5. Wood, F.T. (2007), <i>Remedial English Grammar</i> , Macmillan
6. Vishwamohan, Aysha. (2013), <i>English for Technical Communication for Engineering Students</i> , Mc Graw-Hill Education India Pvt. Ltd.
<b>Useful Links</b>
• <a href="https://hostnezt.com/cssfiles/english/Practical%20English%20Usage%20by%20Michael%20Swan.pdf">https://hostnezt.com/cssfiles/english/Practical%20English%20Usage%20by%20Michael%20Swan.pdf</a>
• <a href="https://mis.alagappauniversity.ac.in/siteAdmin/dde-admin/uploads/6/UG_B.A._English_112%2064_Remedial%20English%20Grammar_4066.pdf">https://mis.alagappauniversity.ac.in/siteAdmin/dde-admin/uploads/6/UG_B.A._English_112%2064_Remedial%20English%20Grammar_4066.pdf</a>
• <a href="https://aissmschmct.in/wp-content/uploads/2020/07/BOOK-BSc-HS-Sem-III-HS308-Communication-Skills-1.pdf">https://aissmschmct.in/wp-content/uploads/2020/07/BOOK-BSc-HS-Sem-III-HS308-Communication-Skills-1.pdf</a>
• <a href="https://ebooks.lpude.in/new-scheme/arts/ma_english/sem_1/DEENG539_ACADEMIC_ENGLISH.pdf">https://ebooks.lpude.in/new-scheme/arts/ma_english/sem_1/DEENG539_ACADEMIC_ENGLISH.pdf</a>

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R25 B.Tech CSE Syllabus					SIET Hyderabad
					: English Language and Communication Skills Lab
I B.Tech – I Sem					L T P C
					0 0 0 0
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<b>Listening Skills</b>					
<b>Course Objectives:</b>					
1. To enable students, develop their active listening skills.					
2. To equip students with necessary training in listening, so that they can comprehend the speech of people from different linguistic backgrounds.					
<b>Speaking Skills</b>					
3. To improve their pronunciation and neutralize accent.					
4. To enable students express themselves fluently and appropriately					
5. To practise speaking in social and professional contexts					
<b>Learning Outcomes: Students will be able to:</b>					
1. Listen actively and identify important information in spoken texts (SDG 4)					
2. Interpret the speech and infer the intention of the speaker (SDG 4)					
3. Improve their accent for intelligibility (SDG 4, 8, 10)					
4. Speak fluently with clarity and confidence. SDG 4, 8, 10					
5. Use the language in real life situations SDG 4, 8					
<b>Syllabus: English Language and Communication Skills Lab (ELCS) shall have two parts:</b>					
a. Computer Assisted Language Learning (CALL) Lab which focusses on listening skills					
b. Interactive communication Skills (ICS) Lab which focusses on speaking skills					
<b>Exercise – I</b>					
<b>CALL Lab:</b>					
Instruction: Speech Sounds-Listening Skill - Importance – Purpose – Types- Barriers- Active Listening					
Practice: Listening to Distinguish Speech Sounds (Minimal Pairs) - Testing Exercises					
<b>ICS Lab:</b>					
Diagnostic Test – Activity titled 'Express Your View'					
Instruction: Spoken and Written language - Formal and Informal English - Greetings - Introducing Oneself and Others					
Practice: Any Ice-Breaking Activity					
<b>Exercise – II:</b>					
<b>CALL Lab:</b>					
Instruction: Listening vs. Hearing - Barriers to Listening					
Practice: Listening for General Information - Multiple Choice Questions - Listening Comprehension Exercises (It is essential to identify a suitable passage with exercises for practice.)					
<b>ICS Lab:</b>					
Instruction: Features of Good Conversation – Strategies for Effective Communication					
Practice: Role Play Activity - Situational Dialogues –Expressions used in Various Situations –Making Requests and Seeking Permissions – Taking Leave - Telephone Etiquette					

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## Exercise – III:

### CALL Lab:

Instruction: Errors in Pronunciation – Tips for Neutralizing Mother Tongue Influence (MTI)

Practice: Differences between British and American Pronunciation –Listening Comprehension

Exercises

### ICS Lab:

Instruction: Describing Objects, Situations, Places, People and Events

Practice: Picture Description Activity – Looking at a Picture and Describing Objects, Situations, Places, People and Events (A wide range of Materials / Handouts are to be made available in the lab.)

## Exercise: IV

### CALL Lab:

Instruction: Techniques for Effective Listening

Practice: Listening for Specific Details - Listening - Gap Fill Exercises - Listening Comprehension

Exercises. (It is essential to identify a suitable passage with exercises for practice.)

### ICS Lab:

Instruction: How to Tell a Good Story - Story Star- Sequencing-Creativity

Practice: Activity on Telling and Retelling Stories - Collage

## Exercise: V

### CALL Lab:

Instruction: Identifying the literal and implied meaning

Practice: Listening for Evaluation - Write the Summary – Listening Comprehension Exercises

(It is essential to identify a suitable passage with exercises for practice.)

### ICS Lab:

Instruction: Understanding Non-Verbal Communication

Practice: Silent Speech - Dumb Charades Activity

❖ Post-Assessment Test on 'Express Your View'

## 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 audiovisual aids with a Public Address System, a T. V. or LCD, a digital stereo – audio & video system and camcorder etc.

**Note: English Language Teachers are requested to prepare Materials / Handouts for each Activity for the Use of those Materials in CALL & ICS Labs.**

## Suggested Software

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- Cambridge Advanced Learners' English Dictionary with CD.
- Grammar Made Easy by Darling Kindersley
- Punctuation Made Easy by Darling Kindersley
- Oxford Advanced Learner's Compass, 10th Edition
- English in Mind (Series 1-4), Herbert Puchta and Jeff Stranks with Meredith Levy, Cambridge
- 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).

**REFERENCE BOOKS:**

1. Shobha, KN & Rayen, J. Lourdes. (2019). Communicative English – A workbook. Cambridge University Press
2. Board of Editors. (2016). ELCS Lab Manual: A Workbook for CALL and ICS Lab Activities. Orient BlackSwan Pvt. Ltd
3. Mishra, Veerendra et al. (2020). English Language Skills: A Practical Approach. Cambridge University Press
4. (2022). English Language Communication Skills – Lab Manual cum Workbook. Cengage Learning India Pvt. Ltd
5. Ur, Penny and Wright, Andrew. 2022. Five Minute Activities – A Resource Book for Language Teachers. Cambridge University Press

**Principal**

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R25 B.Tech ECESyllabus					SIET Hyderabad			
: English for Skill Enhancement								
I B.Tech – I Sem					L	T	P	C
					3	0	0	3
<b>Pre-requisite:</b>								
1. Knowledge on L,S,R,W Skills								
2. Functional Grammar								
<b>Course Objectives:</b>								
1.Enhance vocabulary for effective communication								
2. Apply suitable sentence structures in both oral and written communication.								
3. Strengthen their reading and study skills								
4. Enable students to compose paragraphs, essays, precis, and formal letters.								
5. Develop proficiency in writing Technical reports								
<b>Course Outcomes: Students will be able to:</b>								
1. Use appropriate vocabulary in their oral and written communication.								
2. Apply the rules of functional grammar and sentence structures effectively.								
3. Develop comprehension skills from known and unknown passages								
4. Compose paragraphs, essays, précis and draft letters.								
5. Prepare well-structured abstracts and reports for a variety of contexts								
<b>UNIT – I</b>								
<b>Theme: Perspectives</b>								
<b>Lesson on ‘The Generation Gap’ by Benjamin M. Spock from the prescribed textbook titled English for the Young in the Digital World published by Orient Black Swan Pvt. Ltd.</b>								
<b>Vocabulary:</b> The Concept of Word Formation -The Use of Prefixes and Suffixes - Words Often Misspelt - Synonyms and Antonyms								
<b>Grammar:</b> Identifying Common Errors in Writing with Reference to Parts of Speech particularly Articles and Prepositions – Degrees of Comparison								
<b>Reading:</b> Reading and Its Importance- Sub Skills of Reading – Skimming and Scanning								
<b>Writing:</b> Sentence Structures and Types -Use of Phrases and Clauses in Sentences- Importance of Proper Punctuation- Techniques for Writing Precisely –Nature and Style of Formal Writing.								
<b>UNIT – II:</b>								
<b>Theme: Digital Transformation</b>								
<b>Lesson on ‘Emerging Technologies’ from the prescribed textbook titled English for the Young in the Digital World published by Orient Black Swan Pvt. Ltd.</b>								
<b>Vocabulary:</b> Homophones, Homonyms and Homographs								
<b>Grammar:</b> Identifying Common Errors in Writing with Reference to Noun-pronoun Agreement and Subject-verb Agreement.								
<b>Reading:</b> Reading Strategies-Guessing Meaning from Context – Identifying Main Ideas – Exercises for Practice								
<b>Writing:</b> Paragraph Writing – Types, Structures and Features of a Paragraph - Creating								

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

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## Useful Links

- <https://hostnezt.com/cssfiles/english/Practical%20English%20Usage%20by%20Michael%20Swan.pdf>
- [https://mis.alagappauniversity.ac.in/siteAdmin/dde-admin/uploads/6/UG\\_B.A.\\_English\\_112%2064\\_Remedial%20English%20Grammar\\_4066.pdf](https://mis.alagappauniversity.ac.in/siteAdmin/dde-admin/uploads/6/UG_B.A._English_112%2064_Remedial%20English%20Grammar_4066.pdf)
- <https://aissmschmct.in/wp-content/uploads/2020/07/BOOK-BSc-HS-Sem-III-HS308-Communication-Skills-1.pdf>
- [https://ebooks.lpu.de.in/new-scheme/arts/ma\\_english/sem\\_1/DEENG539\\_ACADEMIC\\_ENGLISH.pdf](https://ebooks.lpu.de.in/new-scheme/arts/ma_english/sem_1/DEENG539_ACADEMIC_ENGLISH.pdf)

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R25 B.Tech ECE Syllabus					SIET Hyderabad
: English Language and Communication Skills					Lab
I B.Tech – I Semester					
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## Exercise – III:

### CALL Lab:

Instruction: Errors in Pronunciation – Tips for Neutralizing Mother Tongue Influence (MTI)

Practice: Differences between British and American Pronunciation – Listening Comprehension

Exercises

### ICS Lab:

Instruction: Describing Objects, Situations, Places, People and Events

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Practice: Listening for Specific Details - Listening - Gap Fill Exercises - Listening Comprehension

Exercises. (It is essential to identify a suitable passage with exercises for practice.)

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Instruction: Understanding Non-Verbal Communication

Practice: Silent Speech - Dumb Charades Activity

❖ Post-Assessment Test on 'Express Your View'

## 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.

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**Note: English Language Teachers are requested to prepare Materials / Handouts for each Activity for the Use of those Materials in CALL & ICS Labs.**

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## Suggested Software

- Cambridge Advanced Learners' English Dictionary with CD.
- Grammar Made Easy by Darling Kindersley
- Punctuation Made Easy by Darling Kindersley
- Oxford Advanced Learner's Compass, 10th Edition
- English in Mind (Series 1-4), Herbert Puchta and Jeff Stranks with Meredith Levy, Cambridge
- 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).

## REFERENCE BOOKS:

1. Shobha, KN & Rayen, J. Lourdes. (2019). Communicative English – A workbook. Cambridge University Press
2. Board of Editors. (2016). ELCS Lab Manual: A Workbook for CALL and ICS Lab Activities. Orient Black Swan Pvt. Ltd
3. Mishra, Veerendra et al. (2020). English Language Skills: A Practical Approach. Cambridge University Press
4. (2022). English Language Communication Skills – Lab Manual cum Workbook. Cengage Learning India Pvt. Ltd
5. Ur, Penny and Wright, Andrew. 2022. Five Minute Activities – A Resource Book for Language Teachers. Cambridge University Press

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R25 B.TechCSE (AI&ML)Syllabus					SIET Hyderabad			
					: English for Skill Enhancement			
I B.Tech – II Sem					L	T	P	C
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<b>Pre-requisite:</b>								
1. Knowledge on L,S,R,W Skills								
2. Functional Grammar								
<b>Course Objectives:</b>								
1. Enhance vocabulary for effective communication								
2. Apply suitable sentence structures in both oral and written communication.								
3. Strengthen their reading and study skills								
4. Enable students to compose paragraphs, essays, precis, and formal letters.								
5. Develop proficiency in writing Technical reports								
<b>Course Outcomes: Students will be able to:</b>								
1. Use appropriate vocabulary in their oral and written communication. SDG-4, 8								
2. Apply the rules of functional grammar and sentence structures effectively. SDG-4								
3. Develop comprehension skills from known and unknown passages SDG-4, 8								
4. Compose paragraphs, essays, précis and draft letters. SDG-4								
5. Prepare well-structured abstracts and reports for a variety of contexts SDG-4, 8								
<b>UNIT – I</b>								
<b>Theme: Perspectives</b>								
<b>Lesson on 'The Generation Gap' by Benjamin M. Spock from the prescribed textbook titled English for the Young in the Digital World published by Orient Black Swan Pvt. Ltd.</b>								
<b>Vocabulary:</b> The Concept of Word Formation -The Use of Prefixes and Suffixes - Words Often Misspelt - Synonyms and Antonyms								
<b>Grammar:</b> Identifying Common Errors in Writing with Reference to Parts of Speech particularly Articles and Prepositions – Degrees of Comparison								
<b>Reading:</b> Reading and Its Importance- Sub Skills of Reading – Skimming and Scanning								
<b>Writing:</b> Sentence Structures and Types -Use of Phrases and Clauses in Sentences- Importance of Proper Punctuation- Techniques for Writing Precisely –Nature and Style of Formal Writing.								
<b>UNIT – II:</b>								
<b>Theme: Digital Transformation</b>								
<b>Lesson on 'Emerging Technologies' from the prescribed textbook titled English for the Young in the Digital World published by Orient BlackSwanPvt. Ltd.</b>								
<b>Vocabulary:</b> Homophones, Homonyms and Homographs								
<b>Grammar:</b> Identifying Common Errors in Writing with Reference to Noun-pronoun Agreement and Subject-verb Agreement.								
<b>Reading:</b> Reading Strategies-Guessing Meaning from Context – Identifying Main Ideas – Exercises for Practice								

Exercises for Practice

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**Writing:** Paragraph Writing – Types, Structures and Features of a Paragraph - Creating Coherence – Linkers and Connectives - Organizing Principles in a Paragraph – Defining- Describing People, Objects, Places and Events – Classifying- Providing Examples or Evidence - Essay Writing - Writing Introduction and Conclusion.

**UNIT – III:**

**Theme: Attitude and Gratitude**

**Poems on 'Leisure' by William Henry Davies and 'Be Thankful' - Unknown**

**Author from the prescribed textbook titled English for the Young in the Digital World published by Orient BlackSwanPvt. Ltd.**

**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 – Identifying Topic Sentence and Providing Supporting Ideas - Exercises for Practice

**Writing:** Format of a Formal Letter-Writing Formal Letters E.g., Letter of Complaint, Letter of Requisition, Job Application with CV/Resume –Difference between Writing a Letter and an Email - Email Etiquette

**UNIT – IV:**

**Theme: Entrepreneurship**

**Lesson on 'Why a Start-Up Needs to Find its Customers First' by Pranav Jain from the prescribed textbook titled English for the Young in the Digital World published by Orient BlackSwanPvt. Ltd.**

**Vocabulary:** Standard Abbreviations in English – Inferring Meanings of Words through Context – Phrasal Verbs – Idioms.

**Grammar:** Redundancies and Clichés in Written Communication – Converting Passive to Active Voice and Vice-Versa.

**Reading:** Prompt Engineering Techniques– Comprehending and Generating Appropriate Prompts - Exercises for Practice

**Writing:** Writing Practices- Note Making-Précis Writing.

**UNIT – V:**

**Theme: Integrity and Professionalism**

**Lesson on 'Professional Ethics' from the prescribed textbook titled English for the Young in the Digital World published by Orient BlackSwanPvt. Ltd.**

**Vocabulary:** Technical Vocabulary and their Usage– One Word Substitutes – Collocations.

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

**Reading:** Survey, Question, Read, Recite and Review (SQ3R Method) – Inferring the Meaning and Evaluating a Text- Exercises for Practice

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

**TEXT BOOKS:**

1. Board of Editors. 2025, *English for the Young in the Digital World*, Orient Black Swan Pvt. Ltd.

**REFERENCE BOOKS:**

1. Swan, Michael. (2016), *Practical English Usage*, Oxford University Press. New Edition.
2. Karal, Rajeevan. 2023, *English Grammar Just for You*, Oxford University Press. New Delhi
3. 2024, *Empowering with Language: Communicative English for Undergraduates*, Cengage

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Learning India Pvt. Ltd. New Delhi
4. Sanjay Kumar & Pushp Lata. 2022, <i>Communication Skills – A Workbook</i> , Oxford University Press. New Delhi
5. Wood, F.T. (2007), <i>Remedial English Grammar</i> , Macmillan
6. Vishwamohan, Aysha. (2013), <i>English for Technical Communication for Engineering Students</i> , Mc Graw-Hill Education India Pvt. Ltd.
<b>Useful Links</b>
• <a href="https://hostnezt.com/cssfiles/english/Practical%20English%20Usage%20by%20Michael%20Swan.pdf">https://hostnezt.com/cssfiles/english/Practical%20English%20Usage%20by%20Michael%20Swan.pdf</a>
• <a href="https://mis.alagappauniversity.ac.in/siteAdmin/dde-admin/uploads/6/UG_B.A._English_112%2064_Remedial%20English%20Grammar_4066.pdf">https://mis.alagappauniversity.ac.in/siteAdmin/dde-admin/uploads/6/UG_B.A._English_112%2064_Remedial%20English%20Grammar_4066.pdf</a>
• <a href="https://aissmschmct.in/wp-content/uploads/2020/07/BOOK-BSc-HS-Sem-III-HS308-Communication-Skills-1.pdf">https://aissmschmct.in/wp-content/uploads/2020/07/BOOK-BSc-HS-Sem-III-HS308-Communication-Skills-1.pdf</a>
• <a href="https://ebooks.lpude.in/new-scheme/arts/ma_english/sem_1/DEENG539_ACADEMIC_ENGLISH.pdf">https://ebooks.lpude.in/new-scheme/arts/ma_english/sem_1/DEENG539_ACADEMIC_ENGLISH.pdf</a>

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R25 B.Tech CSE (AI & ML)					SIET Hyderabad			
					: English Language and Communication Skills <i>Lab</i>			
I B.Tech – I Sem					L	T	P	C
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<b>Listening Skills</b>								
<b>Course Objectives:</b>								
1. To enable students, develop their active listening skills.								
2. To equip students with necessary training in listening, so that they can comprehend the speech of people from different linguistic backgrounds.								
<b>Speaking Skills</b>								
3. To improve their pronunciation and neutralize accent.								
4. To enable students express themselves fluently and appropriately								
5. To practise speaking in social and professional contexts								
<b>Learning Outcomes: Students will be able to:</b>								
1. Listen actively and identify important information in spoken texts <i>SDG-4</i>								
2. Interpret the speech and infer the intention of the speaker <i>SDG-4</i>								
3. Improve their accent for intelligibility <i>SDG-4, 8, 10</i>								
4. Speak fluently with clarity and confidence. <i>SDG-4, 8, 10</i>								
5. Use the language in real life situations <i>SDG-4, 8</i>								
<b>Syllabus: English Language and Communication Skills Lab (ELCS) shall have tow parts:</b>								
a. Computer Assisted Language Learning (CALL) Lab which focuses on listening skills								
b. Interactive communication Skills (ICS) Lab which focuses on speaking skills								
<b>Exercise – I</b>								
<b>CALL Lab:</b>								
Instruction: Speech Sounds-Listening Skill - Importance – Purpose - Types- Barriers- Active Listening								
Practice: Listening to Distinguish Speech Sounds (Minimal Pairs) - Testing Exercises								
<b>ICS Lab:</b>								
Diagnostic Test – Activity titled 'Express Your View'								
Instruction: Spoken and Written language - Formal and Informal English - Greetings - Introducing Oneself and Others								
Practice: Any Ice-Breaking Activity								
<b>Exercise – II:</b>								
<b>CALL Lab:</b>								
Instruction: Listening vs. Hearing - Barriers to Listening								
Practice: Listening for General Information - Multiple Choice Questions - Listening Comprehension Exercises (It is essential to identify a suitable passage with exercises for practice.)								
<b>ICS Lab:</b>								
Instruction: Features of Good Conversation – Strategies for Effective Communication								
Practice: Role Play Activity - Situational Dialogues –Expressions used in Various Situations –Making								

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**Requests and Seeking Permissions – Taking Leave - Telephone Etiquette**

**Exercise – III:**

**CALL Lab:**

Instruction: Errors in Pronunciation – Tips for Neutralizing Mother Tongue Influence (MTI)

Practice: Differences between British and American Pronunciation –Listening Comprehension

Exercises

**ICS Lab:**

Instruction: Describing Objects, Situations, Places, People and Events

Practice: Picture Description Activity – Looking at a Picture and Describing Objects, Situations, Places, People and Events (A wide range of Materials / Handouts are to be made available in the lab.)

**Exercise: IV**

**CALL Lab:**

Instruction: Techniques for Effective Listening

Practice: Listening for Specific Details - Listening - Gap Fill Exercises - Listening Comprehension

Exercises. (It is essential to identify a suitable passage with exercises for practice.)

**ICS Lab:**

Instruction: How to Tell a Good Story - Story Star- Sequencing-Creativity

Practice: Activity on Telling and Retelling Stories - Collage

**Exercise: V**

**CALL Lab:**

Instruction: Identifying the literal and implied meaning

Practice: Listening for Evaluation - Write the Summary – Listening Comprehension Exercises

(It is essential to identify a suitable passage with exercises for practice.)

**ICS Lab:**

Instruction: Understanding Non-Verbal Communication

Practice: Silent Speech - Dumb Charades Activity

❖ Post-Assessment Test on 'Express Your View'

**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 audiovisual aids with a Public Address System, a T. V. or LCD, a digital stereo – audio & video system and camcorder etc.

**Note: English Language Teachers are requested to prepare Materials / Handouts for each Activity for the Use of those Materials in CALL & ICS Labs.**

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**Suggested Software**

- Cambridge Advanced Learners' English Dictionary with CD.
- Grammar Made Easy by Darling Kindersley
- Punctuation Made Easy by Darling Kindersley
- Oxford Advanced Learner's Compass, 10th Edition
- English in Mind (Series 1-4), Herbert Puchta and Jeff Stranks with Meredith Levy, Cambridge
- 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).

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4. (2022). English Language Communication Skills – Lab Manual cum Workbook. Cengage Learning India Pvt. Ltd
5. Ur, Penny and Wright, Andrew. 2022. Five Minute Activities – A Resource Book for Language Teachers. Cambridge University Press

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