



Dr.A.Sandhya Reddy Associate Professor is inviting you to a scheduled Zoom meeting.

Topic: Dr.A.Sandhya Reddy Associate Professor's Zoom Meeting

Time: Jul 25, 2020 03:00 PM Mumbai, Kolkata, New Delhi

Join Zoom Meeting

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Passcode: cbit2020

**CHAITANYA BHARATHI INSTITUTE OF TECHNOLOGY, (AUTONOMOUS)GANDIPET,
HYDERABAD-75
DEPARTMENT OF ENGLISH**

Date: 31.07.2020

Minutes of the meeting of Board of Studies (BOS) - English, held at 3.00 PM on Saturday, 25 July 2020 via online mode through zoom platform.

Members, BoS:-

1. Dr YL Srinivas, Professor & Chairperson, Dept of English, Univ. College of Arts and Social Sciences, Osmania University
2. Dr C. Muralikrishna, Professor & Head, Dept of English, Univ. College of Arts and Social Sciences, Osmania University
3. Dr V. Parvathi, HOD, Humanities and Social Sciences, JNTUCEH
4. Dr K .Padmini Shankar, Professor, Dept of ESL Studies & Dean, Research, EFLU
5. Dr P. Aparna, Professor & Head, Dept of Humanities & Mathematics, GNITS, Hyderabad
6. Mr Sreekar Sannapareddy, Co-Founder & CEO Gradvine Advisors Pvt. Ltd, Hyderabad
7. Dr A. Sandhya Reddy, Associate Professor & Head, Dept. English, CBIT
8. Mrs A. Vijayalakshmi, Assistant Professor(Sr), Dept. of English, CBIT
9. Mr Sreenivas Andoju, Assistant Professor(Sr), Dept. of English, CBIT
10. Mr K. Naveen Kumar Assistant Professor Dept. of English, CBIT
11. Dr Ch. Suvarna Ragini, Assistant Professor Dept. of English, CBIT
12. Dr Shagufta Parween, Assistant Professor Dept. of English, CBIT
13. Dr Shirisha Deshpande, Assistant Professor Dept. of English, CBIT
14. Mr V. Laxman, Assistant Professor Dept. of English, CBIT

Dr. A.Sandhya Reddy, Assoc. Professor & Head, Chairperson, BoS, English, conducted the proceedings.

Item No.1: Revising of COs of the Mandatory Course “Soft Skills” – 18EG CO3 (BE/BTech III & IV Semesters -All branches)

Minutes: Based on the discussion held with the members of the Board of Studies it was decided to align and reframe Course Objectives and Course Outcomes with regard to Soft skills and other courses. All the members of the Board of Studies reviewed and approved the revised and reframed Course Objectives and Course Outcomes of the Mandatory Course “Soft Skills” (18EG CO3). The COs were framed using Bloom’s Action Verbs and levels, progressing from Lower Order thinking skills to Higher Order thinking skills. The syllabus remained unchanged. It was decided that the assessment and exams should also be based on the outcomes defined in the syllabus.

Item No. 2: Revising of COs of Open Elective Course, "Technical Writing Skills" – 18EG O01 (BE/BTech VI/VII/VIII Semester - All branches)

Minutes: The COs of Open Elective Course, "Technical Writing Skills" (18EGO01), were revised and reframed based on Bloom’s Taxonomy. The Course Objectives were clearly framed and the Course Objectives and Course Outcomes were matched. It was finalised that the level reflected in each Outcome must clearly figure in the Internal and External evaluation and paper setting. Further, one new component has been introduced in the fifth unit - Information Transfer and theoretical part of oral and visual presentations was highlighted.

Item No. 3: Revising of COs of “Gender Sensitisation” – 18 EG O 02 (BE/BTech VI/VII/VIII Semester - All branches)

Minutes: All the members of the Board of Studies have unanimously approved the revised COs of “Gender Sensitisation” (18EGO02). It was informed that “Gender Sensitisation” is now a 3 credit Open Elective course for odd and even semester third and final year engineering students. With R20, “Gender Sensitisation” will become a non-credited mandatory course for all the BE/B.Tech students of all branches. Taking into consideration the importance of gender sensitization and also the introduction of new mandatory courses by the AICTE, the Board members advised that VII/VIII th semester would be too late for introducing the subject. Sensitization should happen early and hence it was suggested that the course should be introduced in the first year, well within the institution’s constraints, or at least in the third or fourth semester.

Item No. 4: Revising of COs of Mandatory Course “Indian Constitution and Fundamental Principles” – 18EG M01 (BE/BTech III & IV Semesters -All branches)

Minutes: The Course Objectives and Course Outcomes of the mandatory course “Indian Constitution and Fundamental Principles” were aligned together and modified in accordance with Bloom’s action verbs and thinking levels. As per the suggestion of the members of the Board of Studies, few minor changes were made in the syllabus and the topics within the Units were modified and reframed slightly. With the inputs of the faculty of ICFP the units were properly balanced.

Item No. 5: Revising of COs of Audit Course “English for Research Paper Writing” – 19EG A101 (MTech I/II Semester -All branches)

Minutes: Minor syntactical and word changes were made based on Bloom’s taxonomy levels according to the suggestions of the members, in the Course Objectives and Course Outcomes of the Audit Course “English for Research Paper Writing” (19EG A101). All the members of the Board of Studies have unanimously approved the reframed five Course Objectives and Course Outcomes for the MTech Audit Course. The members have suggested focusing more on IEEE style as most of the technical papers in journals follow the aforesaid format. It was decided to include books based on it in the Suggested reading. The members also advised to deal with the topic of plagiarism more elaborately and also to purchase the plagiarism checker software ‘Turnitin’ for the benefit of the scholarly research community. It was emphasised that all efforts should be made to broaden the students’ understanding with regard to research and publication.

Item No. 6: Revising of COs and syllabus of “English” (20EG C01) and “English Lab” (18EGC02) - BE/BTech I/II Semester - All branches

Minutes: The Course Objectives and Course Outcomes of “English” (20EGC01) and “English Lab” (18EGC02) were extensively revised and finally approved by all the members of the Board of Studies. The syllabus was redrafted and some modifications were made to align the syllabus with the needs of the engineering students and the current demands of the industry. Use of phrases and clauses in sentences, Noun Pronoun agreement, Cliches were removed. Email and Mobile etiquette, Use of cohesive devices, Rearranging jumbled sentences and Letter Writing (of request and response) were introduced in the English syllabus. In the “English Lab” Pictionary and Information Gap Activity have been added. Also, the time allotted to Poster Making has been reduced to one week from the earlier two weeks.

Item No. 7: More weightage for CIE from the next AY, 2020-21(All semesters and branches)

Minutes: In view of the OBE, AICTE Examination reforms and Internship policy guidelines(R-20), it was informed that more weightage would be given to CIE such as assignments, quizzes, and tests. It was stressed that rubrics need to be maintained for everything and the measures taken to improve students’ performance need to be documented. It was informed that from the current academic year, for a 100 Marks paper the marks division would be 40 CIE + 60 External and, for 70 Marks paper the distribution of marks would be 30 CIE + 40 External.

Item No. 8: Changes to be brought about in the R 20 scheme

Minutes: All the members of the Board of Studies discussed the changes brought about in the R 20 scheme. The course “Soft Skills” has been renamed as “Employability Skills” with 01 credit. It was clearly stated by the BoS members that the course should be taught in the whole semester and students should be continuously assessed. Gender Sensitization will be a non credited mandatory course for all students. The total credits have increased from 10 (R18) to 11.5 (R 20) in the Humanities and Social Sciences category. Special emphasis would be given to hands on trainings, internships, fieldwork, projects etc. It was informed that e-portfolio of all the students would be created which would record grading of their Attitude (Communication, Teamwork, Leadership Skills).

Under any other item with the permission of the Chair

Item No. 9: Marks and duration of exam allotted to English

Minutes: The marks and duration of exam allotted to English was discussed. The members expressed that generally credits are linked to contact hours and not to the duration of exam.

Item No. 10: Introduction of new sections

Minutes: All the members of the Board of Studies were also made aware of the newly introduced sections from this academic year. It was mentioned that there would be 20 sections this year. The newly introduced branches are - BE- CSE with AI &ML, BE-CSE with IoT and Cyber security with Block Chain Technology, BE- Artificial Intelligence and Data Science, MTech - Artificial Intelligence and Data Science.

The meeting ended with a vote of thanks to the external members for attending the meeting .

Dr A Sandhya Reddy
Head, Dept. of English &
Chairperson BoS, CBIT

Cc;--
The Principal, CBIT
Director, Academics, for Information,
All the Members of the BoS

WITH EFFECT FROM 2018-19

Code : 18 EG C03

SOFT SKILLS

(BE/BTech III & IV Semester - Common to all Branches)

Instruction	2 Periods per week
Duration of SEE	2 Hours
SEE	35 Marks
CIE	15 Marks
Credits	

Course Objectives: The course will enable the students to:

1. Imbibe an impressive personality, etiquette, professional ethics & values, effective time management & goal setting.
2. Understand the elements of professional update & upgrade through industry exposure in a mini-live project. Understand confidence building strategies and thereby to make effective presentations through PPTs.
3. Learn what constitutes proper grooming and etiquette in a professional environment while acquiring the necessary skills to make a smooth transition from campus to corporate.

Course Outcomes: After successful completion of the course the students will be able to :

1. Demonstrate effective time and stress management techniques while being assertive and setting short term and long term goals.
2. Identify problems and construct an argument in given case studies and write abstracts.
3. Analyze and assess their skills, strengths, weaknesses and face interviews confidently and be able to draft resumes.
4. Adapt to corporate culture by personal and professional sensitivity and also be able to draft an effective SOP.
5. Design a mini-live project by collecting and analyzing data and making oral and written presentations.

Exercise 1

Main Topics: Thinking Skills, Personality Development – Effective Time Management, setting realistic goals, self confidence and assertiveness, stress management, moral values.

Flipped Sessions: Personal Sensitivity & Professional Sensibility (Reading & Discussion)

Writing Input: Writing to Express - Drafting & Delivering a Speech (Free Writing Exercise)

Exercise 2

Main Topics: Advanced Group Discussion with Case studies : Dynamics of group discussion, intervention, summarizing, modulation of voice, body language, relevance, fluency and coherence.

Flipped Sessions: Importance of Professional Updating & Upgrading (Reading & Discussions)

Writing Input: Writing with Precision - Writing Abstracts

Exercise 3

Main Topics: Interview Skills – concept and process, pre-interview planning, opening strategies, answering strategies, mock interviews. Resume' writing – structure and presentation, planning, defining the career objective, projecting ones strengths and skills.

Flipped Sessions: Mock Interviews (Video Sessions & Practice)

Writing Input: Writing to Reflect - Resume Writing

Exercise 4

Main Topic: Corporate Culture – Grooming and etiquette, communication media, academic ethics and integrity

Flipped Sessions: Corporate Culture, Etiquette & Grooming (Video Sessions & Practice through Role-play)

Writing Input: Writing to Define - Writing an effective SOP.

Exercise 5

Main Topic: Mini Project – General/Technical. Research, developing a questionnaire, data collection, analysis, written report and project seminar. Elements & Structure of effective presentation. Presentation tools – Body language, Eye-contact, Props & PPT.

Flipped Sessions: Effective Presentations (Video & Writing Sessions, Practice through Emulation)

Writing Input: Writing to Record - Writing minutes of meeting.

Suggested Reading:

1. Madhavi Apte , “**A Course in English communication**”, Prentice-Hall of India, 2007
2. Dr. Shalini Verma, “**Body Language- Your Success Mantra**”, S Chand, 2006
3. Ramesh, Gopalswamy, and Mahadevan Ramesh, “**The ACE of Soft Skills**”, New Delhi: Pearson, 2010
4. Van Emden, Joan, and Lucinda Becker, “**Presentation Skills for Students**”, New York: Palgrave Macmillan, 2004

* Flipped Class-room: Students explore the concept first and then trainer explains it, students work on their own.

Web Resources:

1. <https://www.goskills.com/Soft-Skills>
2. <https://www.trainerbubble.com>
3. <https://www.skillsconverged.com>

WITH EFFECT FROM 2018-19

INDIAN CONSTITUTION AND FUNDAMENTAL PRINCIPLES
(BE/BTech III/IV Semester - Common to all branches)

Code: 18EG M 01

Instruction	2 Hours per week
Duration of Semester End Examination	2 Hours
Semester End Examination	50 Marks

Course Objectives: The course will introduce the students to:

1. History of Indian Constitution and how it reflects the social, political and economic perspectives of the Indian society.
2. Fundamental Rights and Duties, administration of the Union Government and Legislature and Judiciary.
3. Various Organs of Governance and Local Administration.

Course Outcomes: After successful completion of the course the students will be able to:

1. Understand the making of the Indian Constitution and its features.
2. Identify the difference among Right To equality, Right To freedom and Right to Liberty.
3. Analyze the structuring of the Indian Union and differentiate the powers between Union and States.
4. Distinguish between the functioning of Lok Sabha and Rajya Sabha while appreciating the importance of Judiciary.
5. Differentiate between the functions underlying Municipalities, Panchayats and Co-operative Societies.

Unit-I

Constitution of India: Constitutional history-Govt of India Act 1909, 1919 and 1935, Constitution making and salient features. Directive Principles of State Policy - Its importance and implementation.

Unit-II

Scheme of the Fundamental Rights & Duties: The Fundamental Rights - To Equality, to certain Freedom under Article 19, to Life and Personal Liberty Under Article 21. Fundamental Duties - the legal status.

Unit III

Union Government and its Administration - Structure of the Indian Union: Federalism, distribution of legislative and financial powers between the Union and the States.

Parliamentary form of government in India: Executive-President's role, power and position.

Unit IV

Legislature and Judiciary: Central Legislature-Powers and Functions of Lok Sabha and Rajya Sabha. Judiciary: Supreme Court-Functions, Judicial Review and Judicial Activism

Unit V

Local Self Government - District's Administration Head (Collector): Role and Importance. Municipalities & Municipal Corporations: Introduction, Chairperson/Mayor, Commissioner and Role of Elected Representatives. Panchayati Raj: Introduction, Zilla Panchayat, Chairperson, CEO, Elected Officials and their roles.

Block/Mandal level: Organizational Hierarchy (Different departments). Village level: Role of Elected and Officials.

Text Books:

1. **Indian Government & Politics**, Ed Prof V Ravindra Sastry, Telugu Akademy, 2nd edition, 2018.
2. **Indian Constitution at Work**, NCERT, First edition 2006, Reprinted- January 2020.

Suggested Reading:

1. **The Constitution of India**, 1950 (Bare Act), Government Publication.
2. Dr. S. N. Busi, Dr. B. R. Ambedkar, **Framing of Indian Constitution**, 1st Edition, 2015.
3. M. P. Jain, **Indian Constitution Law**, 7th Edn., Lexis Nexis, 2014.
4. D.D. Basu, **Introduction to the Constitution of India**, Lexis Nexis, 2015.

Online Resources:

1. <http://www.nptel.ac.in/courses/103107084/Script.pdf>

WITH EFFECT FROM 2018-19

TECHNICAL WRITING SKILLS
(Open Elective AICTE)

Code : 18EG O 01

Instruction	3 Hours per week
Duration of SEE	3 Hours
SEE	70 marks
CIE	30 marks
Credits	3

Course Objectives: The course will introduce the students to:

1. Process of communication and channels of communication in general and technical writing.
2. Technical Writing and also contextual use of technology specific words.
3. Business letters and technical articles.
4. Technical reports and technical proposals.
5. Transferring data from verbal to graphic and vice versa and making technical presentations.

Course Outcomes: After successful completion of the course students will be able to:

1. Understand the channels of communication and define nature and aspects of Technical communication
2. Compare and contrast technical communication to that of general communication while constructing error free sentences applying features of technical writing.
3. Analyze data, draw inferences to write Journal articles and conference papers and to compose business letters.
4. Evaluate data to draft technical reports and technical proposals.
5. Design a technical presentation by understanding the nuances of presentation skills and also transfer data from verbal to graphic and vice versa.

Unit I

Communication – Nature and process.

Channels of Communication – Downward, upward and horizontal and lateral communication. Barriers to communication.

Technical Communication – Definition ; oral and written communication. Importance and need for Technical communication. Nature of Technical Communication. Aspects and forms of Technical communication. Technical communication Skills – Listening, Speaking, Reading & Writing.

Unit II

Technical Writing – Techniques of writing. Selection of words and phrases in technical writing. Differences between technical writing and general writing. Abstract and specific words. Sentence structure and requisites of sentence construction. Paragraph length and structure.

Unit III

Business correspondence – Sales letters, letters of Quotation, Claim and Adjustment letters.

Technical Articles: Nature significance and types of technical articles. Writing an abstract. Journal articles and Conference papers. Elements of technical articles.

Unit IV

Technical Reports : Types, significance, structure, style and writing of reports. Routine reports, Project reports.

Technical Proposals : Definition, types, characteristics, structure and significance.

Unit V

Information Transfer – Graphic to verbal(written) and verbal to graphic.

Technical Presentations : Important aspects of oral and visual presentations.

Text Books :

1. Meenakshi Raman & Sangeeta Sharma, “**Technical Communications-Principles and Practice**”, Oxford University Press, Second Edition, 2012.
2. I.M Ashraf Rizvi, “**Effective Technical Communication**”, Tata McGraw Hill Education Pvt Ltd, 2012.

Suggested Reading :

1. .Kavita Tyagi & Padma Misra, “**Basic Technical Communication**”, PHI Learning Pvt Ltd, 2012.
2. R.C Sharma & Krishna Mohan, “**Business Correspondence and Report Writing**”, Tata McGraw Hill, 2003

Web Resources:

1. https://onlinecourses.nptel.ac.in/noc18_mg13/preview
2. <https://www.technical-writing-training-and-certification.com/>
3. <https://academy.whatfix.com/technical-writing-skills>

WITH EFFECT FROM 2018-19

GENDER SENSITIZATION
(Open Elective - AICTE Model Curriculum)

Code :18EG O 02

Instruction	3 Periods per week
Duration of SEE Examination	3 Hours
SEE Examination	70 Marks
CIE	30 Marks
Credits	3

Course Objectives: This course will introduce the students to:

1. Sensibility regarding issues of gender in contemporary India.
2. A critical perspective on the socialization of men and women.
3. Popular debates on the politics and economics of work while helping them reflect critically on gender violence.

Course Outcomes: After successful completion of the course the students will be able to:

1. Understand the difference between “Sex” and “Gender” and be able to explain socially constructed theories of identity.
2. Recognize shifting definitions of “Man” and “Women” in relation to evolving notions of “Masculinity” and “Femininity”.
3. Appreciate women’s contributions to society historically, culturally and politically.
4. Analyze the contemporary system of privilege and oppressions, with special attention to the ways gender intersects with race, class, sexuality, ethnicity, ability, religion, and nationality.
5. Demonstrate an understanding of personal life, the workplace, the community and active civic engagement through classroom learning.

UNIT – I

Understanding Gender:

Gender: Why Should We Study It? (*Towards a World of Equals*: Unit -1)

Socialization: Making Women, Making Men (*Towards a World of Equals*: Unit -2)

Introduction. Preparing for Womanhood. Growing up Male. First lessons in Caste. Different Masculinities.

UNIT – II

Gender And Biology:

Missing Women: Sex Selection and Its Consequences (*Towards a World of Equals*: Unit -4)

Declining Sex Ratio. Demographic Consequences.

Gender Spectrum: Beyond the Binary (*Towards a World of Equals*: Unit -10)

Two or Many? Struggles with Discrimination.

UNIT – III

Gender and Labour:

Housework: the Invisible Labour (*Towards a World of Equals*: Unit -3)

“My Mother doesn’t Work.” “Share the Load.”

Women’s Work: Its Politics and Economics (*Towards a World of Equals*: Unit -7)

Fact and Fiction. Unrecognized and Unaccounted work. Additional Reading: Wages and Conditions of Work.

UNIT-IV

Issues Of Violence

Sexual Harassment: Say No! (*Towards a World of Equals*: Unit -6)

Sexual Harassment, not Eve-teasing- Coping with Everyday Harassment- Further Reading: "Chupulu".

Domestic Violence: Speaking Out (*Towards a World of Equals*: Unit -8)

Is Home a Safe Place? -When Women Unite [Film]. Rebuilding Lives. Additional Reading: New Forums for Justice.

Thinking about Sexual Violence (*Towards a World of Equals*: Unit -11)

Blaming the Victim-"I Fought for my Life...." - Additional Reading: The Caste Face of Violence.

UNIT – V

Gender: Co - Existence

Just Relationships: Being Together as Equals (*Towards a World of Equals*: Unit -12)

Mary Kom and Onler. Love and Acid just do not Mix. Love Letters. Mothers and Fathers.

Additional Reading: Rosa Parks-The Brave Heart.

Textbook:

1. A. Suneetha, Uma Bhugubanda, Duggirala Vasanta, Rama Melkote, Vasudha Nagaraj, Asma Rasheed, Gogu Shyamala, Deepa Sreenivas and Susie Tharu "**Towards a World of Equals: A Bilingual Textbook on Gender**" published by Telugu Akademi, Hyderabad, Telangana State, **2015**.

Suggested Reading:

1. Menon, Nivedita. Seeing like a Feminist. New Delhi: Zubaan-Penguin Books, 2012

2. Abdulali Sohaila. "**I Fought For My Life...and Won.**" Available online at:

<http://www.thealternative.in/lifestyle/i-fought-for-my-lifeand-won-sohaila-abdul/>

Web Resources:

1. <https://aifs.gov.au/publications/gender-equality-and-violence-against-women/introduction>

2. <https://theconversation.com/achieving-gender-equality-in-india>

Note: Since it is an Interdisciplinary Course, Resource Persons can be drawn from the fields of English Literature or Sociology or Political Science or any other qualified faculty who has expertise in this field from engineering departments.

WITH EFFECT FROM 2019-20

ENGLISH FOR RESEARCH PAPER WRITING
(MTech Audit Course I/II Sem- Common to all branches)

Code : 19 EG A 101

Instruction	2 Hours per week
Duration of SEE	2 Hours
SEE	50 Marks

Course Objectives: The Course will introduce the students:

1. To the various purposes of Research Papers and help them infer the benefits and limitations of research.
2. To developing the content, formulating a structure and illustrating the format of writing a research paper.
3. In differentiating between qualitative and quantitative research types.
4. To constructing paragraphs and developing thesis statement.
5. To producing original research papers while avoiding plagiarism.

Course Outcomes: After successful completion of the course, the students will be able to :

1. Illustrate the nuances of research paper writing and draw conclusions about the benefits and limitations of research.
2. Classify different types of research papers and organize the format and citation of sources.
3. Review the literature and categorize between different types of research.
4. Draft paragraphs and write thesis statement in a scientific manner.
5. Develop an original research paper while acquiring the knowledge of how and where to publish their papers.

Unit 1

Academic Writing

Meaning & Definition of a research paper – Purpose of a research paper – Scope – Benefits – Limitations – outcomes.

Unit II

Research Paper Format

Title – Abstract – Introduction – Discussion – Findings – Conclusion – Style of Indentation – Font size/Font types – Indexing – Citation of sources.

Unit III

Research Methodology

Methods (Qualitative – Quantitative) Review of Literature. Criticizing, Paraphrasing & Plagiarism

Unit IV

Process of Writing a Research paper

Choosing a topic - Thesis Statement – Outline – Organizing notes - Language of Research – Word order,

Paragraphs – Writing first draft –Revising/Editing - The final draft and proof reading. IEEE Style.

Unit V

Research Paper Publication

Reputed Journals – National/International – ISSN No, No. of volumes, Scopus Index/UGC Journals – Free publications - Paid Journal publications – /Advantages/Benefits

Textbook:

1. C. R Kothari, Gaurav, Garg, **Research Methodology Methods and Techniques**, New Age International Publishers. 4thEdition.

Suggested Reading:

1. Day R (2006) **How to Write and Publish a Scientific Paper**, Cambridge University Press
2. **MLA Hand book for writers of Research Papers**, East West Press Pvt. Ltd, New Delhi, 7thEdition.
3. Lipson, Charles(2011), **Cite Right: A Quick Guide to Citation Styles; MLA, APA, Chicago,the nSciences, Professions, and more (2nd Edition)**. Chicago [u.a] : Univ of Chicago Press.

Online Resources:

1. NPTEL:https://onlinecourses.nptel.ac.in/noc18_mg13/preview
2. NPTEL:<https://nptel.ac.in/courses/121/106/121106007/>
3. <https://www.classcentral.com/course/swayam-introduction-to-research-5221>

20 EG C01

ENGLISH

(Common to all branches)

Instruction	2Hours per week
Duration of Semester End Examination	2 Hours
Semester End Examination	50 Marks
CIE	20 Marks
Credits	2

Course Objectives: This course will introduce the students:

1. To the role and importance of communication while developing their basic communication skills in English.
2. To basics of writing coherent paragraphs and formal e mails.
3. To techniques of writing a précis and formal letters by using acceptable grammar and appropriate vocabulary.
4. To description, definition and classification of processes while enabling them to draft formal reports following a proper structure.
5. To gaining adequate reading comprehension techniques.

Course Outcomes: After successful completion of the course the students will be able to:

1. Illustrate the nature, process and types of communication and communicate effectively without barriers.
2. Construct and compose coherent paragraphs, emails and adhering to appropriate mobile etiquette.
3. Apply techniques of precision to write a précis and formal letters by using acceptable grammar and appropriate vocabulary.
4. Distinguish formal from informal reports and demonstrate advanced writing skills by drafting formal reports.
5. Critique passages by applying effective reading techniques

UNIT-I Understanding Communication in English:

Introduction, nature and importance of communication; Process of communication; Types of communication - verbal and non-verbal ; Barriers to communication ; Intrapersonal and interpersonal communication ; Understanding Johari Window.

Vocabulary & Grammar: The concept of Word Formation; Use of appropriate prepositions and articles.

UNIT-II Developing Writing Skills I:

Paragraph writing. – Structure and features of a paragraph; Cohesion and coherence. Rearranging jumbled sentences. Email and Mobile etiquette.

Vocabulary & Grammar: Use of cohesive devices and correct punctuation.

UNIT-III Developing Writing Skills II:

Précis Writing; Techniques of writing precisely.. Letter Writing – Structure, format of a formal letter; Letter of request and the response

Vocabulary and Grammar: Subject-verb agreement.

Use of prefixes and suffixes to form derivatives. Avoiding redundancies.

UNIT-IV Developing Writing Skills III:

Report writing – Importance, structure, elements of style of formal reports ; Writing a formal report.

Vocabulary and Grammar: Avoiding ambiguity - Misplaced modifiers. Use of synonyms and antonyms.

UNIT-V Developing Reading Skills:

The reading process, purpose, different kinds of texts ; Reading comprehension ; Techniques of comprehension – skimming, scanning, drawing inferences and conclusions.

Vocabulary and Grammar : Words often Confused ; Use of standard abbreviations.

Text Books:

1. Language and Life: A Skills Approach, Board of Editors, Orient Black Swan, 2017.
2. Swan Michael, Practical English Usage. OUP. 1995.

Suggested Readings:

1. Wood F.T, Remedial English Grammar, Macmillan, 2007
2. Zinsser William, On Writing Well, Harper Resource Book, 2001
3. Sanjay Kumar and PushpLata, Communication Skills. Oxford University Press, 2011.

WITH EFFECT FROM 2020-21

20EG C02

ENGLISH LAB

(Common to all branches)

Instruction	2 Hours per week
Duration of Semester End Examination	2 Hours
Semester End Examination	35 Marks
CIE	15 Marks
Credits	1

Course Objectives: This course will introduce the students:

1. To nuances of Phonetics and give them sufficient practice in correct pronunciation.
2. To word stress and intonation.
3. To IELTS and TOEFL material for honing their listening skills.
4. To activities enabling them overcome their inhibitions while speaking in English with the focus being on fluency rather than accuracy.
5. To team work, role behavior while developing their ability to discuss in groups and making oral presentations.

Course Outcomes: After successful completion of the course the students will be able to:

1. Define the speech sounds in English and understand the nuances of pronunciation in English
2. Apply stress correctly and speak with the proper tone, intonation and rhythm.
3. Analyze IELTS and TOEFL listening comprehension texts to enhance their listening skills.
4. Determine the context and speak appropriately in various situations.
5. Design and present effective posters while working in teams ,and discuss and participate in Group discussions.

Exercises

1. **Introduction to English Phonetics:** Introduction to auditory, acoustic and articulatory phonetics, organs of speech: the respiratory, articulatory and phonatory systems.
2. **Sound system of English:** Phonetic sounds and phonemic sounds, introduction to international phonetic alphabet, classification and description of English phonemic sounds, minimal pairs . The syllable: types of syllables, consonant clusters.
3. **Word stress:** Primary stress, secondary stress, functional stress, rules of word stress.
4. **Rhythm & Intonation :** Introduction to Rhythm and Intonation. Major patterns, intonation of English with the semantic implications.
5. **Listening skills** – Practice with IELTS and TOEFL material
6. **Public speaking** – Speaking with confidence and clarity in different contexts on various issues.
7. **Group Discussions** - Dynamics of a group discussion, group discussion techniques, body language.
8. **Pictionary** – weaving an imaginative story around a given picture.
9. **Information Gap Activity** – Writing a brief report on a newspaper headline by building on the hints given

10. **Poster presentation** – Theme, poster preparation, team work and e presentation.

Suggested Reading

1. T Balasubramanian. A Textbook of English Phonetics for Indian Students, Macmillan, 2008.
2. J Sethi et al. A Practical Course in English Pronunciation (with CD), Prentice Hall India, 2005.
3. PriyadarshiPatnaik. Group Discussions and Interviews, Cambridge University Press Pvt Ltd 2011
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Department of English

BoS meeting held on : 25.07.2020 (Autonomous) - Subject -English

Members Present:

1. Dr YL Srinivas,
Professor & Chairperson,
Dept of English,
Osmania University
s/d
PRESENT
2. Dr C Murali Krishna,
Professor & Head,
Dept of English,
Osmania University
s/d
PRESENT
3. Dr V Parvathi,
HOD,
Humanities and Social Sciences,
JNTUCEH
s/d
PRESENT
4. Dr K Padmini Shankar,
Professor,
Dept of ESL Studies & Dean, Research,
EFLU.
s/d
PRESENT
5. Dr P Aparna,
Professor & Head,
Dept of Humanities & Mathematics
s/d
PRESENT
6. Mr Sreekar Sannapareddy,
Co-Founder & CEO
Gradvine Advisors Pvt. Ltd, Hyderabad
s/d
PRESENT

Members: All present

1. Dr A. Sandhya Reddy, Associate Professor & Head, Dept. English, CBIT s/d
2. Mrs A. Vijayalakshmi, Assistant Professor(Sr), Dept. of English, CBIT
3. Mr SreenivasAndoju, Assistant Professor(Sr), Dept. of English, CBIT
4. Mr K. Naveen Kumar Assistant Professor Dept. of English, CBIT
5. Dr Ch. Suvarna Ragini, Assistant Professor Dept. of English, CBIT
6. Dr Shagufta Parween, Assistant Professor Dept. of English, CBIT
7. Dr Shirisha Deshpande, Assistant Professor Dept. of English, CBIT
8. Mr V. Laxman, Assistant Professor Dept. of English, CBIT