

The scheme of Instruction & Examinations of English framed for All B.Voc. Courses and B.Sc. Food Processing and Preservation Technology Semester I and II, for students admitted from A.Y. 2017-2018 & onwards

Course Code	Title of Course	Hrs. of Instruction/ week	Exam Duration (Hrs.)	Maximum Marks			Credits
				CIE	SEE	Total	
Semester I							
PART - 1: Language							
16VLCEN01/ 16ULCEN01	Functional English	3	3	40	60	100	3
Semester II							
PART - 1: Language							
16VLCEN02/ 16ULCEN02	Business Communicative English	3	3	40	60	100	3

The Syllabi framed for the courses of the **1st& 2nd semesters** of English for All B.Voc Courses and B.Sc. Food Processing and Preservation Technology students, admitted from A.Y. 2017-2018 & onwards

Semester – I

16VLCEN01/ 16ULCEN01	Functional English	3 hrs./Wk	3 Credits
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Course Objectives:

The course is designed to accomplish the following goals.

- To develop the ability to comprehend the basic English as a functional language
- To enhance the ability to listen, speak, read and write English
- To hone their presentation skills regarding their ideas on science and effectively participate in discussions and debates

Unit 1 Word Classes

- Parts of Speech
- Modal Auxiliaries

Unit 2 Sentence Structures

- Sentence Types
- Tenses

Unit 3 Conversation Skills

- Describing Place, Person, Thing
- Dialogue Writing

Unit 4 Writing Composition

- Informal Letter Writing
- Paragraph Writing
- Story Building and Writing

Unit 5 Comprehension

- Paragraph
- Story
- Scientific Essay/Article

Reference Books:

1. High School English Grammar and Composition, Wren & Martin
2. Anthology of English Language and Communication Skills, Sharma S R
3. Professional Communication 1, Dr. Raj Hans Gupta
4. English For Technical Communication Volume 1 & 2 Combined Edition, K.R. Lakshaminarayanan

Semester – II

16VLCEN02/ 16ULCEN02	Business Communicative English	3 hrs./Wk	3 Credits
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Course Objectives:

The course is designed to accomplish the following goals.

- To enhance the ability to understand business English
- To develop the ability to express their ideas regarding the various fields of study in science in written and spoken form
- To equip them with the ability to think about science in an appropriate way and articulate their ideas accordingly.

Unit 1 Voices and Speech System

- Voices (Active-Passive)
- Speech (Direct-Indirect)

Unit 2 Introduction to Communication Skills

- Introduction, Process, Types of Communication
- Barriers of Communication

Unit 3 Mass Media in Business

- Types of Mass Media, Advantages and Disadvantages
- Types of Advertisement, Advantages and Disadvantages

Unit 4 Participative Communication Skills

- Group Discussion
- Presentation Skills
- Facing Interviews

Unit 5 Official Writing Skills

- Formal/ Business Letter Writing
- Resume
- E-Mail Writing

Reference Books:

1. Technical Communication(Principals and Practice), Meenakshi Raman, Sangeeta Sharama
2. Communication Skills for Engineers 2nd Edition, C. Murlikrishna, Sunita Mishra
3. Professional Communication 1, Dr. Raj Hans Gupta
4. English For Technical Communication Volume 1 & 2 Combined Edition, K.R. Lakshaminarayanan