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**JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY HYDERABAD**  
(Established by Govt. Act No.30 of 2008)  
Kukatpally, Hyderabad – 500 085, Telangana (India)

**DR. N.YADIAH**  
B.E.(OUC), M. Tech (IIT KGP), Ph.D.(JNTU)  
SMIEEE, FIE, FIETE, MSSI, MISTE  
**Professor of EEE &  
REGISTRAR**

Lr.No.D1/960/2018

Date: 09.02.2018

To,  
The Principal,  
Malla Reddy Engineering College,  
Maisammaguda,  
Dhulapally (Post Via Kompally),  
Secunderabad.

Sir,

Sub: JNT University Hyderabad-Academic & Planning -- Nominations of members for Academic Council, Governing Body and Board of Studies of various Departments of Malla Reddy Engineering College, Maisammaguda, Dhulapally (Post Via Kompally), Secunderabad.

Ref: 1. Your Lr No. MREC/Autonomous/BOS/2017-18/1, dated 17.01.2018.  
2. Note Orders of the Vice-Chancellor dated 01.02.2018.

\*\*\*

With reference to your letter 1<sup>st</sup> cited, I am by direction to inform you that the following faculty members of the University are nominated for the following bodies for a period of three years as per the UGC guidelines as desired by you:

**I Academic Council (Three members)**

S.No	Name of the University Nominee
1	Dr. G.K. Vishwanadh, Prof. of CE & OSD to VC, JNTUH
2	Dr.B. Balu Naik, Prof. of ME & Director, UGC-HRDC, JNTUH
3	Dr.N.V. Ramana, Prof. of EEE & Principal, JNTUH CEJ

**II Governing Body (One member)**

S.No	Name of the University Nominee
1	Dr.B.N. Bhandari, Prof. of ECE & Director, Academic & Planning, JNTUH

*Principal*  
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(Post Via Kompally), Sec'bad-500 100

Contd.



III. Board of Studies (One nominee for each department)

S.No	Name of the Department	Courses	Name of the University Nominee
1	Civil	B.Tech/M.Tech	Dr. S. Srinivasulu, Prof of Civil JNTUH CEH
2	EEE	B.Tech/M.Tech	Dr.M. Suryakalavathi, Prof. of EEE, JNTUH CEH
3	Mech/Mining	B.Tech/M.Tech	Dr.K. Vijay Kumar Reddy Prof. of ME, JNTUH CEH
4	ECE	B.Tech/M.Tech	Dr.D.Srinivasa Rao, Prof. of ECE, JNTUH CEH
5	CSE/IT	B.Tech/M.Tech	Dr..V. Kamakshi Prasad. Prof. of CSE, & DE, JNTUH
6	MBA	MBA	Dr.D.Raghunatha Reddy, Prof of SMS, JNTUH
7	Physics	B.Tech	Dr.K. Vijaya Kumar, Assoc. Prof. in Physics, JNTUH CES
8	Chemistry	B.Tech	Dr.A.Jaya Shree, Prof. of Chemistry, CCST, IST, JNTUH
9	Mathematics	B.Tech	Dr.V.Srinivasa Kumar, Asst. Prof in Mathematics, JNTUH CEH
10	English	B.Tech	Dr.V.Parvathi, Prof & Head H&SS, JNTUH CEH

Yours sincerely,

*(Signature)*  
REGISTRAR

*(Signature)*

Copy to the individuals concerned  
Copy to PA to VC/Rector/Registrar for information



*(Signature)*  
**PRINCIPAL**  
Malla Reddy Engineering College  
(Autonomous)

# MALLA REDDY ENGINEERING COLLEGE

(Autonomous)

Maisammaguda, Dhullapally, Secunderabad-500100



## Department of English

### BOARD OF STUDIES

20-07-2020

The Board of Studies meeting for the Department of English was convened on 20-07-2020 in the Placement Cell (Via online), Malla Reddy Engineering College (Autonomous), Hyderabad.

The Agenda of the meeting is as follows.

#### AGENDA

1. Review and Revision of English subjects of B. Tech & MBA, course schema and syllabus.
2. Suggestion and review of panel for Paper setters, and examiners for examinations.
3. Suggest methodologies for innovative teaching and evaluation techniques.
4. Suggestion of any activity related to research, teaching, extension and other academic activities in the department/college.

University Nominee

(Prof. V. Parvathi)

Subject Expert

(Prof. T. Vijaykumar)

Subject Expert

(Prof. D. Murali Manohar)

Industry Expert

(Mr. Nitesh)

Member

(Dr. P. Sreehari)

Member

(Dr. B. Kondal)

Member

(Mr. T. Jeevanandam)

Alumni

(Mr. K. Ajay Kumar)

Chairman - BOS

(Dr. T. V. Surendranatha Reddy)

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Secunderabad-500100







# Malla Reddy Engineering College

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NBA Accredited Programmes - UG (CE, EEE, ME, ECE & CSE) PG (CE - Structural Engg., EEE-Electrical Power Systems, ME - Thermal Engg.).

To  
The Director,  
MREC,  
Secunderabad - 500100.

Sir,

**Sub: Request to approve the constitution of BOS - Dept. of English for the Academic Year 2020-21 Reg.**

The following are the proposed Board-of-Studies members for the Department of English for the AY 2020-21. Request you to approve the same.

S. No	Name of the Member	Designation & Official Address	Subject Specialization	Contact No.	Mail ID	Category
1	Dr. TV Surendranatha Reddy	Prof., & Head Dept. of English	English	9440361207	enghod@mrec.ac.in	Chairman- BOS
2	Prof.V.Parvathi	Asso. Prof., Dept. of H&SS JNTUHCE	English	9392535628	parvathivudumula@jntuh.ac.in	University Nominee
3	Prof. T.Vijay Kumar	Professor, Dept. of English, OU	English	9392472934	tvk2k4@gmail.com	Subject Expert Member (External)
4	Prof. D. Murali Manohar	Professor Department of English. HCU	English	9908569272	dmmppsh@gmail.com	Subject Expert Member (External)
5	Mr.Nitesh	Tech.Mahindra	HR	8978314010	nitesh.ariga@techmahindra.com	Industry Expert
6	Dr.P.Sreehari	Assoc, Prof., Dept. of English, MREC (A)	English	9849750721	Sreehari125@gmail.com	Faculty Member (Internal)
7	Mr. T.Jeevanandam	Asst. Professor, Dept. of English, MREC (A)	English	9666402264	jeeva.154@gmail.com	Faculty Member (Internal)
8	Dr.B.Kondal	Asst. Professor, Dept. of English, MREC (A)	English	9440106092	boko0891@gmail.com	Faculty Member (Internal)
9	Mr K Ajay Kumar	Technical Engineer ECIL, Hyderabad	EEE	871246312	ajaykumarbathini@gmail.com	Alumni (MR12)

*[Signature]*

Dr. TV Surendranatha Reddy  
Chairman - BOS

Principal  
Malla Reddy Engineering College  
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Maisammaguda, Dhulapally,  
Secunderabad-500 100



# MALLA REDDY ENGINEERING COLLEGE

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## Department of English

Date: 20-07-2020.

The Board of Studies meeting for English was held in the Placement Cell on 20.07.2020 at 10:30 AM, Malla Reddy Engineering College (Autonomous).

The following members attended to review and revise on matters such as Course Schema and Syllabus of MR 20 regulations and other points as per agenda.

S. No	Name of the Member	Designation & Official Address	Category	Signature
1	Dr. T. V. Surendranatha Reddy	Prof., & Head Dept. of English	Chairman- BOS	
2	Prof. V. Parvathi	Professor . & HOD Dept. of Humanities and Sciences. Hyderabad . JNTUHCE	University Nominee	online
3	Prof. T. Vijay Kumar	Prof. T. Vijay Kumar Department of English Osmania University Hyderabad.	Subject Expert	online
4	Prof. D. Murali Manohar	Professor & HOD. Department of English. University of Hyderabad Hyderabad.	Subject Expert	online.
5	Mr. Nitesh	HR, TechMahindra	Industry Expert	Online.
6	Dr. P Sreehari	Assoc. Prof.	Faculty Member	
7	Dr B.Kondal	Asst. Prof.	Faculty Member	
8	Mr. T.Jeevanandam	Asst. Prof.	Faculty Member	
9	Mr. K Ajay Kumar	Technical Engineer ECIL, Hyderabad	Alumni	K. Ajay Kumar

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(Chairman, BOS)

# MALLA REDDY ENGINEERING COLLEGE

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## MINUTES OF BOS MEETING

The Board of Studies (BOS) meeting held at 11.00 am on 20<sup>th</sup> July, 2020 in the conference room, Placement Cell, MREC. The following members were present during the meeting.

S. No	Name of the member	Designation
1.	Dr T V Surendranath Reddy	Chairman
2.	Prof. V Parvathi	University Nominee
3.	Prof. T Vijay Kumar	Subject Expert
4.	Prof. D Murali Manohar	Subject Expert
5.	Dr. P Sreehari	Faculty Member
6.	Dr B Kondal	Faculty Member
7.	Mr T Jeevanandam	Faculty Member

Dr T V Surendranath Reddy, Dean and HoD of English chaired the meeting. He greeted welcomed all the members to the BOS meeting.

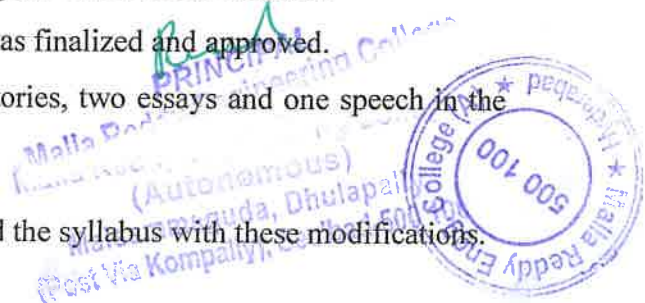
At the outset, the chairperson briefed the members about the academic activities in the Department of English. He also explained about the newly introduced courses and their syllabuses. The members of BOS expressed their appreciation and satisfaction about the academic activities. Later, the agenda of the meeting was taken up for the discussion. The following issues were discussed during the meeting:

### Issue No I:

For the approval of the syllabus of I B Tech English. After the discussion among the members of the BOS, the following modifications were suggested.

- It was recommended that there were slight modifications in vocabulary and reading skills order in the course syllabus.
- It was also suggested that to modify the order of grammar items in modules.
- It was suggested that writing skills topics order was finalized and approved.
- It was recommended that to include two short stories, two essays and one speech in the syllabus.

All the members agreed to the above points and approved the syllabus with these modifications.





# MALLA REDDY ENGINEERING COLLEGE

(Autonomous)

Maisammaguda, Dhullapally, Secunderabad-500100

## Department of English

23-07-2020

### **Board of Studies meeting held on 20.07.2020 at 11:00 AM**

The Board of Studies meeting for the Department of English was conducted on 23.11.2019 at 11:00 AM in the conference hall, Mall Reddy Engineering College (Autonomous), Hyderabad.

#### **Action Taken Report (ATR) on BoS Meeting for the AY 2020-2021**

The previous Board of studies meeting in AY2020-2021 was held on 20 July, 2020. The following are the resolutions made in the meeting and corresponding action taken are as follows:

**Resolution 1:** The members of the suggested to modify the order of grammar items in modules.


**Action Taken:** The order of the grammar topics of various modules has been changed as per the instructions given by the members of the committee.

**Resolution 2:** The committee advised to include two Short stories, two Essays and one Speech in addition to Poems in the syllabus of I B.Tech.

**Action Taken:** Followed the guidelines given by the members of the board.

**Resolution 3:** The members of the committee recommended to add the topics, 'Book review' and 'Film review' in the Module V of "English Language Skills" subject.

**Action Taken:** The topics, 'Book review' and 'Film review' have been included in the syllabus as per their suggestion.

  
Chairman,  
BoS, English

  
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Lr.No: MREC (A)/BOS-English: 2020-21/Invitation/01

15-07-2020

To  
Dr. V. Parvathi  
Professor . & HOD  
Dept. of Humanities and Sciences.  
JNTU, Hyderabad .

Madam,

Sub: Meeting of the Board of Studies for English for the academic year 2020-21

It is pleasure to invite you for the meeting of the Board of Studies for English for the academic year 2020-21. It is scheduled at 11-00am on 20<sup>th</sup> July, 2020(Online) .We request you to make it convenient to attend the meeting.

## AGENDA:

1. Action Taken Report (ATR) on previous BoS Meeting in A.Y 2019-20
2. Review of English subjects of B. Tech & MBA MR20 regulations course schema and syllabus.
3. Suggestion and review of panel for Paper setters, and examiners for examinations.
4. Suggest methodologies for innovative teaching and evaluation techniques.
5. Suggestion of any activity related to research, teaching, extension and other academic activities in the department/college.

Director

Dr.A. Ramaswami Reddy  
Malla Reddy Engineering College  
(Autonomous)

Copy to:

1. Registrar, JNTUH
2. P.A. to the Vice –Chancellor, JNTUH
3. Director (AAC), JNTUH

  
Principal  
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Lr.No: MREC (A)/BOS-English: 2020-21/Invitation/03

15-07-2020

To  
Dr. D. Muralimanohar  
Professor & HOD.  
Department of English.  
University of Hyderabad  
Hyderabad.

Sir,

Sub: Meeting of the Board of Studies for English for the academic year 2020-21

It is pleasure to invite you for the meeting of the Board of Studies for English for the academic year 2020-21. It is scheduled at 11-00am on 20<sup>th</sup> July, 2020 (Online). We request you to make it convenient to attend the meeting.

## AGENDA:

1. Action Taken Report (ATR) on previous BoS Meeting in A.Y 2019-20
2. Review of English subjects of B. Tech & MBA MR20 regulations course schema and syllabus.
3. Suggestion and review of panel for Paper setters, and examiners for examinations.
4. Suggest methodologies for innovative teaching and evaluation techniques.
5. Suggestion of any activity related to research, teaching, extension and other academic activities in the department/college.

Director

Dr.A.Ramaswami Reddy  
Malla Reddy Engineering College  
(Autonomous)

Copy to:

1. Registrar, JNTUH
2. P.A. to the Vice -Chancellor, JNTUH
3. Director (AAC), JNTUH.

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Lr.No: MREC (A)/BOS-English: 2020-21/Invitation/02

15-07-2020

To  
Prof. T. Vijay Kumar  
Department of English  
Osmania University  
Hyderabad.

Sir,

Sub: Meeting of the Board of Studies for English for the academic year 2020-21

It is pleasure to invite you for the meeting of the Board of Studies for English for the academic year 2020-21. It is scheduled at 11-00am on 20<sup>th</sup> July, 2020 (Online) .We request you to make it convenient to attend the meeting.

## AGENDA:

1. Action Taken Report (ATR) on previous BOS Meeting in A.Y 2019-20
2. Review of English subjects of B. Tech & MBA MR18 regulations course schema and syllabus.
3. Suggestion and review of panel for Paper setters, and examiners for examinations.
4. Suggest methodologies for innovative teaching and evaluation techniques.
5. Suggestion of any activity related to research, teaching, extension and other academic activities in the department/college.

Director

Dr.A.Ramaswami Reddy  
Malla Reddy Engineering College  
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Copy to:

1. Registrar, JNTUH
2. P.A. to the Vice –Chancellor, JNTUH
3. Director (AAC), JNTUH.

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"Dr Parvathi. V" <parvathivudumula@yahoo.com>

Mon, July 27, 2020,  
10:40:21 AM

to me

I have seen the entire syllabus of. the theory and laboratory of English, Two Laboratory and Three Electives. They are in perfect order

Approved of Proposed Syllabus .  
Dr Parvathi. V

On Sat, 25 July 2020, 16:12 Mrec English Department, <enghod@mrec.ac.in> wrote:  
Sir/Madam,

We conducted BOS-English meeting in the month of July. After making modifications as suggested by the members, the syllabus has been prepared. AS it is not possible to meet the members personally in this pandemic situation, I request you to give E-approval for the syllabus/Minutes of meeting.

Regards

**Dr. T. V. Surendranatha Reddy**  
**Head of the Department**  
**Chairman, Board of Studies**  
**Department of English**  
**Malla Reddy Engineering College (Autonomous)**  
**Secunderabad.**

**Mob: 9440361207**

**Mail: [tvsnreddy27@mrec.ac.in](mailto:tvsnreddy27@mrec.ac.in)**

  
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**(Post Via Kompally), Sec'bad-500 100**





Mrec English Department <enghod@mrec.ac.in>

## E-approval for the syllabus/Minutes of Meeting

Vijay Kumar Tadakamalla <tvk2k15@gmail.com>

Wed, July 29, 2020 at 1:42 AM

To: Mrec English Department <enghod@mrec.ac.in>

Cc: "Dr Parvathi. V" <parvathivudumula@yahoo.com>, "Dr.D MuraliManohar" <dmmpsh@gmail.com>

Dear Dr Reddy

Thank you for the syllabus and sorry for the delayed response--it just slipped my mind. Please treat this email as my approval of the syllabus. I just have one suggestion. Consider changing 'Periods' to 'Hours' or 'Hrs' in the open electives.

Best wishes

Vijay KUMAR

\*\*

Dr Vijay KUMAR Tadakamalla  
Director, Hyderabad Literary Festival  
<tvk2k15@gmail.com>

Tel: (M) +91 9392472934

[Quoted text hidden]

*Principal*  
PRINCIPAL  
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Maisammaguda, Dhulapally,  
(Post Via Kompally), Sec'bad-500 100







**Mrec English Department** <enghod@mrec.ac.in>

July 30,  
2020, 11:01 AM

to me

----- Forwarded message -----

From: **Dr.D MuraliManohar** <dmmpsh@gmail.com>  
Date: Thursday, July 30, 2020  
Subject: E-approval for the syllabus/Minutes of Meeting  
To: Mrec English Department <enghod@mrec.ac.in>

Approved.

D.Murali Manohar

On Tue, 24 July 2020, 16:12 Mrec English Department, <enghod@mrec.ac.in> wrote:  
Sir/Madam,

We conducted BOS-English meeting in the month of July. After making modifications as suggested by the members, the syllabus has been prepared. AS it is not possible to meet the members personally in this pandemic situation, I request you to give E-approval for the syllabus/Minutes of meeting.

Regards

**Dr. T. V. Surendranatha Reddy**  
**Head of the Department**  
**Chairman, Board of Studies**  
**Department of English**  
**Malla Reddy Engineering College (Autonomous)**  
**Secunderabad.**

**Mob: 9440361207**  
**Mail: tvsnreddy27@mrec.ac.in**



2020-21 Onwards (MR-20)	MALLA REDDY ENGINEERING COLLEGE (Autonomous)	B.Tech. I / II Semester		
Code: A0H01	ENGLISH (Common for CE, EEE, ME, ECE, CSE, IT and Min.E)	L	T	P
Credits: 3		3	-	-

### Course Objectives:

The objective of this course is to improve the English Language and Literary competence of the students. The course provides requisite insights into grammar, vocabulary, prose, and short stories. Further, it also helps in developing the skills of Reading and Writing. The course also equips students to study their academic subjects more effectively using the theoretical and practical components of the English language and literature.

### MODULE – I

- Speech : “Go Kiss the World” by Subroto Bagchi
- Poem : “Leisure” by W. H. Davies
- Vocabulary : Formation of Words, Prefixes, Suffixes, and Root Words
- Grammar : Articles and Prepositions
- Reading : Skimming and Scanning
- Writing : Introduction to Writing Skills, Characteristics of Effective Writing

### MODULE – II


- Short story : “Gift of Magi” by O’ Henry
- Poem : “No Man is an Island” by John Donne
- Vocabulary : One Word Substitutions; Synonyms and Antonyms
- Grammar : Degrees of Comparison, Voice – Exercises
- Reading : Intensive Reading and Extensive Reading
- Writing : Paragraph Writing- Cohesive devices; Jumbled Sentences; Punctuation

### Module – III

- Essay : “Lucidity, Simplicity, Euphony” by W. Somerset Maugham
- Poem : “We wear the Mask” by Paul Laurence Dunbar
- Grammar : Tense and Aspect
- Vocabulary : Homonyms, Homophones, Homographs
- Reading : Reading for Topic and Theme
- Writing : Letter Writing

### MODULE – IV

- Short story : “The Night Train at Deoli” by Ruskin Bond
- Poem : “Gift of India” by Sarojini Naidu
- Grammar : Question Tags; Concord
- Vocabulary : Idiomatic Expressions; Phrasal Verbs
- Reading : Reading for Interpretation
- Writing : Essay Writing, Describing, Defining and Classifying

  
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## Module – V

- Essay** : “Toasted English” by R. K. Narayan  
**Poem** : “If” by Rudyard Kipling  
**Grammar** : Direct and Indirect Speech, Misplaced Modifiers  
**Vocabulary** : Redundancies and Clichés  
**Reading** : Reading for Specific Purposes, Reading Comprehension practice  
**Writing** : Paraphrasing & Summarizing,

\* Exercises from the texts not prescribed shall also be used for classroom tasks.

## Prescribed Textbook:

## Reference Books:

1. Azar, Betty and Stacy A, Hagen. *Understanding and Using English Grammar*. 4<sup>th</sup> edition, Foundation Books, 2009.
2. Chaudhuri, Santanu S. *Learn English: A Fun Book of Functional Language, Grammar and Vocabulary*. Tata McGraw Hill Education, New Delhi, 2013.
3. Eastwood, John. *Oxford Guide to English Grammar*. 4<sup>th</sup> edition, Oxford University Press, 1994.
4. Field, Marion. *Improve Your Written English*. 5<sup>th</sup> Edition. How to Books, UK, 2009.
5. Leech, Geoffrey and Svartvik, J. *A Communicative Grammar of English*. 3<sup>rd</sup> edition, Routledge, 2013.

## Related Websites:

1. <http://www.slideshare.net/aszardini/word-formationroot-words-prefixes-and-suffixes>
2. <http://www.scribd.com/doc/37085980/Circulars-Circular-Letters-Notices-Memo#scribd>.
3. <http://www.zsme.tarnow.pl/jezykiobce/wp-content/uploads/2013/11/writing-letters1.pdf>.

## Course Outcomes:

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

1. use written and spoken English considerably well for academic purposes.
2. communicate in English accurately and fluently.
3. employ extensive and intensive reading skills.
4. gain confidence in writing for academic and real life situations.
5. use standard grammar, punctuation, and spelling in technical documents.



2020-21 Onwards (MR-20)	MALLA REDDY ENGINEERING COLLEGE (Autonomous)	B.Tech. I / II Semester		
Code: A0H02	English Language Lab (Common for CE, EEE, ME, ECE, CSE, IT and Min.E)	L	T	P
Credits: 1		-	-	3

The Language Lab focuses on the production and practice of sounds of language and familiarizes the students with the use of English in everyday situations and contexts.

### Course Objectives:

The course aims to develop students' intelligibility in their pronunciation of English - speech sounds, word accent, intonation and rhythm. It also helps to improve the fluency in spoken English and make them aware of nuances of major skills, namely, listening and speaking skills. It also trains students to understand nuances of both verbal and non-verbal communication during all activities. The course enables the learners to develop their confidence levels so as to participate in discussions, debates and public speaking.

### Listening Skills:

#### Objectives:

1. To enable students to develop their listening skill so that they may appreciate its 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, awareness regarding 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 make students aware of the role of speaking in English and its contribution to their success.
  2. To enable students to express themselves fluently and appropriately in social and professional contexts.
- Oral practice
  - Describing objects/situations/people
  - Just A Minute (JAM) Sessions.

*Ram*  
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**Syllabus: English Language Communication Skills Lab shall have two parts:**

**a. Computer Assisted Language Learning (CALL) Lab**

**b. Interactive Communication Skills (ICS) Lab**

The following course content is prescribed for the English Language Communication Skills Lab

**Module - I:**

**CALL Lab:** Introduction to Phonetics – Speech Sounds – Vowels and Consonants

**ICS Lab:** Ice-Breaking activity and JAM session; Listening: listening for sounds in context, for ideas; Speaking: ideation and translation of ideas into sentences.

**Module - II:**

**CALL Lab:** Structure of Syllables - Past Tense Marker and Plural Marker – Weak Forms and Strong Forms - Consonant Clusters.

**ICS Lab:** Situational Dialogues – Role-Play- Expressions in Various Situations – Self-introduction and Introducing others – Greetings – Apologies – Requests – Social and Professional Etiquette - Telephone Etiquette; Listening: listening for specific purposes, for details; Speaking: speaking in the above situations with clarity, connectivity, maintaining voice characters.

**Module - III:**

**CALL Lab:** Word accent and Listening Comprehension-reading(aloud) meaningfully.

**ICS Lab:** Descriptions- Narrations- Giving Directions and guidelines; Listening: listening for intelligible English; Speaking: formal and informal conversations, register.

**Module - IV:**

**CALL Lab:** Intonation and Common errors in Pronunciation- reading aloud (evaluating through recording).

**ICS Lab:** Extempore- Public Speaking, Oral Presentation Skills; Listening: note taking and listening for speaker's tone/attitude; Speaking: organizing, connecting ideas and sentences, short forms in spoken English, errors in spoken English

**Module - V:**

**CALL Lab:** Neutralization of Mother Tongue Influence and Conversation Practice

**ICS Lab:** Information Transfer, Debate

Minimum Requirement of infra structural facilities for EL Lab:

1. Computer Assisted Language Learning (CALL) Lab:

The Computer aided Language Lab for 40 students with 40 systems, one master console, LAN facility and English language software for self- study by learners.

**System Requirement (Hardware component):**

Computer network with Lan with minimum 60 multimedia systems with the following specifications:

- |                      |                               |                         |
|----------------------|-------------------------------|-------------------------|
| a) P – IV Processor  | b) Speed – 2.8 GHZ            | c) RAM – 512 MB Minimum |
| d) Hard Disk – 80 GB | e) Headphones of High quality |                         |

**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., a digital stereo –audio & video system and camcorder etc.



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Books Suggested for English Language Lab Library (to be located within the lab in addition to the CDs of the text book which are loaded on the systems):

**Prescribed Lab Manual:**

Rani, Sudha. *English Language Communication Skills Laboratory*. 5th edition, Pearson Publication, 2014.

**Reference Books:**

1. Gairns, Ruth and Redman, Stuart. *Oxford Word Skills: Learn and Practice English Vocabulary*. 2<sup>nd</sup> edition, Oxford University Press, 2008.
2. Hughes, John and Mallett, Andrew. *Successful Presentations DVD and Student's Book Pack*. Oxford University Press, 2013.
3. Hancock, Mark. *English Pronunciation in Use (Intermediate)*. 2<sup>nd</sup> edition, Cambridge University Press, 2009.
4. Karia, Akash. *Public Speaking Mastery: Speak Like a Winner*. Kindle edition, 2013.
5. Lucas, Stephen. *The Art of Public Speaking*. 11<sup>th</sup> edition, Tata McGraw Hill, 2011.

**Websites:**

1. <http://www.mindtools.com/CommSkill/ActiveListening.htm>
2. <http://www.slideshare.net/alisonkis/dialogue-and-roleplay-activity>
3. [http://www.hse.ru/pubs/lib/data/access/ram/ticket/2/14309868938d576a532b71360b7354268380727a22/An%20article%20for%20Monika%20\(2010\).pdf](http://www.hse.ru/pubs/lib/data/access/ram/ticket/2/14309868938d576a532b71360b7354268380727a22/An%20article%20for%20Monika%20(2010).pdf)

**Course Outcomes:**

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

1. understand the nuances of language through audio- visual experience and group activities.
2. neutralize the accent for intelligibility
3. realize the importance of listening skills and speaking skills and their application in real life situations.
4. recognize significance of non-verbal communication and develop confidence to face audience and shed inhibitions.
5. speak with clarity and confidence; thereby enhance employability skills of the students.

  
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2020-21 Onwards (MR-20)	MALLA REDDY ENGINEERING COLLEGE (Autonomous)	B. Tech. V / VI Semester		
Code: A0H03	English Communication and Presentation Skills Lab (Common for CE, EEE, ME, ECE, CSE, IT and Min.E)	L	T	P
Credits: 1		-	-	3

#### Course Objectives:

The objective of this course is to familiarize students with the characteristics of technical communication that could be used in their workplaces. The course is designed to be practical, stimulating and challenging and provides opportunities to the learners to go beyond the classrooms and get empowered in technical communication skills. The course enables the students understand the employers' expectations that are varied from company to company while giving them insight into the acceptable norms of attitude, behavior and etiquette. The course also focuses on the presentation skills of the learners.

#### Module – I: Oral Presentations

Mechanics of Presentations – Methodology of Presentation, Importance of Non-verbal communication during presentations– Nuances of Presentation.

\*This module is for internal assessment/evaluation.

#### Module – II: E - Correspondence and Social Media Etiquette

Difference between formal letter and e-mail. Common web mail services, yahoo, gmail etc, fields to pay attention- To:, Cc:, Bcc:, Reply All, Subject, Salutation, Body, Signature, Font, Caps Lock , Highlight, The 'KISS' strategy (Keep It Simple and Short), signing off, Introduction to Technical Vocabulary, Cultural Differences

\*This module is for internal assessment/evaluation.

#### Module – III: Group Discussion

Initiators- Contributor-Informer-Team Leader-Motivator-Creative Contributor, Importance of Non-verbal communication -Eye contact, Voice Characters, Posture, Gestures, Dos and Don'ts, Learners assuming the roles of characters and participating in Group discussion, analysis, or prediction with strictly defined goals.

#### Module – IV: Job Hunt Process & Interview Skills

Job Hunt Process-SWOT analysis, job application/cover letter drafting, resume preparation, types of resumes -electronic, video and printed resume.

Preparing for the interview, types of interviews, acing the interview session, importance of non-verbal communication during the interview, dos and don'ts of interview, follow up and thanking letter, interview FAQs.

#### Module – V: Career Progression & Professional Etiquette

Notice & Circular Writing, Agenda Preparation, Preparation of Minutes of Meeting, Memo Writing; Formal Conversation, office attire- do's and don'ts, greetings and meetings, speaking to seniors and handshakes, offering and taking visiting cards, asking questions and Seeking Clarifications.

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\*Students are required to participate, perform, write and submit the work in the form of written documents or Power Point Presentations to hone their spoken written and non-verbal communication skills. Students are to take up field work and submit the project work.

\*Students are required to prepare their video resume which will be assessed by the faculty member.

#### Reference Books:

1. Wright, Chrissie. *Handbook of Practical Communication Skills*. 1<sup>st</sup> edition, Jaico Publishing House, 1999.
2. Daniels, Aubrey. *Bringing Out the Best in People*. Tata McGraw-Hill, New York, 2003.
3. Goulstone, Mark. *Just Listen: Discover the Secret to Getting Through to Absolutely Anything*. Kindle edition, American Management Association, 2010.
4. Giblin, Les. *Skill with People*. Embassy Books, 2001.
5. Lewis, Norman. *Word Power Made Easy*. Goyal Publications, New Delhi, 2009.
6. Krishnamurthy, A. G. *Ten Much: Ten Ordinary Processes for Extraordinary Success*. Tata McGraw-Hill, 2017.

#### Websites:

1. [http://www.mindtools.com/pages/article/newTMC\\_05.htm](http://www.mindtools.com/pages/article/newTMC_05.htm)
2. <http://www.kent.ac.uk/careers/intervw.htm>
3. <http://www.wikihow.com/Write-a-Report>

#### Outcomes:

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

1. give oral presentations confidently.
2. draft an appropriate resume in accordance with the context.
3. participate and present their views and ideas logically and confidently.
4. understand the importance of communication in various settings.
5. utilize the technology for career advancement.



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2020-21 Onwards (MR-20)	MALLA REDDY ENGINEERING COLLEGE (Autonomous)	B. Tech. III / IV Semester		
Code:	GENDER SENSITIZATION (Common for CE, EEE, ME, ECE, CSE, IT and Min.E)	L	T	P
Credits:		-	-	2

### Course Objectives:

- To develop students' sensibility with regard to issues of gender in contemporary India.
- To provide a critical perspective on the socialization of men and women.
- To introduce students to information about some key biological aspects of genders.
- To expose the students to debates on the politics and economics of work.
- To help students reflect critically on gender violence.
- To expose students to more egalitarian interactions between men and women.

### MODULE -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.

Just Relationships: Being Together as Equals (*Towards a World of Equals*: Unit -2)  
 Mary iKorn and Onler. Love and Acid just do not Mix. Love Letters. Mothers aniJ Fathers. Further Reading: Rosa Parks-The Brave Heart.

### MODULE -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.

Additional Reading: Our Bodies, Our Health (*Towards a World of Equals*: Unit -13)

### MODULE -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. Further Reading: Wages and Conditions of Work.

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#### MODULE -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: "*Chdpulum*."

Domestic Violence: Speaking Out (*Towards a World of Equals*: Unit -5)

Is Home a Safe Place? When Women Unite (Film) Rebuilding Lives. Further Reading: New Forums for Justice. Thinking about Sexual Violence (*Towards a World of Equals*: Unit -11)

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

#### MODULE -V:- GENDER STUDIES

Knowledge: Through the Lens of Gender (*Towards a Work/ of Equals*: Unit -5)

Point of View. Gender and the Structure of Knowledge. Further Reading: Unacknowledged Women Artists of Telangana.

Whose History? Questions for Historians and Others (*Towards a World of Equals*: Unit -9)

Reclaiming a Past. Writing other Histories. Further Reading: Missing Pages from Modern Telangana History.

Essential Reading: All the Units In the Textbook, "*Towards a World of Equals: A Bilingual Textbook on Gender*" written by A.Suneetha, Uma Bhugubanda, Duggirala Vasanta, Rama Melkote, Vasudha Nagaraj, Mina Rasheed, Gogu Shyamala, Deepa Sreenivas and Susie Thant

Note: Since it Is 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.

#### TEXT BOOKS:

- 1) Suneetha, A, et al., *Towards a World of Equals: A Bilingual Textbook on Gender*. Telugu Akademi, Hyderabad, 2015.

#### REFERENCE BOOKS:

1. Sen, Amartya. "More than One Million Women are Missing". *New York Review of Books*, 37, 20, 1990.
2. Lahiri, Tripti. "By the Numbers: Where Indian Women Work." <https://blogs.wsj.com/indiarealtime/2012/11/14/by-the-numbers-where-indian-women-work/>
3. Tharu, Susie and Satyanarayana, K. (ed). *Steel Nibs Are Sprouting: New Dalit Writing From South India*. Harper. 2013.
4. Tharu, Susie and Lalitha, K. (ed). *Women Writing in India: 600 BC to the Present*. Oxford University Press, 1995.
5. Shatrughna, Veena et al., *Women's Work and its Impact on Child Health and Nutrition*, Hyderabad, National Institute of Nutrition, Indian Council of Medical Research. 1993.
6. Stree Shakti Sanghatana. 'We Were Making History ....' *Life Stories of Women in the Telangana People's Struggle*. New Delhi: Kali for Women, 1989.

#### E Resources :-

- [http://www.actforyouth.net/resources/r/rf\\_gender1\\_1213.cfm](http://www.actforyouth.net/resources/r/rf_gender1_1213.cfm) (UNDERSTANDING GENDER)
- <https://www.simplypsychology.org/gender-biology.html>(GENDERAND BIOLOGY)



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- <http://www.yourarticlelibrary.com/essay/essay-on-gender-issues-in-labour-market-in-india/40442/>  
(GENDER AND LABOUR)

#### Journals/Magazines links

- <http://journals.sagepub.com/doi/abs/10.1177/1077801200006007004> (ISSUES OF VIOLENCE)
- <http://www.nordiclabourjournal.org/emner/likestilling> (GENDER AND BIOLOGY)

#### Course Outcomes:

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

1. Develop a better understanding of important issues related to gender in contemporary India.
2. Sensitize about the basic dimensions of the biological, sociological, psychological and legal aspects of gender. This will be achieved through discussion of materials derived from research, facts, everyday life, literature and film.
3. Attain a finer grasp of how gender discrimination works in our society and how to counter it.
4. Acquire insight into the gendered division of labour and its relation to politics and economics.
5. Develop a sense of appreciation of women in all walks of life.

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2020-21 Onwards (MR-20)	MALLA REDDY ENGINEERING COLLEGE (Autonomous)	B. Tech. V / VI Semester		
Code: A0H04	ENGLISH LANGUAGE SKILLS (Open Elective) (Common for CE, EEE, ME, ECE, CSE, IT and Min.E)	L	T	P
Credits: 3		3	-	-

### Course Objectives:

The course aims to enrich students' English language skills through lessons on the latest topics in the business world and to upgrade the learners' communication and presentation skills and to enable the students to communicate at an advanced level. This course also aims to groom the learners' personality and make them self-confident individuals by mastering inter-personal skills, team management skills, and leadership skills by giving hands-on experience about business presentations and attending team meetings. The course also enhances students' overall communication skills and soft skills, keeping in view changing job market trends and industry requirements.

### Module – I: Communication Skills

[10 Periods]

Types of Communication-Oral, aural and written; Verbal and Non-verbal communication, Kinesics, Barriers to effective communication; Word Power; Technical vocabulary, Paraverbal communication - Rate of speech- pitch, tone-clarity of voice; Informal and Formal conversations

### Module – II Listening & Speaking Skills

[10 Periods]

Listening with a purpose, Barriers to Listening: Physical barriers, Psychological barriers, Linguistic barriers & Cultural barriers; Listening Comprehension: Speech Decoding, Comprehending, Oral discourse analysis; Effective listening strategies, Listening and Note taking; Improving Fluency and Self-expression: Articulation, Good pronunciation, Voice Quality, Accent and Intonation; Kinesics.

**\*This module is for internal assessment.**

### Module – III: Reading Skills

[10 Periods]

Types of reading-reading for facts, guessing meaning from context, strategies of reading- scanning, skimming, inferring meaning, critical reading.

### Module – IV: Writing Skills

[10 Periods]

Characteristics of writing – mechanics of writing – methodology of writing – format & style- structures of writing; Business Letters, Analysis of sample letters collected from industry; writing emails and faxes, Essay writing-nuances of essay writing, types of essays, preparation of circular & memo, instructions writing, Report Writing, SOP.

### Module - V: Review Writing

[10 Periods]

Book reviews; film reviews

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### Reference Books:

1. Pal, Rajendra and Korlahalli, J. S. *Essentials of Business Communication*. 1<sup>st</sup> edition, Sultan Chand & Sons, New Delhi, 2012.
2. Rutherford, A. J. *Basic Communication Skills for Technology*. 2<sup>nd</sup> edition, Pearson Education, 2001.
3. Das, Savyasachi and Das, Shraddha. *Advanced Communication Skills in English*. Pacific Books International, 2012.
4. Lesikar, Raymond V and Pettit, John D. *Business Communication: Theory & Application*. 7<sup>th</sup> edition, Dame Publications, 1994.
5. Madhukar, R. K. *Business Communication*. 3<sup>rd</sup> edition, Vikas Publishing House Pvt Ltd, 2018.

### E Resources:

- <https://blog.udemy.com/types-of-communication/> (Communication Skills )
- <https://www.skillsyouneed.com/ips/conversational-skills.html> (Conversation Skills)
- <http://lrs.ed.uiuc.edu/students/jblanton/read/readingdef.htm> (Reading Skills)
- <https://www.thoughtco.com/what-is-composition-english-1689893> (Writing and composition )

### Journals/Magazines links

- <http://www.mansfield.edu/fye/upload/Academic-Reading-Skills.pdf> (Reading Skills)
- <http://www.journals.aiac.org.au/index.php/IJALEL/article/view/2471> (Writing Skills)

### NPTEL VIDEOS:

- [https://www.youtube.com/watch?v=cOruENyLNYI&list=PLbMVogVj5nJSZB8BV29\\_sPwwkzMTYXpaH](https://www.youtube.com/watch?v=cOruENyLNYI&list=PLbMVogVj5nJSZB8BV29_sPwwkzMTYXpaH) (Communication Skills)
- [https://www.youtube.com/watch?v=p1-etCIsXdk&index=5&list=PLbMVogVj5nJSZB8BV29\\_sPwwkzMTYXpaH](https://www.youtube.com/watch?v=p1-etCIsXdk&index=5&list=PLbMVogVj5nJSZB8BV29_sPwwkzMTYXpaH) (Conversation Skills)

### Course Outcomes:

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

1. Understand the importance of various forms of non-verbal communication.
2. Participate confidently in business meetings.
3. Gain an understanding about different types of reading skills and employ the same during competitive exams.
4. Recognize the importance of writing in real time situations.
5. Improve the skills necessary to meet the challenge of using English in the business world.



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2020-21 Onwards (MR-20)	MALLA REDDY ENGINEERING COLLEGE (Autonomous)	B. Tech. V / VI Semester		
Code: A0H05	INTERPRETATION SKILLS AND ANALYTICAL WRITING (Open Elective) (Common for CE, EEE, ME, ECE, CSE, IT and Min.E)	L	T	P
Credits: 3		3	-	-

#### Course Objectives:

This course aims to develop students' analytical writing skills through interpretation of literature and enables them to think critically. It assesses the ability to articulate and support complex ideas, construct and evaluate arguments and sustain a focused and coherent discussion. The course trains the learners in interpreting the text, triggers their analytical and critical thinking skills while expanding their outlook. The course also enables students to develop a compelling argument in writing for an academic audience. Further, it helps them to involve in critical thinking and persuasive writing exercises. This course also intends to develop effective writing skills to analyze and evaluate the data and ideas for better comprehension. The course also encourages students to learn strategies for becoming accurate readers and critical analysts.

#### Module – I: Types of Reading and Interpretation [12 Periods]

Understanding the main ideas in the text; Reading for theme; Reading for inference; Reading for interpretation

#### Module –II: Approaches to Reading [12 Periods]

Biographical; Historical; Psychological; Sociological

#### Module – III: Critical Reading [12 Periods]

Theme; Plot; Setting; Characters; Point of View; Analysis

\*This module should be taught with reference to *Animal Farm* by George Orwell.

#### Module - IV: Analytical Writing [12 Periods]

Sequencing; Argumentation; Analysis of an issue; Analysis of an Argument; Analytical Reports

\*This module should be taught with reference to Essays written by Somerset Maugham/ Russell/Aldous Huxley.

#### Module – V: Creative Writing [12 Periods]

Figurative Language; Imagery & Symbolism; Writing a short Poem; Writing a short Story; Preparation of Posters & Advertisements; Slogan & Caption writing.

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## Reference Books:

1. Abraham, M Howard. *Glossary of English Literary Terms*. 7<sup>th</sup> edition, Heinle & Heinle, 1999.
2. Barche, G. D. *Interpreting Literature- A Myth and a Reality*. Prakash Book Depot, 2012.
3. Scott, Wilbur S. *Five Approaches to Literary Criticism*. Macmillan, 1966.
4. Bobrow, Jerry. *Cliffs Test Prep GRE General Test*. 7<sup>th</sup> edition, Cliffs Notes, 2002.
5. Kaplan. *GRE Exam- A Comprehensive Program*. Kaplan Publishing, 2008.

## E Resources:

- <http://www.brad.ac.uk/staff/pkkornakov/META.htm> (Introduction to Interpretation Skills)
- <http://literacyonline.tki.org.nz/Literacy-Online/Planning-for-my-students-needs/Effective-Literacy-Practice-Years-1-4/Approaches-to-teaching-reading> (Approaches to Reading)
- <https://www.csuohio.edu/writing-center/critical-reading-what-critical-reading-and-why-do-i-need-do-it> (Critical Reading)
- [https://www.ets.org/gre/revised\\_general/about/content/analytical\\_writing](https://www.ets.org/gre/revised_general/about/content/analytical_writing) (Analytical Writing)
- <http://www.writerstreasure.com/creative-writing-101/> (Creative Writing)

## Journals/Magazines links

- <http://www.academypublication.com/issues/past/jltr/vol04/06/11.pdf> (Interpreting Skills)
- <http://onlinelibrary.wiley.com/doi/10.1111/j.1540-4781.1983.tb01478.x/full> (Approaches to Reading)
- [https://vhhsougars.org/files/vhhs/docs/n10/crj\\_faqs.pdf](https://vhhsougars.org/files/vhhs/docs/n10/crj_faqs.pdf) (Critical Reading)
- <http://www.msmbainusa.com/articles/entrance-preparations/prepare-for-gre-analytical-writing-tasks/> (Analytical Writing)
- <http://scholarworks.rit.edu/jcws/aimsandscope.html> (Creative Writing)

## VIDEOS:

- <https://www.youtube.com/watch?v=N0ePX99GM70> (Approaches to Reading)
- <https://www.youtube.com/watch?v=5Hc3hmwnymw> (Critical Reading)
- <https://www.youtube.com/watch?v=ix1qUEM9ahg> (Analytical Writing)
- [https://www.youtube.com/watch?v=6Y2\\_oQobo\\_0](https://www.youtube.com/watch?v=6Y2_oQobo_0) (Creative Writing)

## Course Outcomes:

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

1. Think critically and help in writing analytically.
2. Get real life experiences through interpretation of literature.
3. Learn strategies for becoming accurate readers and critical analysts
4. Think logically towards social, political, economical, legal and technological issues.
5. Draw their career vision and mission independently.

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<b>Code: A0H06</b>	<b>English for Academic and Research Writing (Open Elective) (Common for CE,EEE,ME,ECE,CSE,IT and Min.E)</b>	<b>L</b>	<b>T</b>	<b>P</b>
<b>Credits: 3</b>		<b>3</b>		<b>-</b>

### Course Objectives:

This paper helps the students use pre-writing strategies to plan writing. Further it improves writing through the process of drafting essays, reports, abstracts, etc. In addition to this, it improves accuracy and complexity of Sentence structure in academic writing. On the other hand the student will be able to analyze and interpret data. This course also intends to develop research skills to identify and incorporate relevant resources for research writing.

### Module I Features of Academic Writing (8 periods)

**Language:** Clear, Correct, Concise, Inclusive language; **Tone:** Formal, Objective, Impersonal, Cautious tone; **Style:** Appropriate, Accurate, Organized, Empirical style; **Ethics:** Honesty, Integrity, Responsibility, Accountability

### Module II Kinds of Academic writing (8 periods)

Essays, Reports, Reviews, SOPs, Abstracts, Proposals

### Module III Academic Writing Skills (8 periods)

Paraphrasing; Summarizing; Quoting; Rewriting and Expansion

### Module IV Research Process (8 periods)

Selection of Topic, Formulation of Hypothesis, Collection of Data, Analysis of Data, Interpretation of Data, Presentation of Data

### Module V Structure of a Research Document (8 periods)

Title, Abstract, Introduction, Literature Survey, Methodology, Discussion, Findings/Results, Conclusion, Documenting Sources

### Reference Books:

1. Zemach, Dorothy E and Rumisek, Lisa A. *Academic Writing: from Paragraph to Essay*, Oxford, U.K. : Macmillan Education, 2005.
2. Swales, John M and Feak, Christine B. *Academic Writing for Graduate Students: Essential Tasks and Skills*. Ann Arbor, University of Michigan Press. 2004
3. Sword, Helen. *Stylish Academic Writing*, Cambridge, Harvard University Press, 2012.
4. Williams, J.M. & Bizup, J. *Style: Lessons in Grace and Clarity*. 11<sup>th</sup> edition, Pearson, 2013.





5. Weissberg, R. & Buker, S. *Writing up Research: Experimental Research Report Writing for Students of English*. Englewood Cliffs, Prentice Hall Regents, 1990.
6. Englander, K. *Writing and Publishing Science Research Papers in English: A Global Perspective*. Heidelberg. Springer Briefs in Education, 2014.

#### Related Websites:

1. <https://owl.english.purdue.edu/>
2. <http://grammar.ccc.commnet.edu/grammar/>
3. [http://sydney.edu.au/arts/teaching\\_learning/pg\\_writing\\_support/resources.shtml](http://sydney.edu.au/arts/teaching_learning/pg_writing_support/resources.shtml)
4. <https://writing.wisc.edu/Handbook/index.html>
5. <https://brians.wsu.edu/common-errors/>
6. <http://www.gutenberg.org/ebooks/37134>

#### NPTEL Videos:

1. <http://nptel.ac.in/courses/110105091/2> (Research writing)
2. <http://nptel.ac.in/courses/109106116/> (Reading Comprehension)
3. <http://nptel.ac.in/courses/109106094/26> (Academic Writing and Linking Words)
4. <http://nptel.ac.in/courses/109106094/34> (Reports)
5. <http://awelu.srv.lu.se/sources-and-referencing/the-functions-of-references/>

#### Journals:

1. [https://www.researchgate.net/journal/14751585\\_Journal\\_of\\_English\\_for\\_Academic\\_Purposes](https://www.researchgate.net/journal/14751585_Journal_of_English_for_Academic_Purposes)
2. <https://www.sciencedirect.com/journal/journal-of-english-for-academic-purposes/vol/7/issue/2>
3. <https://www.sciencedirect.com/journal/journal-of-english-for-academic-purposes/vol/20>
4. <https://www.journals.elsevier.com/journal-of-english-for-academic-purposes/special-issues>
5. <https://www.baleap.org/resources/journals>

#### Course Outcomes:

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

1. Write effective and appropriate introduction and conclusion
2. Use a wide range of academic words correctly and appropriately.
3. Write a variety of effective sentences that contain appropriate cohesive devices, connectors and transition words.
4. Identify relevant outside source material and integrate it appropriately in writing.
5. Find out results and draw conclusions for research documentation.

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2020-21 Onwards (MR-20)	MALLA REDDY ENGINEERING COLLEGE (Autonomous)	MBA-I SEMESTER		
Code: A0H07	ENGLISH LANGUAGE COMMUNICATION SKILLS LAB	L	T	P
Credits: 3			-	3

The Language Lab focuses on the production and practice of sounds of language and familiarizes the students with the use of English in everyday situations and contexts.

### Course Objective:

To sensitize the students to the intelligibility in their pronunciation of English, speech sounds, word accent, intonation and rhythm. It also helps to improve the fluency in spoken English and make them aware of nuances of major skills, namely, listening and speaking skills. The course also trains the students to understand nuances of both verbal and non verbal communication during all activities. The course enables the learners to develop their confidence levels so as to participate in discussions, debates and public speaking.

### Module I

Introduction to Phonetics: Speech Sounds – Vowels and Consonants; Word Accent  
Ice-Breaking activity

### Module II

Situational Dialogues – Role-Play- Expressions in Various Situations – Self-introduction and Introducing others – Greetings – Apologies – Requests – Social and Professional Etiquette  
JAM session and Debate

### Module III

Oral Presentation Skills: Mechanics of Presentations, Methodology of Presentation, Importance of Non-verbal communication during presentations, Nuances of Presentation  
Describing People, Objects and Situations

### Module IV

Group Discussion: Initiator, Contributor, Informer, Team Leader, Motivator, Creative Contributor, Importance of Non-verbal communication-eye contact, voice characters, posture, gestures, dos and don'ts, analysis, practice with strictly defined goals

### Module V

Career Progression: Job Hunt Process, SWOT analysis, job application/cover letter drafting, resume preparation, types of resumes -electronic, video and printed resume  
Interview Skills- Preparing for the interview, types of interviews, acing the interview, importance of non-verbal communication during the interview, dos and don'ts of interview, follow up and thanking letter

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### Reference Books:

1. Wright, Chrissie. *Handbook of Practical Communication Skills*. 1<sup>st</sup> edition, Jaico Publishing House, 1999.
2. Daniels, Aubrey. *Bringing Out the Best in People*. Tata McGraw-Hill, New York, 2003.
3. Goulstone, Mark. *Just Listen: Discover the Secret to Getting Through to Absolutely Anything*. Kindle edition, American Management Association, 2010.
4. Giblin, Les. *Skill with People*. Embassy Books, 2001.
5. Hughes, John and Mallett, Andrew. *Successful Presentations DVD and Student's Book Pack*. Oxford University Press, 2013.
6. Hancock, Mark. *English Pronunciation in Use (Intermediate)*. 2<sup>nd</sup> edition, Cambridge University Press, 2009.
7. Karia, Akash. *Public Speaking Mastery: Speak Like a Winner*. Kindle edition, 2013.

### E Resources: -

1. <http://www.mindtools.com/CommSkil/ActiveListening.htm>
2. <http://www.slideshare.net/alisonkis/dialogue-and-roleplay-activity>
3. [http://www.hse.ru/pubs/lib/data/access/ram/ticket/2/14309868938d576a532b71360b7354268380727a22/An%20article%20for%20Monika%20\(2010\).pdf](http://www.hse.ru/pubs/lib/data/access/ram/ticket/2/14309868938d576a532b71360b7354268380727a22/An%20article%20for%20Monika%20(2010).pdf)
4. [http://www.mindtools.com/pages/article/newTMC\\_05.htm](http://www.mindtools.com/pages/article/newTMC_05.htm)
5. <http://www.kent.ac.uk/careers/intervw.htm>

### Course Outcomes:

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

1. understand the nuances of language through audio- visual experience and group activities
2. neutralize the accent for intelligibility
3. recognize significance of non-verbal communication and develop confidence to face audience and shed inhibitions.
4. speak with clarity and confidence, thereby enhance employability skills of the students.
5. give oral presentations confidently.



*Revised*  
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