

# padeepz

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## COURSE OBJECTIVES:

- To improve the communicative competence of learners
- To help learners use language effectively in academic /work contexts
- To build on students' English language skills by engaging them in listening, speaking and grammar learning activities that are relevant to authentic contexts.
- To develop learners' ability to read and write complex texts, summaries, articles, blogs, definitions, essays and user manuals.
- To use language efficiently in expressing their opinions via various media.

## INTRODUCTION TO EFFECTIVE COMMUNICATION

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- What is effective communication? (There are many interesting activities for this.)
- Why is communication critical for excellence during study, research and work?
- What are the seven C's of effective communication?
- What are key language skills?
- What is effective listening? What does it involve?
- What is effective speaking?
- What does it mean to be an excellent reader? What should you be able to do?
- What is effective writing?
- How does one develop language and communication skills?
- What does the course focus on? How are communication and language skills going to be enhanced during this course? What do you as a learner need to do to enhance your English language and communication skills to get the best out of this course?

## UNIT I INTRODUCTION TO FUNDAMENTALS OF COMMUNICATION

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Listening –for general information-specific details- conversation: Introduction to classmates - Audio / video (formal & informal); Telephone conversation; Listening to voicemail & messages; Listening and filling a form

Speaking - Self Introduction; Introducing a friend; Conversation - politeness strategies; Telephone conversation; Leave a voicemail; Leave a message with another person; asking for information to fill details in a form.

Reading - Reading brochures (technical context), telephone messages / social media messages relevant to technical contexts and emails.

Writing - Writing emails / letters introducing oneself

Grammar - Present Tense (simple and progressive); Question types: Wh/ Yes or No/ and Tags

Vocabulary - Synonyms; One word substitution; Abbreviations & Acronyms (as used in technical contexts).

## UNIT II NARRATION AND SUMMATION

12

Listening - Listening to podcast, anecdotes / stories / event narration; documentaries and interviews with celebrities.

Speaking - Narrating personal experiences / events; Interviewing a celebrity; Reporting / and summarizing of documentaries / podcasts/ interviews.

Reading - Reading biographies, travelogues, newspaper reports, Excerpts from literature, and travel & technical blogs.

Writing - Guided writing-- Paragraph writing Short Report on an event (field trip etc.)

Grammar –Past tense (simple); Subject-Verb Agreement; and Prepositions

Vocabulary - Word forms (prefixes& suffixes); Synonyms and Antonyms. Phrasal verbs.

## UNIT III DESCRIPTION OF A PROCESS / PRODUCT

12

Listening - Listen to a product and process descriptions; a classroom lecture; and advertisements about a products.

Speaking – Picture description; giving instruction to use the product; Presenting a product; and Summarizing a lecture.

Reading – Reading advertisements, gadget reviews; user manuals.

Writing - Writing definitions; instructions; and Product /Process description.

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Grammar - Imperatives; Adjectives; Degrees of comparison; Present & Past Perfect Tenses.  
Vocabulary - Compound Nouns, Homonyms; and Homophones, discourse markers (connectives & sequence words)

## **UNIT IV CLASSIFICATION AND RECOMMENDATIONS 12**

Listening – Listening to TED Talks; Scientific lectures; and educational videos.

Speaking – Small Talk; Mini presentations and making recommendations.

Reading – Newspaper articles; Journal reports –and Non Verbal Communication (tables, pie charts etc.,)

Writing – Note-making / Note-taking (\*Study skills to be taught, not tested; Writing recommendations;

Transferring information from nonverbal (chart, graph etc, to verbal mode)

Grammar – Articles; Pronouns - Possessive & Relative pronouns.

Vocabulary - Collocations; Fixed / Semi fixed expressions.

## **UNIT V EXPRESSION 12**

Listening – Listening to debates/ discussions; different viewpoints on an issue; and panel discussions.

Speaking –group discussions, Debates and Expressing opinions through Simulations & Role play.

Reading – Reading editorials; and Opinion Blogs;

Writing – Essay Writing (Descriptive or narrative).

Grammar – Future Tenses, Punctuation; Negation (Statements & Questions); and Simple, Compound & Complex Sentences.

Vocabulary - Cause & Effect Expressions – Content vs Function words.

**TOTAL: 60 PERIODS**

### **COURSE OUTCOMES:**

At the end of the course, learners will be able

- To listen and comprehend complex academic texts
- To read and infer the denotative and connotative meanings of technical texts
- To write definitions, descriptions, narrations and essays on various topics
- To speak fluently and accurately in formal and informal communicative contexts
- To express their opinions effectively in both oral and written medium of communication

### **TEXT BOOKS:**

1. English for Engineers & Technologists Orient Blackswan Private Ltd. Department of English, Anna University, (2020 edition)
2. English for Science & Technology Cambridge University Press, 2021.  
Authored by Dr. Veena Selvam, Dr. Sujatha Priyadarshini, Dr. Deepa Mary Francis, Dr. KN. Shoba, and Dr. Lourdes Joevani, Department of English, Anna University.

### **REFERENCES:**

1. Technical Communication – Principles And Practices By Meenakshi Raman & Sangeeta Sharma, Oxford Univ. Press, 2016, New Delhi.
2. A Course Book on Technical English By Lakshmi Narayanan, Scitech Publications (India) Pvt. Ltd.
3. English For Technical Communication (With CD) By Aysha Viswamohan, Mcgraw Hill Education, ISBN : 0070264244.
4. Effective Communication Skill, Kulbhusan Kumar, R S Salaria, Khanna Publishing House.
5. Learning to Communicate – Dr. V. Chellammal, Allied Publishing House, New Delhi, 2003.