



SAMRAT ASHOK TECHNOLOGICAL INSTITUTE
(Engineering College), VIDISHA M.P.
(An Autonomous Institute Affiliated to RGPV Bhopal)

Department of Humanities

Semester/Year		I/II	Program		B.Tech.				
Subject Category	Hum	Subject Code	HUB 101	Subject Name	Language and Writing Skills				
Maximum Marks Allotted									
Theory				Practical	Total Marks	Contact Hours			Total Credits
End-Sem	Mid-Sem	Quiz	Assignment	-	-	L	T	P	
60	20	10	10	-	-	3	-	-	3

Prerequisites:

English language is the most commonly used communicative medium in the corporate sector. The students of engineering need to have a good command over English to express themselves effectively and efficiently. To speak confidently you need to practise.

Course Objective:

1. The students will learn to express themselves and their thoughts in English in a professional way.
2. The students will get to learn the principles of English grammar.
3. The students will have a better and enriched use of English vocabulary.
4. The students will have a better and skilled approach to understanding and writing.
5. The students will learn professional business correspondence.

Course Outcomes:

After completion of the course student will be able to

CO1	The students will develop the ability to communicate effectively.
CO2	The students will have an extended way of expressing themselves.
CO3	They will develop the ability and confidence to face real life situations/interviews.
CO4	Students will be in a position to understand the basic concepts of the language enabling them to speak and write correctly.
CO5	They will be able to successfully handle real life situations of business correspondence.

UNITS	Descriptions	Hrs	CO's
I	Language Skills: LSRW, Conversational Skills, Role Plays, Debate, JAM.	10	1
II	Common Errors in Writing: Articles, Verbs and their types, Modal Verbs, Conditional Sentences, Types of questions.	6	2
III	Vocabulary Development: Using Dictionaries and Thesaurus, Synonyms, Antonyms, Homonyms, Jargon/Scientific Jargon.	8	3
IV	Writing Skills: Précis Writing, Note-making, Note-taking, Process of Reading, Benefits of effective reading.	8	4
V	Business Writing: Types of letters, Structure and Layout; Paragraph writing, Presentation skills- definition and benefits.	8	5
Guest Lectures (if any)		40	
Total Hours			

Text Book-

1. Business Correspondence and Report Writing - By R.C. Sharma, TMH.

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2. Living English Structure - By W.S. Allen; Longmans. 3. English Grammar - Ehrlich, Schaum Series; TMH. 4. English for Effective Communication, Oxford.	
Reference Books- <ul style="list-style-type: none"> • Cambridge English Pronouncing Dictionary, Cambridge University Press, India, 2012 Rs 360/- • A Practical English Grammar • Oxford IBH Pub Sanjay Kumar PushpLata • Spoken English for India - By R.K. Bansal and IB Harrison Orient Longman. 	
Modes of Evaluation and Rubric	
Two mid semester tests, Quiz, Sessional and an end semester examination.	
List/Links of e-learning resource	
<ul style="list-style-type: none"> • https://onlinecourses.nptel.ac.in • https://www.classcentral.com/swayam 	
Recommendation by Board of studies on	27/12/2023
Approval by Academic council on	
Compiled and designed by	Dr. Amitosh Singh
Subject handled by department	Department of Humanities


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