



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

Department of Humanities

Semester/Year		III/IV	Program			B. Tech				
Subject Category	Hum	Subject Code:	HUB 103	Subject Name:	A Practical Approach to English					
Maximum Marks Allotted							Contact Hours			Total Credits
Theory			Practical		Total Marks					
End Sem	Mid-Sem	Quiz	Assignment	End Sem	Lab-Work		L	T	P	
60	20	10	10	-	-	100	3	-	-	3
Prerequisites:										
Using the right word, at the right time, to express our thoughts rightly, defines our language competence. To speak confidently you need to practice. Regular practice improves our ability, our resources and our confidence. There is no shortcut to develop our fluency other than practice. Small steps taken regularly leads to a long way. Hard-work and persistence establishes success.										
Course Objective:										
To enable students to communicate in professional atmosphere. To make the students understand the do's and don'ts of communication skills. After completing the course, the students will be able enough to make conversation with their colleagues. After completing the course, the students will be able enough to hold a discussion with their peers.										
Course Outcomes:										
After completion of the course										
CO1	The students will develop the ability to communicate effectively.									
CO2	The students will have an extended way of expressing themselves.									
CO3	They will also develop the ability and confidence to face interviews.									
CO4	They will be able to successfully handle real life situations of Business Correspondence.									
CO5	Students will be in a position to understand the basic concepts of the language, enabling them to speak and write correctly.									
UNITS	Descriptions						Hrs.	CO's		
I	Collocation: Collocations used in office, in college, at home, with friends.						10	1		
II	Formal and Informal Expressions: In Interviews, in Group Discussions, Useful expression in everyday life.						8	2		
III	Interview Skills: How to Introduce Yourself, The Do's and Don'ts of Interviews, Résumé writing.						10	3		
IV	Polite ways of saying things: Polite ways of saying things in office, Things that are considered rude in formal discussion, Group Discussion, Debate, Negotiation.						6	4		

V	Applied Grammar: Tenses, Narration, Voice, Question Tags.	6	5
Guest Lectures (if any)		40	
Total Hours		40	
Suggestive list of experiments:			
Text Book-			
1. A.J. Thomason and A.V. Martinet, A Practical English Grammar, Oxford IBH Pub Sanjay Kumar Pushp Lata, English for Effective Communication, Oxford.			
Reference Books-			
<ul style="list-style-type: none"> • Business Correspondence and Report Writing - By R.C. Sharma; TMH. • Living English Structure - By W.S. Allen; Longmans. • English Grammar - Ehrlich, Schaum Series; TMH. • Spoken English for India - By R.K. Bansal and IB Harrison Orient Longman. 			
Modes of Evaluation and Rubric			
Two Mid semester tests, Quizzes for continuous evaluation, 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		12/06/2023	
Approval by Academic council on			
Compiled and designed by		Dr. Amitosh Singh	
Subject handled by department		Department of Humanities	