



STANLEY
COLLEGE OF ENGINEERING & TECHNOLOGY FOR WOMEN
(Approved by AICTE , New Delhi | Affiliated to Osmania University ,Hyderabad)
Address : Chapel Road, Abids ,Hyderabad

English (Theory) (EG 101)

(Common to all Branches- B.E.1/4- 2015-16 Batch)

UNIT 1. Effective Communication

Role and Importance of communication. Features of human communication. Process of communication. Types of communication (Verbal- Formal vs. Informal; One-way vs. Two-way communication). Non verbal communication. Barriers to communication

UNIT 2. Oral Communication

Importance of oral communication. Importance of listening in effective communication. Interpersonal Communication: Models of Interpersonal development (Johari Window and Knapp's Model). Styles of communication and Persuasion Techniques

UNIT 3. Written Communication

Paragraph writing, Précis writing, Expansion, Essay writing; Report writing: Types of reports, writing technical reports; writing scientific papers, Communication through Letters: official and personal letters, letters of complaint, letters of enquiry and responses, Résumé writing, cover letters
Writing a Statement of Purpose, Email etiquette and Mobile Etiquette

UNIT 4. Remedial English

Common errors, words often confused, tense and aspects, articles, prepositions, connectives and correlative conjuncts, voice, concord, direct and indirect speech, question tags, punctuation, homonyms, homophones, synonyms and antonyms, one-word substitutes, idiomatic usage, degrees of comparison, affixes

UNIT 5. Reading Comprehension and Reading Strategies (Prescribed Biographies)

The following five lessons are prescribed:

1. Dr. A. P. J. Abdul Kalam
2. Satya Nadella
3. Azim Premji
4. Sachin Tendulkar
5. Sam Pitroda

Textbook Prescribed:

E. Suresh Kumar, Engineering English, Orient Blackswan, 2014.

Books Recommended:

1. E. Suresh Kumar et al., Communication Skills and Softskills, Pearson, 2011
2. Sanjay Kumar and Pushp Lata, Communication Skills, OUP, 2011
3. Kavita Tyagi and Padma Misra, Professional Communication, PHI, 2011
4. Meenakshi Raman and Sangeeta Sharma, Technical Communication : Principles and Practice, OUP, 2011

Name Of The Faculty:

- 1) Dr. V. Anuradha
- 2) Mrs. Virgilia Richard
- 3) Dr. V. Srilatha
- 4) Ms. Nasreen Sultana