



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	HUO-250	Subject Name		<b>A Practical Approach to English</b>					
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 short cut to develop our fluency other than practice. Small steps taken regularly leads to a long way. Hard-work and persistence establishes success.

**Course Objective:**

After completing the course the students will have competence to hold a discussion in professional atmosphere. Students will also have the confidence to use appropriate vocabulary in any kind of spoken discourse in day-to-day life and real life situations. They will also be able to seek better job opportunities by expressing themselves effectively in interviews.

**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	<b>Collocation:</b> Collocations used in office, in college, at home, with friends, Practicing Situational Conversations.	10	1
II	<b>Listening and Speaking Skills:</b> Introducing yourself and others, Reading and telling stories/Anecdotes, Talking about daily routine, Describing current affairs.	8	2
III	<b>Interview Skills:</b> Types of Interviews, The Do's and Don'ts of Interviews, Common Interview questions, Résumé writing.	10	3
IV	<b>Polite ways of saying things:</b> Polite ways of saying things in office, Things that are considered rude in formal discussion, Group Discussion, Debate, Negotiations.	6	4
V	<b>Interactive Activities:</b> Tenses, Narration, Voice, Punctuation, Question Tags.	6	5
Guest Lectures (if any)		-	
<b>Total Hours</b>		40	

Suggestive list of experiments:

**N.A.**

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"> <li>• Business Correspondence and Report Writing- By R. C. Sharma; TMH.</li> <li>• Living English Structure -By W.S. Allen; Longmans.</li> <li>• English Grammar - Ehrlich, Schaum Series; TMH.</li> <li>• Spoken English for India- By R.K. Bansal and IB Harrison Orient Longman.</li> </ul>	
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"> <li>• <a href="https://onlinecourses.nptel.ac.in">https://onlinecourses.nptel.ac.in</a></li> <li>• <a href="https://www.classcentral.com(swayam)">https://www.classcentral.com(swayam)</a></li> </ul>	
Recommendation by Board of Studies on	13/06/2024
Approval by Academic Council on	
Compiled by	Dr. Amitosh Singh/ Aditi Dwivedi
Subject handled by department	Department of Humanities