



# **Moodlakatte Institute of Technology, Kundapura**

## **Basic Science (Science)**

**Course Name : TECHNICAL ENGLISH - II ( 18EGH28 )**

**Class : Semester 2 C**

**Mrs Pavana  
Assistant Professor,  
2019-20**



## 1 . Faculty Details

**Name** : Mrs Pavana  
**Qualification** : -  
**Department** : Science  
**Permanent Address** : saligrama, udupi, 576225, India  
**Phone Number** : 9740838071  
**Email ID** : pavana@mitkundapura.com  
**Specimen Signature** : \_\_\_\_\_

**2 . Course Allotted**

Allotted Duty	Course Title	Course Code
Theory 1	TECHNICAL ENGLISH - 1	18EGHL18
Theory 2	TECHNICAL ENGLISH - II	18EGH28



**3 . Academic calendar 2019-20 ( Semester 2 )**

Date	Day	Event
3 Feb 2020	MONDAY	Term Start Date
3 Feb 2020	MONDAY	Commencement of even sem
15 Feb 2020	SATURDAY	Graduation day
21 Feb 2020	FRIDAY	shivaratri
3 Mar 2020	TUESDAY	Saavishkar Day-1
4 Mar 2020	WEDNESDAY	Saavishkar Day-2
5 Mar 2020	THURSDAY	Mridula
14 Mar 2020	SATURDAY	COVID -19 Precaution
15 Mar 2020	SUNDAY	COVID -19 Precaution
16 Mar 2020	MONDAY	COVID -19 Precaution
17 Mar 2020	TUESDAY	COVID -19 Precaution
18 Mar 2020	WEDNESDAY	COVID -19 Precaution
19 Mar 2020	THURSDAY	Internal-1
19 Mar 2020	THURSDAY	COVID -19 Precaution
20 Mar 2020	FRIDAY	Internal-1
20 Mar 2020	FRIDAY	COVID -19 Precaution
21 Mar 2020	SATURDAY	Internal-1
21 Mar 2020	SATURDAY	COVID -19 Precaution
22 Mar 2020	SUNDAY	COVID -19 Precaution
23 Mar 2020	MONDAY	COVID -19 Precaution
24 Mar 2020	TUESDAY	COVID -19 Precaution
25 Mar 2020	WEDNESDAY	Ugadi
25 Mar 2020	WEDNESDAY	COVID -19 Precaution





Date	Day	Event
26 Mar 2020	THURSDAY	COVID -19 Precaution
27 Mar 2020	FRIDAY	COVID -19 Precaution
28 Mar 2020	SATURDAY	COVID -19 Precaution
10 Apr 2020	FRIDAY	Good Friday
14 Apr 2020	TUESDAY	Ambedkar jayanthi
18 Apr 2020	SATURDAY	Founders day
27 Apr 2020	MONDAY	Internal-2
28 Apr 2020	TUESDAY	Internal-2
29 Apr 2020	WEDNESDAY	Internal-2
1 May 2020	FRIDAY	May day
16 May 2020	SATURDAY	Farewell
23 May 2020	SATURDAY	Project Exhibition
25 May 2020	MONDAY	Ramzan Eid
28 May 2020	THURSDAY	Internal-3
29 May 2020	FRIDAY	Internal-3
30 May 2020	SATURDAY	Internal-3
1 Jun 2020	MONDAY	Last working day
31 Jul 2020	FRIDAY	Term End Date

**4 . Timetable**

	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>		<b>5</b>
	<b>09:00 AM 09:55 AM</b>	<b>09:55 AM 10:50 AM</b>	<b>11:05 AM 12:00 PM</b>	<b>12:55 PM 01:50 PM</b>	<b>01:50 PM 02:45 PM</b>	<b>01:50 PM 01:50 PM</b>
<b>MON</b>		BE 18EGH28 Science Semester 2 A			BE 18EGH28 Science Semester 2 A	
<b>TUE</b>						
<b>WED</b>	BE 18EGHL18 Science Semester 1 B			BE 18EGHL18 Science Semester 1 B		
<b>THU</b>	BE 18EGH28 Science Semester 2 C	BE 18EGHL18 Science Semester 1 C		BE 18EGHL18 Science Semester 1 C	BE 18EGH28 Science Semester 2 C	
<b>FRI</b>	BE 18EGH28 Science Semester 2 B	BE 18EGHL18 Science Semester 1 A	BE 18EGH28 Science Semester 2 B	BE 18EGHL18 Science Semester 1 A		
<b>SAT</b>						



## 5 . Department Details

### 5 . 1 Preliminary Information

#### PROGRAM OUTCOMES(PO's)

1. **Engineering knowledge** : Apply the knowledge of mathematics, science, engineering fundamentals, and an engineering specialization to the solution of complex engineering problems
2. **Problem analysis** : Identify, formulate, review research literature, and analyze complex engineering problems reaching substantiated conclusions using first principles of mathematics, natural sciences, and engineering sciences
3. **Design/development of solutions** : Design solutions for complex engineering problems and design system components or processes that meet the specified needs with appropriate consideration for the public health and safety, and the cultural, societal, and environmental considerations
4. **Conduct investigations of complex problems** : Use research-based knowledge and research methods including design of experiments, analysis and interpretation of data, and synthesis of the information to provide valid conclusions
5. **Modern tool usage** : Create, select, and apply appropriate techniques, resources, and modern engineering and IT tools including prediction and modeling to complex engineering activities with an understanding of the limitations
6. **The engineer and society** : Apply reasoning informed by the contextual knowledge to assess societal, health, safety, legal and cultural issues and the consequent responsibilities relevant to the professional engineering practice
7. **Environment and sustainability** : Understand the impact of the professional engineering solutions in societal and environmental contexts, and demonstrate the knowledge of, and need for sustainable development
8. **Ethics** : Apply ethical principles and commit to professional ethics and responsibilities and norms of the engineering practice
9. **Individual and team work** : Function effectively as an individual, and as a member or leader in diverse teams, and in multidisciplinary settings
10. **Communication** : Communicate effectively on complex engineering activities with the engineering community and with society at large, such as, being able to comprehend and write effective reports and design documentation, make effective presentations, and give and receive clear instructions
11. **Project management and finance** : Demonstrate knowledge and understanding of the engineering and management principles and apply these to one's own work, as a member and leader in a team, to manage projects and in multidisciplinary environments
12. **Life-long learning** : Recognize the need for, and have the preparation and ability to engage in independent and life-long learning in the broadest context of technological change



**PROGRAM SPECIFIC OUTCOMES(PSO's)**

**PSO 1 :** Identify the root cause of a problem, formulate and solve it using engineering knowledge, modern tools, imagination and innovation

**PSO 2 :** Apply the knowledge acquired in practical life with social and ethical commitment to achieve environmental safety and self-sustainability

**PSO 3 :** Function competently as an individual/part of multidisciplinary teams, of industry/educational/ research organization with extraordinary communication skills and leadership qualities



**6 . Course Information**
**6 . 1 Course Content**
**Title of the Course : TECHNICAL ENGLISH - II**
**Semester : 2**
**Academic Year : 2019-20**

Subject Code : 18EGH28	IA Marks : 40
Hours/week : 2	Total Hours : 50
Exam Hours : 3	Exam Marks : 60
Course Plan Author : Pavana	Planned Date : 2020-02-03
Approved by : Prof Deepak Shetty	Approved Date : 2020-02-03
<b>Objectives:</b> <ol style="list-style-type: none"> <li>1 . To impart basic English grammar and essentials of language skills</li> <li>2 . To train to identify the nuances of phonetics, intonation and enhance pronunciation skills</li> <li>3 . To enhance with English vocabulary and language proficiency</li> </ol>	
<b>Course Outcomes (COs) :</b> <ol style="list-style-type: none"> <li>1 . Use grammatical English and essentials of language skills and identify the nuances of phonetics, intonation and flawless pronunciation</li> <li>2 . Implement English vocabulary at command and language proficiency</li> <li>3 . Identify common errors in spoken and written communication</li> <li>4 . Understand and improve the non verbal communication and kinesics</li> <li>5 . Perform well in campus recruitment, engineering and all other general competitive examinations</li> </ol>	

## 6 . Course Information

### 6 . 1 . 1 Course Syllabus

#### Objectives:

**Title of the Course :** TECHNICAL ENGLISH - II

**Subject Code :** 18EGH28

#### Module 1

Identifying Common Errors in Writing and Speaking English :

Subject Verb Agreement (Concord Rules with Exercises), Common errors in Subject-verb agreement, Noun-pronoun agreement, Adjective, Adverb, Verb, Sequence of Tenses, Misplaced modifiers, Articles and Prepositions, Common errors in Conjunctions, Word Order, Errors due to the Confusion of words, Common errors in the use of idioms and phrases, Gender, Singular & Plural

#### Module 2

Nature and Style of sensible writing :

Organizing Principles of Paragraphs in Documents, Writing Introduction and Conclusion, Importance of Proper Punctuation, The Art of Condensation (Precise writing) and Techniques in Essay writing, Common Errors due to Indianism in English Communication, Redundancies & Cliches

#### Module 3

Technical Reading and Writing Practices :

Effective Technical Reading and Writing Practices, Technical Reports writing and Technical Proposals Writing, Grammar -Voice (Active and Passive Voices) and Reported Speech, Vocabulary -Analogies, Words Confused/Misused, Collocations, The Listening Comprehension, Spotting Error Exercises, Sentence Improvement Exercises, Cloze Test and Theme Detection Exercises

#### Module 4

Communication for Employment :

Components of a Formal Letter, Formats and Types of Business Letters, Model Letter of Application (Cover Letter) with Resume, Email and Blog Writing, Reading Skills and Reading Comprehension

#### Module 5

Communication at Workplace :

Interpersonal Communication Skills, Non-Verbal Communication Skills (Body Language), Group Discussion and Employment Interviews, Presentation skills and Formal Presentations by Students, Dialogues in Various Situations (Practical Sessions by Students)



## 6 . Course Information

### 6 . 1 . 2 Text Books and Reference Books

#### REFERENCE BOOKS :

- 1 . English for Technical Communication by N.P.Sudharshana and C. Savitha, Cambridge University Press - 2016.
- 2 . Technical Communication by Gajendra Singh Chauhan and Et al, Cengage learning India Pvt Limited [Latest Revised Edition] -2018
- 3 . Practical English Usage by Michael Swan, Oxford University Press - 2016.
- 4 . High School English Grammar & Composition by Wren and Martin, S Chandh &CompanyLtd-2015
- 5 . Effective Technical Communication - Second Edition by M. Ashraf Rizvi, McGraw Hill Education (India) Private Limited -2018



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**6 . Course Information**
**6 . 2**
**Semester : 2**
**Section : C**
**Course : TECHNICAL ENGLISH - II**

Period	Plan/Execution	Date	Topic	Source material to be referred	Course Outcome	Bloom's Level	Execution Methods	Learning Validation Method
<b>Module 1</b>								
1	P	6 Feb 2020	Subject Verb Agreement (Concord Rules with Exercises), Common errors in Subject-verb agreement, Noun-pronoun agreement				Lecture	
1	E	-	-	-				
2	P	6 Feb 2020	Adjective, Adverb, Verb				Lecture	
2	E	-	-	-				
3	P	13 Feb 2020	Sequence of Tenses, Misplaced modifiers, Articles and Prepositions				Lecture	
3	E	-	-	-				
4	P	13 Feb 2020	Common errors in Conjunctions, Word Order				Lecture	
4	E	-	-	-				
5	P	20 Feb 2020	Errors due to the Confusion of words, Common errors in the use of idioms and phrases				Lecture	
5	E	-	-	-				
6	P	20 Feb 2020	Gender, Singular & Plural				Lecture	
6	E	-	-	-				
<b>Module 2</b>								
7	P	27 Feb 2020	Organizing Principles of Paragraphs in Documents				Lecture	
7	E	-	-	-				
8	P	27 Feb 2020	Writing Introduction and Conclusion				Lecture	
8	E	-	-	-				
9	P	5 Mar 2020	Importance of Proper Punctuation				Lecture	
9	E	-	-	-				
10	P	5 Mar 2020	The Art of Condensation (Precise writing) and Techniques in Essay writing				Lecture	
10	E	-	-	-				
11	P	12 Mar 2020	Common Errors due to Indianism in English Communication				Lecture	
11	E	-	-	-				
12	P	12 Mar 2020	Redundancies & Cliches				Lecture	
12	E	-	-	-				



Period	Plan/Execution	Date	Topic	Source material to be referred	Course Outcome	Bloom's Level	Execution Methods	Learning Validation Method
<b>Module 3</b>								
13	P	2 Apr 2020	Effective Technical Reading and Writing Practices, Technical Reports writing and Technical Proposals Writing				Lecture	
13	E	-	-	-				
14	P	2 Apr 2020	Grammar -Voice (Active and Passive Voices) and Reported Speech, Vocabulary -Analogies				Lecture	
14	E	-	-	-				
15	P	9 Apr 2020	Words Confused/Misused, Collocations				Lecture	
15	E	-	-	-				
16	P	9 Apr 2020	The Listening Comprehension, Spotting Error Exercises				Lecture	
16	E	-	-	-				
17	P	16 Apr 2020	Sentence Improvement Exercises				Lecture	
17	E	-	-	-				
18	P	16 Apr 2020	Cloze Test and Theme Detection Exercises				Lecture	
18	E	-	-	-				
<b>Module 4</b>								
19	P	23 Apr 2020	Components of a Formal Letter				Lecture	
19	E	-	-	-				
20	P	23 Apr 2020	Components of a Formal Letter				Lecture	
20	E	-	-	-				
21	P	30 Apr 2020	Formats and Types of Business Letters				Lecture	
21	E	-	-	-				
22	P	30 Apr 2020	Model Letter of Application (Cover Letter) with Resume				Lecture	
22	E	-	-	-				
23	P	7 May 2020	Email and Blog Writing				Lecture	
23	E	-	-	-				
24	P	7 May 2020	Reading Skills and Reading Comprehension				Lecture	
24	E	-	-	-				
<b>Module 5</b>								
25	P	14 May 2020	Interpersonal Communication Skills				Lecture	
25	E	-	-	-				
26	P	14 May 2020	Interpersonal Communication Skills				Lecture	

Period	Plan/Execution	Date	Topic	Source material to be referred	Course Outcome	Bloom's Level	Execution Methods	Learning Validation Method
26	E	-	-	-				
27	P	21 May 2020	Non-Verbal Communication Skills (Body Language)				Lecture	
27	E	-	-	-				
28	P	21 May 2020	Group Discussion and Employment Interviews				Lecture	
28	E	-	-	-				
29	P	21 May 2020	Presentation skills and Formal Presentations by Students				Lecture	
29	E	-	-	-				
30	P	21 May 2020	Dialogues in Various Situations (Practical Sessions by Students)				Lecture	
30	E	-	-	-				



**6 . Course Information**
**6 . 2 . 1 Compliance Report**
**Semester : 2**
**Section : C**
**Course : TECHNICAL ENGLISH - II**

Module No.	# of Classes Planned(till date)	Planned Effort(till date)	# of Classes Executed(till date)	Actual Efforts(till date)	% Coverage
1	6	5hrs 30min	0	0hrs 0min	0.0
2	6	5hrs 30min	0	0hrs 0min	0.0
3	6	5hrs 30min	0	0hrs 0min	0.0
4	6	5hrs 30min	0	0hrs 0min	0.0
5	6	5hrs 30min	0	0hrs 0min	0.0


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 Humanities  
 Technology  
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**6 . Course Information**

**6 . 2 . 2 CO PO Mapping**

**No CO PO mapping available**

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Signature  
Name  
Date