

Code: BCA- 1005T	AEC-I	General English - I	2L+T: 0P	2 Credits (30 hours theory)
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Max Marks: 100; Theory: 100 (Int: 25; Ext: 75)

Course Outcomes: Upon completion of the course, students will be able to

CO1: Develop a strong vocabulary foundation and understand word formation, prefixes, suffixes, synonym and antonyms to improve English language proficiency.

CO2: Apply basic writing skills, including sentence structures, paragraph organization, coherence, and punctuation, to enhance written communication.

CO3: Identify and correct common grammatical errors in writing, including subject verb agreement, misplaced modifiers, and redundancy.

CO4: Demonstrate the ability to write effectively using descriptive, definitional, and classificatory technique including providing examples and writing structured content.

CO5: Improve written communication through comprehension, précis writing, and essay writing techniques.

CO6: Develop oral communication skills, including pronunciation, intonation, workplace communication, and formal presentations, through interactive language lab sessions.

Unit	Topics	Purposed lectures
I	Vocabulary Building The concept of Word Formation, Root words from foreign languages and their use in English, Acquaintance with prefixes and suffixes from foreign languages in English to form derivatives, Synonyms, antonyms, and standard abbreviations.	6
II	Basic Writing Skills Sentence Structures, Use of phrases and clauses in sentences, Importance of proper punctuation, Creating coherence, Organizing principles of paragraphs in documents, Techniques for writing precisely.	6
III	Identifying Common Errors in Writing Subject-verb agreement, Noun-pronoun agreement, Misplaced modifiers, Articles, Prepositions, Redundancies, Tenses.	4
IV	Nature and Style of Sensible Writing Describing, Defining, Classifying, providing examples or evidence, Writing introduction and conclusion.	4
V	Writing Practices Comprehension, Précis Writing, Essay Writing.	4
VI	Oral Communication Listening Comprehension, Pronunciation, Intonation, Stress and Rhythm, Common Everyday Situations: Conversations and Dialogues, Communication at Workplace, Interviews, Formal Presentations.	6

Text/ Reference Books:

1. Swan, Michael. *Practical English Usage*. Oxford University Press, 1995.
2. Wood, F.T. *Remedial English Grammar*. Macmillan, 2007.
3. Zinsser, William. *On Writing Well*. Harper Resource Book, 2001.
4. Hamp-Lyons, Liz, and Ben Heasley. *Study Writing*. Cambridge University Press, 2006.
5. Kumar, Sanjay, and Pushp Lata. *Communication Skills*. Oxford University Press, 2011.
6. *Exercises in Spoken English, Parts I-III*. CIEFL, Hyderabad, Oxford University Press.
7. Tiwari, Anjana. *Communication Skills in English (with Lab Manual)*. Khanna Book Publishing Co., 2023.

Alternative NPTEL/SWAYAM Courses

Sl. No.	NPTEL/SWAYAM Course	Instructor	Host Institute
1	English Language for Competitive Exams	Prof. Aysha Iqbal	IIT Madras
2	Technical English for Engineers	Prof. Aysha Iqbal	IIT Madras