

Course Name	<b>Essential English – I</b>		
Duration	<b>45 Hours</b>	Course Offering Department	<b>English and Foreign Languages</b>
<b>Note:</b> <ol style="list-style-type: none"> <li>85% attendance is mandatory.</li> <li>On Successful Completion of the Course Assessments, Certificates will be provided.</li> </ol>			

<b>Course Outcomes (CO):</b>	At the end of this course, learners will be able to:
<b>CO-1:</b>	<i>Speak in English with confidence</i>
<b>CO-2:</b>	<i>Acquire grammatical accuracy and master proficiency in speaking and writing</i>
<b>CO-3:</b>	<i>Upskill the key concepts of presentation techniques through activities</i>
<b>CO-4:</b>	<i>Face interview with much preparedness</i>
<b>CO-5:</b>	<i>Write all kinds of documentation flawlessly</i>

<b>Syllabus</b>
<b>Unit-I: Oral Communication</b> Introducing others using SWOC analysis- Asking questions and giving polite replies – Seeking permission – Inviting Friends and Colleagues - Praising and Complimenting people – Persuading people to do something – Complaining and Apologizing.
<b>Unit- II: Vocabulary and Grammar in Use</b> Word Formation – Prefix and Suffix - Sentence Structure – Verbs – Active and Passive – Conditional Clause – Concord – Modal Auxiliaries – Connectives – Prepositions – Articles – Punctuation Marks.
<b>Unit – III: Presentation Practice and Techniques</b> Components of Presentation – Picture Description/Narration – Attention Getter – Listening to TEDx TALKS – Introductory activities – Asking questions – Giving responses – Reading – Life of Pi and The English Teacher.
<b>Unit – IV: Interview Techniques and Etiquettes</b> Types of Interviews - Significance of nonverbal communication – Grooming- Mastering the handshakes - Emotional and Social Intelligence – Group Discussion- In Pursuit of Happiness (movie) Types of Interview Questions - Mock Interview.
<b>Unit – V: Writing and Documentation</b> The Art of Writing Resume with Cover Letter – Formal and Informal letters – E-mail Communication– Product and Process Description- Review writing of movies and books.

<b>Learning Resources</b>	<ol style="list-style-type: none"> <li>Hewings, Martin, Advanced Grammar in Use: A Self-study Reference and Practice Book for Advanced Learners of English, Published by Cambridge University Press, 2013.</li> <li>Making Sense of English: A Textbook of Sounds, Words and Grammar by Yadugiri.M.A. Published by Vinod Vasishta for Viva Books Private Limited, New Delhi.ISBN-13: 978-81-309-0824-3.</li> <li>Martel Yann <i>Life of Pi</i> Published by Knopf, First Edition, 2001, ISBN 0-676-97376-0.</li> <li>Murphy Raymond English Grammar in <i>Use Book with Answers: A Self-Study Reference and Practice Book for Intermediate Learners of English</i> Cambridge University Press; 4th edition (23 February 2012)</li> <li>Narayan R.K. <i>The English Teacher</i> Published by Indian Thought Publications; Edition- 1, 2007.</li> <li>The Art and Science of Communication: Tools for Effective Communication in the Workplace by P. S. Perkins and Les Brown (May 2, 2017)</li> <li>Wren, P.C.; Martin, H.; Prasada Rao, N.D.V. (1973–2010). High School English Grammar &amp; Composition. New Delhi: S. Chand. ISBN 81-219-2197-X.</li> </ol>
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**Learning Assessment**

Assessments / Weightage	Component – I	Weightage	Component – II	Weightage
Assessment – I	Online Test (Pre-Test)	20%	Written	10%
Assessment – II	Listening	15%	Mock Interview	20%
Assessment – III	Presentation	15%	Online Test (Post-Test)	20%

**Timeline for Assessment**

Assessment – I / Component – I	First Week of the Course	Assessment – I / Component – II	Second Week of the Course
Assessment – II / Component – I	Third Week of the Course	Assessment – II / Component – II	Fourth Week of the Course
Assessment – III / Component – I	Fifth Week of the Course	Assessment – III / Component – II	Last Week of the Course

<b>Course Convenor</b>	<b>Dr. L. Kavitha Nair</b> Professor and Head
<b>Coordinators</b>	<b>Dr. J. Michael Raj</b> Assistant Professor <a href="mailto:michealj@srmist.edu.in">michealj@srmist.edu.in</a> +91 - 9994008495
	<b>Dr. K. Thomas Alwa Edison</b> Assistant Professor <a href="mailto:thomasak@srmist.edu.in">thomasak@srmist.edu.in</a> +91 - 9486371721
<b>Course Instructors</b>	<b>Dr. J. Michael Raj</b> Assistant Professor
	<b>Dr. V. Karunanithi</b> Assistant Professor
	<b>Dr. K. Thomas Alwa Edison</b> Assistant Professor
	<b>Dr. C. M. Sharmi Rachel</b> Assistant Professor