

**Maulana Abul Kalam Azad University of Technology, West Bengal**  
*(Formerly West Bengal University of Technology)*  
**1<sup>st</sup> Year Curriculum Structure for B.Tech courses in Engineering & Technology**  
 (Applicable from the academic session 2018-2019)

<b>Course Code :</b> HM-HU201	<b>Category :</b> Humanities and Social Sciences including Management courses
<b>Course Title :</b> English	<b>Semester :</b> Second
<b>L-T-P : 2-0-0</b>	<b>Credit:2</b>
<b>Pre-Requisites:</b>	

**Detailed contents**

**1. Vocabulary Building**

- 1.1 The concept of Word Formation: Compounding, Backformation, Clipping, Blending.
- 1.2 Root words from foreign languages and their use in English
- 1.3 Acquaintance with prefixes and suffixes from foreign languages in English to form derivatives.
- 1.4 Synonyms, antonyms, and standard abbreviations: Acronyms

**2. Basic Writing Skills**

- 2.1 Sentence Structures & Types: Simple, Compound, Complex
- 2.2 Use of phrases and clauses in sentences: Transformation of sentences, active, passive, narration
- 2.3 Importance of proper punctuation
- 2.4 Creating coherence: Arranging paragraphs & Sentences in logical order
- 2.5 Creating Cohesion: Organizing principles of paragraphs in documents
- 2.6 Techniques for writing precisely

**3. Identifying Common Errors in Writing**

- 3.1 Subject-verb agreement
- 3.2 Noun-pronoun agreement
- 3.3 Misplaced modifiers
- 3.4 Articles
- 3.5 Prepositions
- 3.6 Redundancies
- 3.7 Clichés

**4. Nature and Style of sensible Writing**

- 4.1 Describing
- 4.2 Defining
- 4.3 Classifying
- 4.4 Providing examples or evidence
- 4.5 Writing introduction and conclusion

**5. Writing Practices**

- 5.1 Comprehension
- 5.2 Précis Writing
- 5.3 Essay Writing
- 5.4 Business Letter, Cover Letter & CV; E-mail

**Addendum**

**Some examples of English words with foreign roots**

Greek Root/Affix	Examples
Anti	Antisocial, antiseptic

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Auto	Automatic, autograph
Anthropos	Anthropology, philanthropy
Bio	Biography
Chronos	Time
Di	Dilemma
Bio	Biology
Biblio	Bibliography
Chron	Chronology
Cracy	Contradiction
Geo	Geology
Hyper	Hyperactive
Mania	Kleptomania
Mega	Megaserial
Eu	Eulogy, euphoria
Geo	Geology
Graph	autograph, photograph
Hetero	Heterogeneous
Hyper	Hyperactive
Hypo	hypodermic, hypoglycemia
Macro	Macrocosm
Mega	megalomania
Micro	microcosm

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Mono	Monarch
Pan	Panorama
Pathos	Pathetic
Phobia	Hydrophobia
Pod (Gk), ped (Latin)	Pseudopodia
Poly	polyglot
Tele	Telephone
Theo	Theology, theist
<b>Latin Root</b>	<b>Examples</b>
Aud	Audible
Bene	Beneficial
Brev	abbreviate, brief
circum	Circulate
Contra	Contradict
Cred	Credible
Dict	Diction
Femina	Feminine
Inter	Internet, interval
Magna	Magnificent
Mal	Malnutrition
Multi	multinational
Nova	Novel
Multi	Multiple, multiplex
Non	Nonstop

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Pre	Previous, predicate
Re	Redo, rewind
Scrib	Scripture
Spect	Spectator
Trans	Transport
Uni	Unity
Omni	Omnipotent
Semi	Semicircle
Sub	Subway
somnus	Insomnia,
Super	Superman
Sym	Sympathy
scribe	Describe, scribble(write illegibly), inscribe
Trans	Transform
Un	Unnecessary
Uni	Universal

**Learning Resources:**

- (i) Kulbushan Kumar, R S Salaria, Effective Communication Skills, Khanna Publishing House, Delhi.
- (ii) Practical English Usage. Michael Swan. OUP. 1995.
- (iii) Remedial English Grammar. F.T. Wood. Macmillan.2007
- (iv) On Writing Well. William Zinsser. Harper Resource Book. 2001
- (v) Study Writing. Liz Hamp-Lyons and Ben Heasley. Cambridge University Press. 2006.
- (vi) Communication Skills. Sanjay Kumar and PushpLata. Oxford University Press. 2011.
- (vii) Exercises in Spoken English. Parts. I-III. CIEFL, Hyderabad. Oxford University Press
- (viii) Universal English Prof. Prasad Kataria Publications, 2019.
- (ix) "Communication Skills for Professionals"-Nira Konar, Prentice Hall of India 2nd edition, New Delhi, 2011
- (x) Gajendra Singh Chauhan, Smita Kashiramka and L. Thimmesha. Functional English. Cengage , 2019.

**Course Outcomes**

The student will acquire basic proficiency in English including reading and listening comprehension, writing and speaking skills.