



SATHYABAMA

INSTITUTE OF SCIENCE AND TECHNOLOGY

(DEEMED TO BE UNIVERSITY)

Accredited with "A" Grade by NAAC

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Minutes of BOS – June 2020 – May 2021

Department of English

Minutes of the Virtual BOS Meeting-2021 (UG –B.E/B.Tech/UG/PG) meeting held on 20th April, 2021 at 9.00 am. Department of English, Sathyabama Institute of Science and Technology, Chennai.

Members Present:

S.No.	Name of the Staff	Members
1.	Dr. Mercy Gnana Gandhi	Professor in English
2.	Dr. T. Shrimathy Venkatalakshmi Professor & Head, Department of English, Anna university, Chennai	BOS member
3.	Dr. S. Armstrong Professor & Head Department Of English University Of Madras Chepauk Campus, Chennai	BOS member
4.	Dr. J. Amutha Monica	Member
5.	Dr. Sowmiya	Member
6.	Dr. Lizy	Member
7.	Mr. Senthil	Member
8.	Ms. Dorris Lourdes	Member
9.	Mr. Arun	Member

Item No. BOS/01: It was proposed to revise and approve the scheme and syllabus for first year B. E., B. Tech courses- Technical English - from the academic year 2021-2022.

The Board read through the report/recommendations of the expert committee and approved the syllabus. The Board considered and approved the scheme and syllabus for Technical English. The External member suggested inclusion of ICT tasks in the assessment procedure. It was suggested that Internal Assessment can include online task completion.

After discussion, fruitful suggestions were incorporated.

Item No. BOS/02: To consider and approve the continuation of the scheme and syllabus for UG course - Science, Arts, Law and Commerce groups from the academic year 2021-2022.

Item No. BOS/03: To consider and approve the continuation of the scheme and syllabus for UG Course - BA English literature from the academic year 2020-2021 onwards.

The Board counselled to make some minor changes related to primary textbooks, prominent writers and periodical alignment of the units. The Board went through the report/recommendations of the expert committee and approved the same. The Board considered and approved the scheme and syllabuses for, with some minor modifications.

Resolute that the revised syllabuses for UG stream- BA English Literature for the academic year 2021- 2022 onwards be accepted and approved.

B.A. English: New courses Introduced

1. SVCA1203 - Body Language and Communication

Item No. BOS/04 : To consider and approve the continuation of the scheme and syllabus for PG Course - MA English Literature from the academic year 2021-2022 onwards. The Board read through the Report / recommendations of the expert committee and approved the scheme and syllabuses with minor modifications.

M.A. English: New courses Introduced

1. SHSA7002 - Research Writing
2. SHSA7003 - ICT in Language Teaching
3. SHSA7006 - Employability Skills



As per the feedback given by students, alumni, employers and faculty members, the changes were implemented accordingly keeping in the student's future in mind.

All the units comprises at least three to four lines of topics and sub topics are added under each unit.

Latest edition and recent yearbooks under text and reference materials are included. Course Outcomes are reframed accordingly.

Approval for Scheme for conduction of online classes:

The theory and practical classes and examination conducted through online mode was satisfactory to the students. Due to the current Covid-19 situation, the management has decided to conduct online classes and online examinations for students. The Evaluation Scheme and norms followed during the period July 2020- Dec 2020 will be continued with the approval of the members without any changes.

S.No	NAME & DESIGNATION	Signature
1	Dr. T. Shrimathy Venkatalakshmi Professor & Head, Department of English, Anna university, Chennai	
2	Dr. S. Armstrong Professor & Head Department Of English University Of Madras Chepauk Campus, Chennai	

SHSA7002	RESEARCH WRITING	L	T	P	CREDIT
		3	0	0	3

- To introduce basic writing skills to students
- To enhance clarity and conciseness in the presentation
- Introduce various styles of formal writing
- To enable learners to prepare for careers other than teaching English

UNIT I: Introduction to writing

9 Hrs

Different Types of Writing - Narrative, Descriptive, Expository and Argumentative - Critical, Appreciative and Evaluative Writing - Editing - Grammar, Spelling, Punctuation.

UNIT II: Organization of writing

9 Hrs

Guided Writing - Expansion, Use of Connectives, Sequencing, Writing a Paragraph Freewriting, Mind Mapping Paraphrasing, Summarizing, Writing an Abstract -Writing Letters, Resume and Email.

UNIT III: Professional Writing

9 Hrs

Inter Office Memos - Professional Reports - Business, Survey, Minutes of a Meeting –Writing a Review - Ad Writing, Slogan Writing and Writing Headlines - Technical Writing; Product and Process Writing - Writing a User Manual

UNIT IV: Writing a research paper - I

9 Hrs

Choosing Between Indicative and Informative Abstracts - Features and Structure of Introductions - Describing Problems/Limitations - Explaining Methods and Processes - Summarizing Results, Interpretations Using Hedging.

UNIT V: Writing a research paper - II

9 Hrs

Findings and Analysis - Avoiding Plagiarism - Summarising and Paraphrasing - Limitations and Future Scopes - References and Quotations.

Course Outcomes:

Upon successful completion of this course, the students will be able to:

- Use standard grammar, punctuation and spelling in documents.
- Maintain objectivity in writing documents.
- Produce various types and formats of reports to meet particular purposes.
- Provide professional quality documents.
- Explain complex information in a way that anyone can understand easily.
- Create plagiarism free content.

Prescribed Text:

- Richard. T. A, A Guide to Technical Writing, Nabu Press, 2011.

References:

1. Darlene Smith-Worthington & Sue Jefferson, *Technical Writing for Success*, Cengage Learning Inc., 2008.
2. Rubens, Philips (Gen. Editor) *Science & Technical Writing*, Routledge, London 2001.
3. Stephen Bailey, *Academic Writing: A Handbook for International Students*. Routledge, 2018.
4. Joshua Aidoo, Dr Joshua Aidoo , Joshua Aidoo, *Effective Technical Writing and Publication Techniques: A Guide for Technical Writers, Engineers and Technical Communicators*, Troubador Publishing, 2009
5. Samuel Chandler Earle, *The Theory and Practice of Technical Writing* Bibliobazaar, Llc.,, 2004

SHSA7003	ICT IN LANGUAGE TEACHING	L	T	P	CREDIT
		3	0	0	3

- To enhance awareness among students about Computer Aided learning
- To understand the role of technology in developing language skills
- To make the students analyze various learning styles and strategies through technology and online
- To promote learner autonomy in digital communication

UNIT: 1 ICT and CALL An Overview (9 Hrs)

Development of IT - Definition of CALL- - History of CALL- Phases and Approaches to CALL - Complexities of theory -Types of CALL- CALL methodology - Uses of CALL in English Language Teaching - Limitations

UNIT: 2 ICT- Programs and Applications (9 Hrs)

CALL- programs and applications - CALL Theory, Frameworks - CALL and computational linguistics- CALL and LSRW skills - Grammar, vocabulary and data-driven learning - Learner training and autonomy

UNIT: 3 Electracy- Computer Communication (9 Hrs)

Software design and pedagogy - online teaching- Multimedia and Internet - Technology Enhanced Language Learning -Web- enhanced Language Learning -Network-based Language Learning - Mobile Assisted Language Learning

UNIT: 4 Teachers Vs ICT (9 Hrs)

Technologies used in CALL- Internet based CALL - Trends-issues- Problems and criticisms of CALL instruction- Conventional teaching Vs CALL teaching: Comparison Research - Teacher education – Role changes for teachers and students - Evaluation and feedback

UNIT: 5 Update on previous trends and Future Directions (9 Hrs)

From CALL to MALL -path to Ubiquitous learning - Networked learning - Open Educational Resources - The emergence of Artificial Intelligence - From CALL to ICALL - AI and Language Education - Need for Teacher training and Professional Development- Future directions

Course Outcomes:

At the end of the course the students will be able to

- Identify a range of CALL applications.
- Respond to learning in different situations.
- Distinguish how technologies can be used to support LSRW skills
- Display knowledge and confidence in using technology in teaching/learning.
- Analyze social and cultural aspects of CALL.
- Categorize CALL technologies and implementations.

Prescribed Text:

- Beatty, Ken *Teaching and Researching Computer-Assisted Language Learning* (London: Pearson. (2010).

References:

1. Blake, Robert *Brave New Digital Classroom* (2nd Edition). Georgetown University Press. (2012).
2. Chapelle, Carol A. and Jamieson, Joan *Tips for Teaching with CALL* White Plains,. (2008).
3. Ducate, Lara & Arnold, Nike (eds.) *Present and Future Perspectives of CALL: From Theory and Research to New Directions in Foreign Language Teaching* (2nd ed.). San Marcos, TX: CALICO. (2011).
4. Fotos, Sandra & Browne, Charles (eds.) *New Perspectives on CALL for Second Language Classrooms*. Mahwah, NJ: Lawrence Erlbaum. (2004).
5. Levy, Mike & Stockwell, Glenn (2006). *CALL Dimensions: Options and Issues in Computer-Assisted Language Learning*

SHSA7006	EMPLOYABILITY SKILLS	L	T	P	CREDIT
		3	0	0	3

Course Objectives:

- To develop the business and professional communication effectively. (9 Hrs)
- To hone both speaking and listening skills.
- To apply different types of presentation skills.
- To enhance interpersonal communication skills and develop self-confidence.

UNIT: 1: Communication Skills (9 Hrs)

Verbal Communication - Non-Verbal Communication - Body Language - Visual Communication - Humor – Listening Skills - Presentation Skills - Public Speaking – Interview Skills - Telephone Etiquettes.

UNIT: 2 Leadership Skills (9 Hrs)

Team Building - Strategic Planning – Mentoring – Dispute solution - Giving Feedback - Managing Difficult Conversations - Decision Making - Performance Management - Crisis Management.

UNIT: 3 Influencing Interpersonal Skills (9 Hrs)

Selling - Negotiation - Motivating – Persuasion - Networking Skills - Interpersonal Relationships - Dealing with Difficult People -Conflict Resolution - Personal Branding - Office Politics.

UNIT: 4 Personal Skills (9 Hrs)

Innovation Skills - Emotional Intelligence -Self Awareness - Stress Management –Tolerance of Change and Uncertainty- Taking Criticism -Self Confidence- Assertiveness- Adaptability & Resilience- Work/Life Balance

UNIT: 5 Professional Skills

Time Management - Concept, Essentials, Tips - Etiquette and Manners - Resume Building - Different Types of Business Letters – Cover letter, Thank you letter, Withdrawal Letter - Business Email Writing.

Course Outcomes:

Upon successful completion of this course, students will be able to:

- Develop their communicative competence.
- Extend employability skills to enhance their prospect of placements.
- Apply and succeed in international examinations such as IELTS and TOEFL.
- Take part in presentations and participate in Group Discussions.
- Successfully answer questions in interviews.
- Leads to operational excellence and an improvement in the use of English in the workplace.

Prescribed Text:

- *Managing Soft Skills for Personality Development* by B.N.Ghosh, McGraw Hill India, 2012.

References:

1. Anderson, P.V. (2007) *Technical Communication*, Thomson Wadsworth, Sixth edition, New Delhi,
2. John Seely, *The Oxford Guide to Writing and Speaking*, Oxford University Press, New Delhi, 2004.
3. Bovee, Courtland, L., John V. Thill and Barbara E. Schatzman. (2004) *Business Communication Today: Seventh Edition*. Delhi: Pearson Education, |
4. Lesikar, Raymond V and Marie E. Flatley (2002) *Basic Business Communication: Skills for Empowering the Internet Generation: Ninth Edition*. New Delhi: Tata McGraw-Hill Publishing Company Ltd.,
5. Pease, Allan and Barbara Pease. (2005) *The Definitive Book of Body Language*. New Delhi: Manjul Publishing House